

Albemarle County Schools

Amended 02/02/99

1998 - 1999

SUPPLEMENTAL PAY SCHEDULE

SUBSTITUTE AND TEMPORARY EMPLOYEES

NOTE: THE FOLLOWING RATES ARE FOR PAY PURPOSES ONLY AND WOULD BE THE RATES SHOWN ON THE PAYROLL INPUT FORMS. FOR BUDGETING PURPOSES, FICA AT 7.65% MUST BE ADDED.

| <u>TYPE</u> | <u>RATE</u> | <u>RATE</u> | <u>BUDGET CODE</u> | <u>DESCRIPTION</u> |
|----------------------|--|---------------------------------|-----------------------|-----------------------------------|
| | DO <i>NOT</i> MEET MINIMUM REQUIREMENT | MEETS MINIMUM REQUIREMENT | | |
| TEACHER | \$45.00 / Day | \$52.00 / Day | 1-xxxx--61101-152100* | SHORT TERM |
| | \$45.00 / Day | \$52.00 / Day | 1-xxxx--61101-152100* | LONG TERM (REG. ED.) DAY 1-7 |
| | \$45.00 / Day | \$52.00 / Day | 1-2100-61101-152100 | LONG TERM (REG. ED.) DAY 8-10 |
| | \$45.00 / Day | \$129.60 / Day | 1-2100-61101-152100 | LONG TERM (REG. ED.) DAY 11 + |
| | \$45.00 / Day | \$52.00 / Day | SEE NOTE** | SEVERE DISABILITIES |
| TEACHING ASSISTANT | \$7.04 / Hour | \$7.82 / Hour | 1-xxxx-61101-154100* | REGULAR/SPECIAL ED. CLASSROOM |
| | \$7.55 / Hour | \$8.39 / Hour | SEE NOTE** | SEVERE DISABILITIES |
| OFFICE ASSOCIATE | \$5.70 / Hour | \$6.33 / Hour | 1-2100-61411-155000 | LONG-TERM |
| | | | 1-xxxx-61411-155000* | SHORT-TERM |
| CUSTODIAN | \$6.09 / Hour | \$6.77 / Hour | 1-2433-62420-159100 | PROVIDE COPY TO BUILDING SERVICES |
| FOOD SERV. ASSOCIATE | \$5.31 / Hour | \$5.90 / Hour | | |
| C.O.E. STUDENTS | ----- | \$6.33 / Hour | | |

NOTES:

* Must be charged to individual school cost center code.

** List of eligible staff will be provided by Special Services in September.

TEACHER SUPPLEMENTS

| | |
|------------------------------|--|
| Supplemental Work | \$17.88 / Hour |
| Staff Development Instructor | \$40.00 / Contact Hour if one instructor \$20.00 / Contact Hour each if two instructors |
| E.S.L. or HOMEBOUND | \$16.50 / Hour. |

FIELD TRIPS

BUS DRIVER \$8.24 / Hour PAYROLL FOR FIELD TRIPS IS PROCESSED BY THE DEPT. OF TRANSPORTATION

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1998-1999 SUPPLEMENTAL PAY SCHEDULE

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Items to Remember:

- 1) All payroll input forms must be received **in** the Payroll Office by the close of business on the 10th of each month or by the payroll deadlines as published on the payroll input schedule (see attachment).
- 2) Deductions from pay must be made in the month in which the absence occurred.
- 3) If substitutes have not previously been employed it is **mandatory** that all appropriate forms (tax forms, proof of negative TB test, and employment eligibility verification) are completed **prior** to employment. FBI fingerprint/criminal history check forms must also be **submitted** to Human Resources **prior** to employment. **If they wish to be placed on the approved substitute list, they must also complete the substitute employee application form. Payment will be postponed until all necessary forms are completed.**
- 4) When reporting **all** substitutes in the budget codes listed on the reverse side, you must list the name of the teacher/teacher assistant for whom the substitute was required in the "comments" section. Include date(s) on which they substituted.
- 5) All payroll input sheets for **special education programs must** be submitted to Fiscal Services. Do not send them to the Payroll Office - this will only delay the process and may result in a delay in payment to the subsequent month. All other payroll input sheets are to be sent directly to the Payroll Office.
- 6) Full social security numbers with suffix and first 5 digits of last name and first initial must be complete and accurate on all payroll forms. Please use **official names**, NOT NICKNAMES, (i.e., Elizabeth R. Smith goes by Beth Smith; enter as E. Smith, not B. Smith).
- 7) Be sure all payroll forms are signed; no stamps are permitted.
- 8) Mid-month pay: Please mark the MID-MONTH box on the payroll input for payroll. If this box is not filled in then it will be held until the end of the month pay.
- 9) Long term teacher substitutes - the first 7 days are charged to your individual school cost center. Beginning with the eighth consecutive day, charge to the long-term substitute code: 1-2100-61101-152100. After the 10th day of substituting, if certified or eligible for certification in the subject area, the beginning teacher daily rate of \$129.60/day applies.
- 10) Teacher substitutes are paid a per diem rate. Example: full day = \$52.00, half-day = \$26.00. If you plan to hire someone on an **hourly** basis you will need to employ them as a substitute teaching assistant (regular ed.) rather than a substitute teacher.
- 11) Budgeting for Teacher Assistants (Includes benefit and FICA costs): The Teacher / Teacher Assistant FTE budgeted cost ratio is still 1 to 3 but the average costs have increased. A full-time Teacher is \$43,915 and a full-time Teacher Assistant FTE is \$14,638. If funding TA time at less than 3.63 hours/day use an hourly rate of \$8.42 for budgeting purposes (this is the entry level rate plus FICA).