

Date: September 8, 2021
From: Derek Brothers, Director of Personnel Services
To: All DJUSD Site and Departments
RE: Substitute Teachers Rate of Pay

Dear Site and Department Staff,

Effective Tuesday September 8, 2021, our certificated substitute pay will increase to the following rates:

Substitute with a California credential	\$170 per day (\$34.00 per hour/period)
Substitute with a 30-day substitute permit	\$160 per day (\$32.00 per hour/period)
DJUSD Retiree (California certificated)	\$196 per day (\$35 per hour/period)
Current DJUSD Certificated staff	\$207 per day
Long Term Substitutes serving in the same assignment for 20 consecutive days	\$200 per day on the 21 st day retroactive to the first consecutive day in that assignment

This information has been shared with all certificated substitutes and you should feel free to distribute it to anyone interested in being a DJUSD substitute.

I have provided additional general information about certificated substitute responsibilities and pay rate by period below.

Please contact the Personnel Services Department with any additional questions.

Sincerely,

Derek Brothers, Director of Personnel Services

GENERAL CERTIFICATED SUBSTITUTE INFORMATION

1. Substitutes should arrive at their job site at least 15 minutes before the first teaching assignment begins to receive keys, sub plans and any other needed information.
2. Substitutes will be paid for a minimum of 2 hours for any elementary assignment and for 2 periods for any secondary assignment.
3. Substitutes who work a full minimum day, Collaboration (early/late-release) day, or a final-exam-schedule day shall be paid for a full day.
4. Secondary substitute teachers teaching more than 5 periods in one day shall be compensated one additional period for each period over 5 periods. *Please mark the number of whole periods worked on the timesheet; count partial periods as "1".*
5. Elementary substitutes will be paid a half-day for between 2-3.5 hours worked and a full day for more 3.5 hours worked. *Please mark actual time worked on the timesheet, rounded to the nearest half-hour.*
6. Time worked at multiple sites will be combined for purposes of compensation, with each assignment pro-rated for the percentage of total time worked.
7. Substitutes who work at both elementary and secondary sites on the same day will be paid separately for each assignment up to a maximum of 140% of the daily rate (equivalent to 7 periods). This must be approval by the Director of Personnel Services
8. Current DJUSD certificated staff will be paid for each hour or period worked.

Effective September 8, 2021 the following rates and payment schedule.

DJUSD Certificated Substitute Rates					
Rate	Day to Day (with 30 day permit)	Day to Day (with CA credential)	Day to Day (DJUSD Retirees)	Day to Day (DJUSD Employee)	Long term job over 20 consecutive days
Daily	\$160	\$170	\$196	\$207	\$200
Hourly	\$32	\$34	\$39.20	\$41.40	N/A

Secondary Certificated Substitute Pay Rates by Period					
Periods assigned	Percent	Day to Day (with 30 day permit)	Day to Day (with CA credential)	Day to Day DJUSD Retirees	Day to Day DJUSD Employee
2 or less periods	40%	\$64	\$68	\$78.40	\$82.80
3 periods	60%	\$96	\$102	\$117.60	\$124.20
4 periods	80%	\$128	\$136	\$156.80	\$165.60
5 periods	100%	\$160	\$170	\$196	\$207
6 periods	120%	\$192	\$204	\$235.20	\$248.40
7 periods	140%	\$224	\$238	\$274.40	\$289.80
Classes Taught on Block days only	Time needed to be recorded	Day to Day (with 30 day permit)		Day to Day (with CA credential)	
1 classes	2 periods	\$64		\$68	
2 classes	3.5 periods	\$112		\$119	
3 classes	5 periods	\$160		\$170	
4 classes	6 periods	\$192		\$204	

Elementary Substitute Teacher Pay Ranges By Hour					
Hours on campus	Percent	Day to Day (with 30 day permit)	Day to Day (with CA credential)	Day to Day DJUSD Retirees	Day to Day DJUSD Employee
1-2	40%	\$64	\$68	\$78.40	Hour/Period
2.- 3.5	50%	\$80	\$85	\$98	Hour/Period
3.5 or more	100%	\$160	\$170	\$196	Hour/Period