



CLASSIFIED SUBSTITUTE 2016 - 2017

Substitute is defined as: a non-exempt, non-benefited temporary worker substituting for an absent employee or working in a vacant position until regular employee is hired. This also applies to seasonal positions.

The Work	How to Pay
1. Substituting in a non-exempt position:	1st step on the salary schedule of the non-exempt <u>job code</u> for which he/she is subbing.
2. Substituting in an exempt position:	Hourly Rate:
a. Exempt Administrative Support-clerical job code	\$14.31 per hour
b. Exempt Administrative Support-Education Support job code	\$15.42 per hour
c. Exempt Business Services job code	\$16.62 per hour
d. Exempt Curriculum & Instruction job code	\$16.31 per hour
e. Exempt Human Resources job code	\$17.28 per hour
f. Exempt Public Relations job code	\$17.28 per hour
g. Exempt Technology job code	\$17.62 per hour
h. Exempt Education Support job code	\$13.31 per hour
i. Exempt Custodial/Grounds job code	\$15.42 per hour
j. Exempt Maintenance/Trades job code	\$16.31 per hour
k. Exempt Food Services job code	\$12.42 per hour
l. Exempt Transportation job code	\$15.42 per hour

Clarifying Statement: A *Substitute* doing the work of an exempt employee will receive step one of the hourly rate of pay of the lowest comparable non-exempt, non-supervisory position assigned in the Sub-work Unit on the Classified Non-exempt Salary Schedule, with overtime as defined by the Fair Labor Standards Act (FLSA).