



**SWEETWATER UNION HIGH SCHOOL DISTRICT
HUMAN RESOURCE SERVICES DIVISION**

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M E M O R A N D U M

TO: Karen Janney, Ed.D., Superintendent

FROM: Sandra C. Huevo, Assistant Superintendent Human Resources

DATE: September 3, 2015

SUBJECT: CERTIFICATE SUBSTITUTE RATE OF PAY TEMPORARY INCREASE

The purpose of this memorandum is to provide background information to the Superintendent and to the Board of Trustees on the temporary increase to the certificated substitute rates and information on the rates from districts within the San Diego County.

During the 2013-2014 school year, the District began to see an increase in the number of substitute assignments that remained "unfilled". At that time, the decision was made to minimize the number of professional development activities scheduled for Fridays and Mondays since normally these days yield a high number of employee absences. Priority was given to fill absences for listed with a reason of "illness" over any other reason (i.e. professional development, personal necessity, etc.). School sites were instructed to have staff report to the school site prior to attending any scheduled professional development activity to ensure their classrooms were covered. During the second semester of 2013-2014 SY, there were days when the "unfilled" rate reached a peak with over 100 positions remaining unfilled. At that time, the Superintendent approved the temporary increase of the substitute rate to mitigate the "unfilled" rate. The temporary increase has been reviewed at every semester since May 2014. The rates changed as follows:

Each time the temporary increase was approved, it was advertised on SubFinder and as substitutes accessed the web connect system the information was listed in bold red letters. The temporary increase was listed on the site with a start date and an end date, based on the approvals. This is the timeline of the approvals/action:

- Initial approval by Dr. Edward Brand May 28, 2014 – June 6, 2014 for temporary increase:
\$115 PER DAY (5 periods and prep) to \$125 PER DAY
\$138 PER DAY (6 periods no prep) to \$150 PER DAY

"The Sweetwater Union High School District will fulfill the promise of 100% student success"

"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics." *SUHS Board Policy 0410*

- Extension approved by Dr. Edward Brand June-2014 for first three months of the 2014-2015 school year (July-September 2014).
- Extension approved by Dr. Tim Glover September 29, 2014-December 19, 2014.
- Extension approved by Dr. Tim Glover January 13, 2015-March 31, 2015.
- Extension approved by Mr. Phil Stover April 1, 2015-June 5, 2015.
- Discussions in Cabinet 6/23/2015 and 7/14/2015 review of substitute rates/county information; seek approval to continue higher rate of pay for 2015-2016 school year. No decision was made.
- Notification to site secretaries of rates reverting back to established rates and message removed from web connect July 15, 2015.

With regards to communication of the change to revert back to the regular rates, there is no evidence that Human Resources (HR) sent individual notifications. The message outlining the temporary increase on the web connect log-in was removed. In the future, decisions on sub rates will be communicated, by HR, to the entire substitute staff via individual email communication.

Additionally, there was a request to provide information for the rate of pay for substitutes in Chula Vista School District and contract language for San Diego Unified School District (SDUSD). Chula Vista Elementary School District recently raised their substitute teacher rate to \$122 per day and \$132 for long term sub assignments. San Diego Unified School District (SDUSD) substitute teachers are covered under the collective bargaining agreement. The contract language along with the hourly salary schedule is attached. The hourly salary schedule is dated July 1, 2014; however, their tentative agreement states that there is a 4% increase effective July 1, 2015.

SDUSD substitutes pay union fees in the amount of \$34.57 per month. The Payroll staff deducts ½ the payment \$17.28 on the 10th of each month and deducts \$17.29 on the 31st of each month. The amount is deducted each month a substitute has earnings based upon a 10 month academic calendar.

Human Resources is currently obtaining the most recent information on substitute rates from neighboring school districts. To date, thirteen (13) districts have responded and of the thirteen (13) districts who have responded six (6) have raised their certificated substitute rate.

As of August 27, 2015, Human Resources has received approval to continue with the temporary increase to be effective July 1, 2015. The Payroll Department will be making adjustments to pay for substitutes who worked during the month of July. If there is interest in making the rate change permanent, attached are the rates for all substitute services that can be presented to the Board of Trustees for approval.

If you have any questions regarding this personnel matter, please do not hesitate to contact me at 619-585-6010.

Sweetwater Union High School District
CERTIFICATED SUBSTITUTE RATES

Effective July 1, ~~2003~~2015

Daily Substitute Service - 7-12 Program (6 periods including preparation period where applicable)	Daily Rate	*Long-term Daily Rate
Substitute teachers, librarians, and counselor (day-to-day) Four periods or more Three periods (or approximate Hours) Less than three periods	\$115.00 125.00 76.76 83.33 57.50 62.50	\$125.00 135.00 83.33 89.99 62.50 67.50
Daily Substitute Service – 7-12 Program (Teacher - Block Schedule)	Daily Rate	*Long-term Daily Rate
Substitute Service – (day-to-day) Six periods	\$138.00 150.00	\$150.00 162.00
Daily Substitute Service 7-12 Program (Teacher – Six teaching periods)	Daily Rate	*Long-term Daily Rate
Substitute Service – (day-to-day) Block Schedule (full assignment of block classes and advisory)	\$138.00 150.00	N/A
Daily Substitute Service – 7-12 Program (Counselor-Learning Center)	Daily Rate	*Long-term Daily Rate
Substitute Service – (day-to-day) 8 hours (including lunch)	\$138.00 150.00	\$150.00 162.00
Daily Substitute Service – 7-12 Program (Nurse – 7 hours and 15 minutes including lunch)	Daily Rate	*Long-term Daily Rate
Substitute Nurse (day-to-day) Four hours or more excluding lunch Three hours or more but less than four hours excluding lunch Less than three hours excluding lunch	\$115.00 125.00 76.76 83.33 57.50 62.50	\$125.00 135.00 83.33 89.99 62.50 67.50
Hourly Substitute Service (Substitute for hourly certificated employee)	Hourly Rate	*Long-term Hourly Rate
Substitutes teacher, librarians, counselors Substitute nurse	\$23.00 25.00 \$23.00 25.00	\$25.00 27.00 \$25.00 27.00

***Effective with the 11th day in the same assignment.**

Approved by the Board of Trustees

~~June 18, 1998~~ TBD

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Board Policy 0410