

# Ashburnham-Westminster Regional School District

## Substitute Pay Rates and Procedures

### 2019-2020

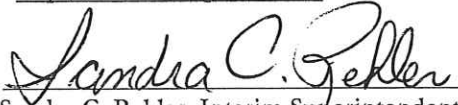
All Substitute Applicants are required to fill out the "Substitute Packet" in which contains an Application Form, Personnel Information Form, CORI Form, Finger Printing Instructions, W-4 Form, M-4 Form (only if different from W-4), Employment Eligibility Verification Form, Direct Deposit form and OBRA form (in lieu of Social Security). Schools should also verify with Superintendents office that substitutes have up-to-date paperwork if they have been inactive for a period of time. ALL forms must be completed.

All applicants **MUST** provide a photocopy of the following: Social Security Card and Photo Identification Document (driver's license, passport, military card, etc.). See back of I-9 for all acceptable documents. Applicants will not be allowed to start substituting and checks **WILL NOT** be processed without this information.

Per new ACA requirements, no substitute shall work over 29.5 hours per week unless prior approval is given by the Superintendent.

- **CAFE SUBS** will be paid at the rate of \$12.75 per hour and will need to submit a time card.
- **CUSTODIAN SUBS** will be paid at the rate of \$12.75 per hour and will need to submit a time card.
- **OFFICE SUBS** will be paid at the rate of \$12.75 per hour and will need to submit a time card.
- **NURSE SUBS** will be paid at the rate of \$24.00 per hour and will need to submit a time card. Nurse substitutes should also check on other requirements with the District Nurse. A copy of their nursing certification should be included with paperwork.
- **PARAPROFESSIONAL SUBS** (includes all categories) will be paid at the rate of \$12.75 per hour and will need to submit a time card.
- **TEACHER SUBS** will need to fill out a time card and will be paid at the following rates:
  - \$12.75 per hour Lower than a BA Degree
  - \$13.25 per hour BA Degree or Higher (must include copy of transcripts or degree for higher rate)
- **LONG-TERM TEACHER SUBS** (*license highly recommended*) must have BA degree are put on the "Sub Sheet" after 10 consecutive days and will be paid at the following rates:
  - \$13.25 per hour for 10 "consecutive days" and must fill out a time card...after 10 days as follows:
    - \$150 per Day with BA and without license in subject area
    - \$253.23 per Day (BA Step 1) for the days following only with license in subject area

\*\* Public employees are covered by the Federal Fair Labor Standards Act (FLSA). For more information, visit the Department of Labor website at: <http://www.dol.gov/WHD>.

  
Sandra C. Rehler, Interim Superintendent of Schools