



## SUBSTITUTE COMPENSATION

**DAILY PAY**                      **FULL DAY (OVER 4 HOURS)\* = \$90.00**  
**½ DAY (4 HOURS AND BELOW)\* = \$45.00**

**\*Times are based on the start and end times indicated in the AESOP system.  
Pay does not include the ½ hour you are required to arrive prior to the start of class.**

### PAY TIERS

#### **EXTRA \$8/DAY**

When you work 91-120 days from 6/11 of one year to 6/10 of the next year.  
Counting starts over June 11th of every year.

#### **EXTRA \$16/DAY**

When you work 121+ days from 6/11 of one year to 6/10 of the next year.\*  
Counting starts over June 11th of every year.

**\*If you have worked 121 days or more the current year, you will continue to receive the additional \$16/day (\$106/day) the beginning of the next school year (beginning June 11th). If you do not work 121 or more days the current school year, your pay will revert back to \$90/day beginning June 11th.**

	<b>½ Day</b>	<b>Full Day</b>
1-90 days	\$45.00	\$90.00
91-120 days	\$49.00	\$98.00
121+ days	\$53.00	\$106.00

### LONG TERM PAY

**If you substitute in the same assignment for more than 20 consecutive (full) days, you will receive an additional \$15 per day beginning the 21<sup>st</sup> day.**

### PAY PERIOD/AUTOMATIC DEPOSIT

Substitutes are paid monthly. You are paid for days you work from the 11<sup>th</sup> of one month through the 10<sup>th</sup> of the next month (Example: Sept. 11<sup>th</sup> -Oct. 10<sup>th</sup>). Your money will be deposited into your checking/savings account by the 22<sup>nd</sup> of each month.

### ERRORS ON YOUR CHECK

Call Substitute Services immediately if you have not received your pay or if you feel there is an error. Payroll gives us only two days to resolve any discrepancies and issue you a supplemental check.

### IF YOU ARE SENT TO A SCHOOL IN ERROR

You may call Substitute Services or log into AESOP at the school site to look for another assignment. If you cannot find another assignment, you will receive \$10 as compensation.

## **FINGERPRINTS**

All new WCSD personnel will have \$55 deducted from their first paycheck. If you are a current WCSD employee, this deduction is waived.

## **MILEAGE – Checks are mailed to your home**

**Traveling Music** – If you accept an assignment for a “traveling” music teacher, record the mileage between schools on a mileage reimbursement form (using the mileage chart), then place it in a school envelope addressed to the Music Dept. If you have any questions, call them at 861-1234.

**Natchez Elementary** – If you accept an assignment at Natchez Elementary, record your mileage from your home to the school and turn this into the School Secretary.

## **CHARTER SCHOOL ASSIGNMENTS**

Our charter school partners determine their own rate of pay, and manage their own payrolls. You will need to complete the necessary paperwork with the charter schools to ensure that you are paid.

**Important: Days worked at our charter school partners do not count towards WCSD’s long term pay rates, pay tier increase, or our 10-time a year work requirement.**

## **SUMMARY RETIREMENT 403(B) PLAN INFORMATION**

<http://www.tsacg.com/individual/plan-sponsor/nevada/washoe-county-school-district>