

Gilroy Unified School District

7810 Arroyo Circle

Gilroy, CA 95020

Salary Schedule for Substitute Teachers (Special/Temporary)

(Substitute Teachers with Valid 30-Day Substitute Permit or California Teaching Credential)

Effective Date: September 16, 2021 – December 31, 2021

Substitute Teacher Daily Rates (In-Person Classroom Substitutes Only):

Substitute Teacher with 30-Day Substitute Permit or California Teaching Credential:

Full Day: \$200 / \$220 Special Education (Zero Period additional \$37)

Substitute Teacher Stipend(s)

If a substitute teacher works as a substitute teacher during the current school year, the following stipend(s) will be paid in June:

Days Worked (Current School Year)	Stipend	Total Stipend (Cumulative)
50 days	\$250	\$250
100 days	\$500	\$750
150 days	\$750	\$1,500

All substitute teachers are to report to the assigned site at least 15 minutes prior to the designated school starting time. Substitute teachers in a full day assignment are released from the assignment 15 minutes after the student dismissal time by checking out in the school site office.

Elementary Program	Full Day: 8:00 am – 3:30 pm	Half Day – AM 8:00 am – 11:45 am	Half Day – PM 11:45 am – 3:30 pm
Secondary Program <u>Zero Period:</u> Middle School: 7:30 am – 8:15 am High School: 7:00 am – 7:50 am	Full Day: 7:45 am – 3:15 am	Half Day – AM 7:30 am - 11:30 am	Half Day – PM 11:30 am – 3:15 pm

Cancellation of Assignment: Any substitute teacher who reports to an assignment and the assignment has been cancelled by the District will be compensated at a half-day rate if no other assignment is available.

Change of Assignment: Any substitute teacher may be reassigned to another class or school site on the date of accepted assignment. Refusal to accept the change in assignment will result in non-payment.

Payroll Procedures: Time claims are generated by the Human Resources Office on the 15th of each month. Checks are issued at the District Office reception area after 1:00 pm on the 10th of the month. Identification must be shown when picking payroll checks. For direct deposit, please contact the Human Resources Office for additional information and required form.

Payroll cycle example: Period of September 16th to October 15th = Paid November 10th