

GENERAL INFORMATION

Substitute Pay 2011-12

Job Title	Daily Rate	Day 11-19	Day 20+
Certified Teacher			
• Bachelors Degree	\$80.00	115.00	155.00
• 2-year Associates Degree	\$70.00	70.00	70.00
Nurse (RN/LPN)	\$80.00	115.00	155.00

Job Title	Hourly Rate	Hourly Rate Day 11+
Bus Driver, Activity	\$11.85	11.85
Bus Driver, Substitute	\$11.85	11.85
Bus Monitor	\$7.25	7.25
Custodian	\$8.50	9.05
Paraprofessional	\$7.50	8.00
Personal Care Assistant	\$7.75	8.35

You will be paid for the number of days shown on the Staff Substitute Payroll Recap Report sent to the Payroll Office by the school secretary. Please verify the days you sign for with the schools you are at, ***without your signature pay may be delayed for those days.*** Paydays are every other Friday. If you are substituting on a payday, your check will be sent to your assigned school. If you are not substituting that day, your check will not be available at the District Office between 8:00 am and 4:00 pm. **CHECKS ARE NOT SENT IN THE MAIL.**

If you are issued items from the school (badges, whistles, etc.) please be sure they are returned at the end of the day

Substitutes working in SDC classrooms requesting hepatitis B vaccinations are to contact personnel services for directions.

ARIZONA STATE RETIREMENT (ASRS)

Please be informed that after working 20 or more hours a week for 20 weeks, we are required to begin **ASRS** deductions and will continue until the end of the fiscal school year. In addition, if you are employed by another **ASRS** employer we will need to be informed.

SOCIAL SECURITY

As a substitute you are covered by Social Security. You are required to provide a copy of your Social Security card to the Payroll Department.

FEDERAL WITHHOLDING TAX

Federal Tax is withheld from your salary in accordance with exemptions indicated on your W-4 form.