

Mt. Diablo Unified School District

SUBSTITUTE TEACHER DAILY RATES

Salary Schedule 2011-2012 Fiscal Year

REGULAR DAILY AND LONG TERM RATES:

Daily Rate—Step 1	97.50
Long Term Rate (starting on 6 th day in same assignment)	109.50
Long Term Rate (full semester in same assignment—must include at least two report card periods)	138.50

EXPERIENCE SCHEDULE:

*Three (3) Qualifying Years	Daily Rate	104.50
	Long Term Rate	116.50
*Five (5) Qualifying Years	Daily Rate	109.50
	Long Term Rate	131.00

CERTIFICATED RETIREES: 140.50

Certificated Substitutes providing service in the schools listed below will receive **\$138.50 (\$158.50 SIG)** per day** effective the first day. **Certificated Retirees** will receive **\$156.50 (\$179.00 SIG)** per day** for each day of service in these schools. This rate will remain in effect for the duration of the assignment. Please highlight these schools on your “Substitute Teacher’s Time Report” form to receive these rates.

Bel Air Elementary**	Sunrise School
Cambridge Elementary	Ygnacio Valley Elementary
Fair Oaks Elementary	Riverview Middle School
Meadow Homes Elementary	Oak Grove Middle School
Rio Vista Elementary**	Mt. Diablo High School
Shore Acres Elementary**	Ygnacio Valley High School

*Service of seventy-five (75) days per school year in MDUSD equals one year of qualifying experience. Years of service must be consecutive to qualify for this special rate. The new rate will be effective with the beginning of the new school year.

**SIG (School Improvement Grant) School – SIG daily rate is a salary adjustment due to increased instructional time in the classroom at these specific sites only.

CLARIFICATION OF PAY AND SITE TIME

Substitute teachers are employed to work one of two schedules:

- **Half day**, which is 3 ½ hours for elementary and middle schools, and 3 hours, 40 minutes for high schools, or
- **Full day**

Whether working a half or full-day schedule, substitute teachers are to remain at the site for the full amount of time, even when covering a classroom for only one hour. When the time of

student attendance is shortened due to an early dismissal day, substitute teachers remain on site for the full amount of time. The site administrator or designee may assign other responsibilities such as other classroom coverage or general assistance in the office. The daily work schedule does **not** entitle substitute teachers to additional pay for working a period, “prep period”, or block for contract teachers, as these lie within the half or full-day work schedule.

PAYROLL

The payroll period for substitute teachers ends on the 20th day of each month.

The original of the “Substitute Teacher’s Time Report” form must be brought or sent to the district Payroll Office (Wing B, Dent Center, 1936 Carlotta Drive, Concord) to arrive on the 21st day of the month. It may be mailed, but if it does not arrive in the Payroll Office on or before the 21st of the month, payment will be deferred until the following month. Checks are mailed to the home address of the substitute teacher on or about the 10th of the month following the month of service.

SICK LEAVE PROVISION

A substitute teacher who has accepted a long-term assignment for a teacher on an extended leave of absence will earn one day of illness leave for each eighteen-day period taught. The substitute teacher may use such accumulated illness leave, in accordance with district regulations, during a long-term assignment.

RETIREMENT DEDUCTIONS

1. Effective July 1, 1956, substitute teachers who have never been members of the retirement system and those who have withdrawn their funds from the system, will not qualify for membership until they have taught 100 days during a school year. When a substitute teacher has taught 100 days during a school year, joining the State Teachers’ Retirement System is mandatory.
2. Retirement deductions must be taken on all earnings of substitute teachers who are now members of the retirement system. They will receive service credit in the system for the portion of the school year served.
3. Substitute teachers may elect membership in the system at any time while employed in a substitute or part-time position which does not qualify for membership in this system. The election is irrevocable, shall be in writing, and shall be filed in the Personnel Office prior to submission of contributions.
4. Upon leaving the employment of the school system(s), a substitute teacher may withdraw funds from STRS. Forms should be requested by contacting CalSTRS at www.calstrs.com. If you do withdraw your funds, you cannot return to teaching in any district in California until you have received your check from STRS.
5. Substitute teachers who do not qualify for membership and do not elect membership in STRS must be placed in an alternative retirement plan by law. The Mt. Diablo Unified School District has selected PARS (Public Agency Retirement System) as the alternative plan for the district. See General Information for PARS participants in this packet.