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 SubstituteTeachers 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 1st day of the month to the last day of the month. Paychecks are distributed on the 10th 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@pvsd.net