

**Albemarle County Schools**

07/01/06

2006 - 2007

**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.

| <b>TYPE</b>          | <b>RATE</b>    | <b>BUDGET CODE</b>    | <b>DESCRIPTION</b>                |
|----------------------|----------------|-----------------------|-----------------------------------|
| TEACHER              | \$70.00/ Day   | 1-xxxx--61101-152100* | SHORT TERM                        |
|                      | \$70.00 / Day  | 1-xxxx--61101-152100* | LONG TERM (REG. ED.) DAY 1-7      |
|                      | \$70.00 / Day  | 1-2100-61101-152100   | LONG TERM (REG. ED.) DAY 8-10     |
|                      | \$190.00/ Day  | 1-2100-61101-152100   | LONG TERM (REG. ED.) DAY 11 +     |
|                      | \$70.00 / Day  | SEE NOTE**            | SEVERE DISABILITIES               |
| TEACHING ASSISTANT   | \$9.61 / Hour  | 1-xxxx-61101-154100*  | REGULAR/SPECIAL ED. CLASSROOM     |
|                      | \$10.31 / Hour | SEE NOTE**            | SEVERE DISABILITIES               |
| OFFICE ASSOCIATE     | \$8.84 / Hour  | 1-2100-61411-155000   | LONG-TERM                         |
|                      |                | 1-xxxx-61411-155000*  | SHORT-TERM                        |
| CUSTODIAN            | \$8.84 / Hour  | 1-2433-62420-159100   | PROVIDE COPY TO BUILDING SERVICES |
| FOOD SERV. ASSOCIATE | \$8.84 / Hour  |                       |                                   |
| C.O.E. STUDENTS      | \$8.84 / 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                        | \$46.00 / Contact Hour if one instructor<br>\$23.00 / Contact Hour each if two instructors |
| HOMEBOUND   | \$20.50 / Hour   |
| Remedial Tutoring                                   | \$20.50 / Hour - off contract time   |
| Attending Required Training<br>(Results in a grade) | \$76.50 / Day  |

**FIELD TRIPS**

BUS DRIVER \$10.00 / Hour PAYROLL FOR FIELD TRIPS IS PROCESSED BY THE DEPT. OF TRANSPORTATION

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## 2006-2007 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.
- 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 \$190/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 = \$70.00, half-day = \$35.00. 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 \$67,030 and a full-time Teacher Assistant FTE is \$22,343. 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 \$9,246 based on (\$22,343 annual salary/7.25 hours-per-day)\*3 hours}.