



SUBSTITUTE COMPENSATION

Effective Feb. 11, 2024

DAILY PAY

FULL DAY (MORE THAN 4 HOURS) ** =	\$143.00
HALF DAY (4 HOURS OR LESS) ** =	\$ 71.50

This includes Principal Directed, Intervention and Roving Sub positions.

**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.

LONG TERM ASSIGNMENTS

Guest Teachers who sub for a teacher who is out for an extended time, or guest teachers who sub in the same vacant teacher allocation for longer than 10 days and are hired into that position as a long-term sub, are considered long term Substitutes.

FULL DAY (MORE THAN 4 HOURS) * =	\$171.00
HALF DAY (4 HOURS OR LESS) * =	\$ 85.50

*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 PERIOD/AUTOMATIC DEPOSIT

Substitutes are paid monthly. You are paid for days you work from the 11th of one month through the 10th of the next month (ex.: Sept. 11th – Oct. 10th). Your pay will be deposited into your checking/savings account by the 22nd 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 we are contacted late, you may have to wait until the following month to receive missing pay.

IF YOU ARE SENT TO A SCHOOL IN ERROR

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

MILEAGE – Checks are mailed to your home

Traveling Music/Itinerant Gifted & Talented – If you accept an assignment for a “traveling” Music or “itinerant” Gifted & Talented 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 or Gifted & Talented Dept. If you have any questions, call the Music dept. at 775-861-1234 or the GT office at 775-861-4408.

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 10-time a year work requirement.

SUMMARY RETIREMENT 403(B) PLAN INFORMATION

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