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**MEMORANDUM**

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To: Chris Locarno, Heather Miller

CC: Ryan Parkman, Wayne Howe, Mary Sue Crowley, Ben Brownell, Jim Birmingham, Heidi Trombly, Bill Kirby, Kathy Robertson, Laurie Morvan, Lisa Goslant, Sonia Bassett, Tina Young, Cara Sargent

From: Laurie Gossens, Superintendent

Date: September 22, 2017

Re: 2017-2018 Washington South Supervisory Union Substitute Pay Rates

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Regular Daily Food Service Substitute Rate: \$10.75/hour

Regular Daily Custodian Substitute Rate: \$10.75/hour

Regular Daily Teacher Substitute Rate: \$85.00/day\*

Regular Daily Instructional Assistant Substitute Rate: \$10.50/hour

Tutor Rate: \$20.00/hour

Long-Term Substitute Rate for licensed teachers: per diem of the BA/Step 1 salary schedule for the Northfield, Roxbury, and WSSU Teachers' Negotiated Agreement.\*\*

Nurse: \$18.00/hour

*\*Educational Support Staff 2017-2018 Agreement Article 10.4: "With the exception of emergency situations (as deemed by the administration), no educational support staff personnel shall be required to substitute in the absence of a classroom or special education teacher or perform the function of a supervisor. If an employee agrees to substitute at the request of their supervisor or a designee, an additional seven dollars and fifty cents (\$7.50) per hour (or per class/period if the class/period is less than one hour) will be added to said employee's rate of pay for that portion of the day that he/she substitutes."*

*\*\*Long-Term Substitutes: The Long-Term Substitute rate applies for teachers licensed in the content area; if the district is unable to find a teacher licensed with the appropriate endorsement(s) to act as a substitute, the Long-Term Substitute will be required to apply for and obtain a provisional license within 30 days. Until the provisional license is approved and received, the Long-Term Substitute rate of pay will be \$140.00/day.*

*Long-Term Substitutes will be required to fill out a timesheet to receive payment. No benefits are included with the position. Pay will be for actual days worked only. A Long-Term Substitute's attendance at in-service or other meetings are at the discretion of the building administrator.*