

**Albemarle County Schools
2008 – 2009
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	Description	Rate	Budget Code
Teacher Unexpected Absence	Short Term	\$70.00 / Day	1-xxxx-61101-152100*
	Long Term (Reg. Ed.) Days 1-7	\$70.00 / Day	1-xxxx-61101-152100*
	Long Term (Reg. Ed.) Days 8-10	\$70.00 / Day	1-2100-61101-152100
	Long Term (Reg. Ed.) Days 11+	\$209.74 / Day	1-2100-61101-152100
	Severe Disabilities	\$75.00 / Day	See Note**
Teacher Known Extended Absence† <i>Days 1-7 split between the school and Division for a total of \$209.74 / day</i>	Long Term (Reg. Ed.) Days 1-7	\$70.00 / Day	1-xxxx-61101-152100*
	Long Term (Reg. Ed.) Days 1-7	\$139.74/ Day	1-2100-61101-152100
	Long Term (Reg. Ed.) Days 8+	\$209.74 / Day	1-2100-61101-152100
Teaching Assistant	Regular/Special Ed. Classroom	\$10.10 / Hour	1-xxxx-61101-154100*
	Severe Disabilities	\$10.84 / Hour	See Note**
Office Associate	Long Term	\$9.29 / Hour	1-2100-61411-155000
	Short Term	\$9.29 / Hour	1-xxxx-61411-155000*
Custodian	Provide copy to building services	\$9.29 / Hour	1-2433-62420-159100
Nurse – Elementary School 6 Hours/day	Short Term Days 1-7	\$60 / Day	1-xxxx-62221-133100
	Long Term Days 8-10	\$60 / Day	1-2100-62221-133100
	Long Term Days 11+	\$104.28 / Day	1-2100-62221-133100
Nurse – Middle School 7.25 Hours/day	Short Term Days 1-7	\$70 / Day	1-xxxx-62225-133100
	Long Term Days 8-10	\$70 / Day	1-2100-62225-133100
	Long Term Days 11+	\$104.28 / Day	1-2100-62225-133100
Nurse – High School 7.25 Hours/day	Short Term Days 1-7	\$70 / Day	1-xxxx-62228-133100
	Long Term Days 8-10	\$70 / Day	1-2100-62228-133100
	Long Term Days 11+	\$104.28 / Day	1-2100-62228-133100
Food Service		\$9.29 / Hour	
C.O.E.		\$9.29 / Hour	

NOTES:

* Must be charged to individual school fund.

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

† [School Board policy - GCE, Part-Time And Substitute Teaching Employment](#)

Teacher Supplements	
Staff Development Instructor	\$46.00 / Contact hour if one instructor
	\$23.00 / Contact hour if two instructors
Homebound	\$20.00 / Hour
Remedial Tutoring	\$20.00 / Hour – Off contract time
Attending Required Training (results in a grade)	\$76.50 / Day

Field Trips	
Bus Driver (Payroll for field trips is processed by Transportation)	\$15.00 / Hour

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2008-2009 SUPPLEMENTAL PAY SCHEDULE

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 Form I9-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. Unexpected long term teacher substitutes - the first 7 days are charged to your individual school. 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 \$209.74/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 \$72,184 and a full-time teacher assistant FTE is \$24,061. 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 \$9,956 based on (\$24,061 annual salary/7.25 hours-per-day) x 3 hours}.