

Albemarle County Schools

07/01/04

2004 - 2005

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.

TYPE	RATE	BUDGET CODE	DESCRIPTION
TEACHER	\$66.00/ Day	1-xxxx--61101-152100*	SHORT TERM
	\$66.00 / Day	1-xxxx--61101-152100*	LONG TERM (REG. ED.) DAY 1-7
	\$66.00 / Day	1-2100-61101-152100	LONG TERM (REG. ED.) DAY 8-10
	\$172.00/ Day	1-2100-61101-152100	LONG TERM (REG. ED.) DAY 11 +
	\$66.00 / Day	SEE NOTE**	SEVERE DISABILITIES
TEACHING ASSISTANT	\$9.10 / Hour	1-xxxx-61101-154100*	REGULAR/SPECIAL ED. CLASSROOM
	\$9.76 / Hour	SEE NOTE**	SEVERE DISABILITIES
OFFICE ASSOCIATE	\$8.37 / Hour	1-2100-61411-155000	LONG-TERM
		1-xxxx-61411-155000*	SHORT-TERM
CUSTODIAN	\$8.37 / Hour	1-2433-62420-159100	PROVIDE COPY TO BUILDING SERVICES
FOOD SERV. ASSOCIATE	\$8.37 / Hour		
C.O.E. STUDENTS	\$8.37 / 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

Staff Development Instructor	\$40.00 / Contact Hour if one instructor \$20.00 / Contact Hour each if two instructors
HOMEBOUND	\$16.50 / Hour
Remedial Tutoring	\$20.00 / Hour - off contract time
Attending Required Training (Results in a grade)	\$75.00 / Day

FIELD TRIPS

BUS DRIVER \$9.30 / Hour PAYROLL FOR FIELD TRIPS IS PROCESSED BY THE DEPT. OF TRANSPORTATION

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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.
- 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/Child Protective Services 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 \$172.00/day applies. Substitutes filling positions with a known extended absence may be eligible for the beginning teacher daily rate from the first day of employment in that position, if that substitute is eligible for or holds a valid VA teaching license with endorsement in the area they are substituting.
- 10) Teacher substitutes are paid a per diem rate. Example: full day = \$66.00, half-day = \$33.00. 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 \$57,971 and a full-time Teacher Assistant FTE is \$19,324. If schools wish to purchase additional Teacher or TA time through their budgets, the cost is prorated based on the percentage of time of a 7.25 hour day {example: 3 hours of TA time will cost \$7,996 based on (\$19,324 annual salary/7.25 hours-per-day)*3 hours}.