

## Substitute Teacher Pay Rates

Accumulated days worked are counted each school year, beginning July 1 through June 30.

**New substitute teachers first year or substitute teachers who worked less than 60 days for DCSD during the previous school year.**

<u>New/Non-Super Subs</u>	<u>Full day/Half day</u>
1-30 days	\$80/\$45
61-90 days	\$90/\$50
91 days and more	\$130/\$70

**DCSD Former Employees and substitute teachers with sixty days or more service the previous year (Super Subs).**

A former employee is defined as a DCSD employee who resigned from their employment within the last 12 months and was a full-time employee during their last year of employment. Former DCSD substitutes are not considered former employees. *In order to remain at the Former Employee pay rate, Former Employee substitutes must substitute 60 days per school year.*

<u>Former Employee/Super Subs</u>	<u>Full day/Half day</u>
1-30 days	\$95/\$55
31-60 days	\$110/\$60
61 days and more	\$130/\$70

### DCSD Retired Teacher

A retired teacher is defined as a DCSD employee who retired from their employment within the last 12 months and must be hired as a DCSD substitute teacher within 12 months of their retirement from DCSD. In addition, the teacher must be retired under Colorado PERA prior to July 1.

<u>DCSD Retired Teacher</u>	<u>Full day/Half day</u>
1-30 days	\$115/\$60
31+ days	\$130/\$70

**Prearranged Long-term Assignments** are eleven or more days in the same assignment. Long-term assignments will count towards your accumulated days worked.

<u>Length of Assignment</u>	<u>Full day/Half day</u>
1-30 days	\$99/\$55
31-60 days	\$120/\$60
61 days and more (up to 89 days)	\$154/\$77

## Statement of Earnings

**The rate on your Pay Statement is NOT A DAILY RATE.**

The rate is the number of full or half days worked multiplied by the daily rate of each, added together and divided by the total number of jobs worked (full or half day) to get an average amount earned per day.

An example: 2 full days @ \$80.00 = \$160.00  
2 half days @ \$45.00 = \$ 90.00  
\$250.00/4 = \$62.50 per day

If you believe your gross amount is incorrect, please call the Substitute Office.

A payroll period begins on the first day of the month through the last day of the month. You will receive payment on the 20<sup>th</sup> of the following month. (For example: Jobs worked in December are paid on January 20<sup>th</sup>.)

All DCSD employees are required to sign up for Direct Deposit. As a new substitute, the first paycheck will be an actual check sent in the mail. After the first pay period, your paycheck will be directly deposited. If Direct Deposit information changes, the same rules will apply.

All DCSD employees' statement of earnings and W-2 forms are available to view online @ [www.atsprintfreedom.com](http://www.atsprintfreedom.com). The on-line check stub process allows employees to view and print payroll check stubs on-line through American Technology Solutions (ATS). ATS My Paystub is a secure easy-to-use web-based solution providing 24-hour access to current and past pay stubs and W-2 forms.

For more information, visit the DCSD Website at:  
[http://www.dcsdk12.org/DCSD/Business\\_Services/Payroll/Online\\_Check\\_Stubs](http://www.dcsdk12.org/DCSD/Business_Services/Payroll/Online_Check_Stubs).

## Full Day/Half Day Assignments

Substitute teachers are paid for a half or full day increments. A half day assignment is four hours or less. A full day assignment is anything greater than four hours. Substitutes should arrive and leave at assigned times. (Please do not accept assignments causing schedule conflicts without contacting the site or Substitute Office.)

Substitute teachers are not paid for holidays, vacation periods or school closures

## **Long-Term Substitute Assignments**

Long-term assignments will be paid at a set rate based on the number of days determined by the school site. If the assignment changes, corrections may be made. Other assignments worked, not part of the long-term assignment, will be paid at the regular substitute rate.

A Long-term Substitute Notification form is required for any assignments eleven days or more in the same assignment. The form is completed by the school and signed by the substitute teacher before submitting to the Substitute Office.

Long-term substitutes are required to submit the Long-term Substitute Time Sheet to the Substitute Office. The form must be received by the Substitute Office no later than the last day of the month worked to guarantee payment on the 20<sup>th</sup> of the following month. Once the time sheet is completed and signed by the school administrator, it may be sent to the Substitute Office via fax (303) 387-0112, intra-district mail or scanned and sent electronically.

Time sheets must be obtained from the District website to ensure you are submitting the most recent version. (Go to Human Resources/Substitute Staff Information/Long Term Substitute Time Sheet.)

When a long-term substitute will be absent and a replacement substitute is needed, the long-term substitute should call the Substitute Office to arrange for another substitute teacher. As a courtesy, please notify the school/site of your absence.

If you are in a long-term assignment, you may want to enter an “Unavailable” or “DND” in SubFinder so SubFinder will not call you for other jobs during the date range of your assignment. For complete instructions on applying a DND or Unavailable status, please watch the tutorial in SubFinder.

Long term positions must follow the Federal No Child Left Behind Requirements. Substitutes in long-term assignments must be endorsed or credentialed accordingly. All long-term substitute notifications must be received and approved by Human Resources prior to the start of the assignment.

## **Extra Duty Assignments**

Instances may occur when the school may need to have a different class covered other than the one for which a substitute has been assigned for the day. In such instances, the school may ask a substitute to cover the class during a planning

time or “non-student-contact” time. The substitute teacher is not obligated and may decline this offer. If a teacher you are subbing for does not have a planning period built into their schedule, extra duty pay is not paid to the substitute teacher.

If you accept this offer, please make sure you have authorized this additional payment with the school administrator/secretary. If you have questions regarding this payment or feel you have not been paid appropriately, please contact a Payroll Specialist.

### **Public Employees Retirement Association (PERA)**

All DCSD employees are required to join PERA. Employees are not covered by Social Security.

The salary deduction will be 8% per month, unless you have retired with PERA. Starting January 1, 2008, the District will contribute 12.05% for all employees, including those who are retired with PERA

January 1, 2010, the district will contribute 13.85%

January 1, 2011, the district will contribute 14.75%

January 1, 2012, the district will contribute 15.65%

Effective January 1, 2011, PERA retirees will be required to pay an 8% contribution.

For information regarding PERA benefits, please contact PERA.