

**Portola Valley School District**  
**Substitute Payroll Information**  
*effective 10/15/2022*

**FOR CERTIFICATED TEACHER SUBSTITUTES:**

**Full Day Assignment** (7:45 - 3:15 P.M., both schools sites):

The rate of pay is **\$250/day** for the first 10 days worked during the school year.

Upon completion of Day 10, the rate of pay is **\$275/day** retroactive to the first day.

**Long Term Assignment:**

Substitutes who possess a California State Teaching Credential or 30 Day Emergency Sub Permit, and teach in the same full-time assignment for thirty (30) consecutive days, **will be paid \$275/day** beginning the first day of the long term assignment.

Substitutes who teach in the same full-time assignment for twenty-one (21) consecutive days, and possess a full, valid California State Teaching Credential (this does not include permits) **will be paid at their appropriate per diem rate** as determined by the current salary schedule for certificated teachers, beginning the first day of the assignment. Placement on the salary schedule must be verified by transcripts and employment records.

**Morning-Only Assignment:** The rate of pay for a morning-only assignment is **\$175.**

Morning-only assignment at Ormondale School is from 8:00 a.m. to 1:00 p.m.

Morning-only assignment at Corte Madera School is from 7:45 a.m. to 12:55 p.m.

Lunch supervision is included in Morning-Only assignments.

**Afternoon-Only Assignment:** The rate of pay for an afternoon-only assignment is **\$125.**

Afternoon-only assignment at both Ormondale and Corte Madera Schools is from 1:00 to 3:10 p.m.

**PVSD Teachers Who Serve As Substitute Teachers**

District teachers who serve as a Substitute Teacher during a preparation period or other non-schedule time on a regular work day will be paid at the contractual hourly rate of \$60.00. On days when a part-time teacher is not regularly scheduled to work, the full day, morning-only and afternoon-only rates of pay will prevail.

**FOR CLASSIFIED STAFF SUBSTITUTES:**

**Full Day Assignment:** The work day hours and rate of pay is dependent upon the assignment:

- **Paraeducator I** (General Education): \$22.74/hour
- **Paraeducator III** (Special Education): \$26.92/hour
- **Custodian:** \$25.93/hour
- **Office Secretary** (Ormondale and Corte Madera): \$33.02/hour

Classified substitute rates are Step 1 of the assignment per the current, approved classified salary schedule. Retroactive rates do not apply to classified assignments.

**Certificated Substitute Teachers who serve as Classified Staff Substitutes:**

Certificated teachers who agree to substitute for classified staff will be paid at the teacher substitute rate.

A valid California State Teaching Credential must be on file with the District Office.

**TIMESHEETS**

Timesheets are due in the school office at the end of each assignment. Pay periods are from the 1<sup>st</sup> day of the month to the last day of the month. Paychecks are distributed on the 10<sup>th</sup> day of the following month and will be mailed unless the Business Office is otherwise directed.

**PAYROLL CONTACT PERSON:** Shulan Li (650) 851-1777 ext. 2566 [sli@pvdsd.net](mailto:sli@pvdsd.net)