



# BENICIA UNIFIED SCHOOL DISTRICT

## Certificated Substitute Teacher Pay Schedule

### 2021-2022

Daily Rate *	Hourly Rate *	Description
\$200.00	\$27.59	with valid 30-Day Emergency Sub WAIVER
\$225.00	\$31.03	with valid 30-Day Emergency Sub Permit
\$270.00	\$37.24	with valid California Credential
\$270.00	\$37.24	with valid Career Substitute Permit
\$285.00	\$39.31	Long Term Substitute - Employee with appropriate valid California Credential
\$285.00	\$39.31	BUSD retirees, active part-time certificated employees who substitute on their non-scheduled workday, and certificated personnel who substitute on a day to day basis while on an unpaid leave of absence
\$290.00	\$40.00	Long Term Substitute - BUSD retirees with valid appropriate California Credential

\*The Daily Rates and Hourly Rates have been increased **non-precedent setting** on a one-time basis only for the 2021-2022 school year, effective after the governing board approval, due to impacts from COVID-19. **On July 1, 2022, the Daily and Hourly Rates will revert back to the previous pay rates from 2020-21 school year.**

- ❖ A full day work for a full day pay amounts to working 7.25 hours per day. A substitute teacher may be requested/required to work during a teachers “prep” period.
- ❖ Each site administrator or office manager has the discretion to reassign substitute teachers to best meet the needs of staff and students at their site.

#### PLANNING DAYS

Friday	Elementary: will be paid at 60% if <b>teaching</b> entire student day.
Friday	Middle: will be paid at 100% if <b>teaching</b> at least 4 periods.
Friday	BHS: will be paid at 100% if <b>teaching</b> at least 4 periods.
Wed & Thur ( <i>block schedule</i> )	BHS: will be paid at 100% if <b>teaching</b> at least 3 periods.

#### PARTIAL DAYS

Elementary:	pay is prorated by the percentage of day worked based on a 7.25-hour day.
BMS/BHS/LHS:	paid at 100% if <b>teaching</b> at least 4 periods <b>otherwise</b> pay is prorated by the percentage of day worked based on a 7.25-hour day.

#### Absence Management (AESOP):

- BUSD uses an automated computer system **Absence Management** for substitute calling.
- Once hired, you will be given instructions how to register and use the **Absence Management** system.
- You **may only accept** substitute jobs through the **Absence Management** System.

#### TIME SHEETS:

- Blank Time sheets will be available at each site. Each pay period you will start a new time sheet at each site that you substitute. On your first assignment each month, you will need to complete the required information and sign the time sheet. There will be a file for you to leave your time sheet at each site at the end of each workday.
- An authorized person (generally the office manager) at the work site **MUST** sign your time sheet each workday.
- Time sheets will be turned in to the payroll office by each site on the payroll deadline date of each month. Payroll deadline dates are posted at each site as well as in the district office.

#### PAYDAY:

- BUSD paydays are the **last teacher workday** of each month.
- BUSD does not mail paychecks – if you do not have direct deposit you may pick up your check in the Business Office on payday.