



SUBSTITUTE COMPENSATION

DAILY PAY and END OF THE YEAR BONUS

FULL DAY (MORE THAN 4 HOURS) ** = \$100.00
HALF DAY (4 HOURS OR LESS) ** = \$50.00

Long-term assignments are paid at \$100/day this includes Principal Directed and Intervention Teachers.

**Times are based on the start and end times indicated in the AESOP system.
Pay does not include the ½ hour you are required to arrive prior to the start of class.

BONUS STRUCTURE

	Based on Full Days Worked
120-150 days	\$10/ Day Worked (\$1,200-\$1,500)
151-170 days	\$20/ Day Worked (\$3,020-\$3,400)
171+ days	\$30/ Day Worked (\$5,130-\$5,550)

The End of the Year Bonus is calculated by the number of days you worked at or after 120 Full workdays and multiplied by the bracket multiplier. (Counting is based on days worked from 6/11 of one year to 6/10 of the next year. Counting starts over June 11th of every year.) Bonuses will pay out at the end of the school year.

FILLING VACANCY & ALLOCATED PAY

Guest Teachers who work in a vacancy position or Guest Teachers that are provided to schools who have chronic unfilled absences, are allocated substitutes. These assignments are not eligible for the end of the year bonus since the pay is granted on the daily rate.

FULL DAY (MORE THAN 4 HOURS) * = \$130.00
HALF DAY (4 HOURS OR LESS) * = \$65.00

*Times are based on the start and end times indicated in the AESOP system.
Pay does not include the ½ hour you are required to arrive prior to the start of class.

PAY PERIOD/AUTOMATIC DEPOSIT

Substitutes are paid monthly. You are paid for days you work from the 11th of one month through the 10th of the next month (Ex.: Sept. 11th-Oct. 10th). Your pay will be deposited into your checking/savings account by the 22nd of each month.

ERRORS ON YOUR CHECK

Call Substitute Services immediately if you have not received your pay or if you feel there is an error. Payroll gives us only two days to resolve any discrepancies and issue you a supplemental check.

IF YOU ARE SENT TO A SCHOOL IN ERROR

You may call Substitute Services or log into AESOP at the school site to look for another assignment. If you cannot find another assignment, you will receive \$10 as compensation.

FINGERPRINTS

All new WCSD personnel will have \$58.50 deducted from a future paycheck. If you are a current employee (i.e. ESP or coach), you still may need to be fingerprinted. Check with the School Police fingerprint office at 775-348-0292.

MILEAGE – Checks are mailed to your home

Traveling Music/Itinerant Gifted & Talented – If you accept an assignment for a “traveling” Music or “itinerant” Gifted & Talented teacher, record the mileage between schools on a mileage reimbursement form (using the mileage chart), then place it in a school envelope addressed to the Music or Gifted & Talented Dept. If you have any questions, call the Music dept. at 775-861-1234 or the GT office at 775-861-4408.

Natchez Elementary – If you accept an assignment at Natchez Elementary, record your mileage from your home to the school and turn this into the School Secretary.

CHARTER SCHOOL ASSIGNMENTS

Our charter school partners determine their own rate of pay and manage their own payrolls. You will need to complete the necessary paperwork with the charter schools to ensure that you are paid.

Important: Days worked at our charter school partners do not count towards WCSD’s end of the year bonus, or our 10-time a year work requirement.

SUMMARY RETIREMENT 403(B) PLAN INFORMATION

<http://www.tsacg.com/individual/plan-sponsor/nevada/washoe-county-school-district>