

DELANO UNION SCHOOL DISTRICT
1405 – 12th Avenue
Delano, CA 93215

PAY SCHEDULE FOR SUBSTITUTE EMPLOYEES

Cut-off date for all substitute employees is **15th of each month**. You will receive your check on the tenth of the succeeding month of which you work.

Please check with the secretary in the school office. If your check is not there, it may be at the District Office in the Business Department. If the tenth is on a Saturday or Sunday, you will be paid on the Friday prior to the weekend.

If you have not picked up your check by 1:00 p.m., it will be mailed to you. Please be sure to notify the Human Resources Department as soon as possible of a change of address. If you have any questions regarding payroll, please call (661) 721-5000 ext. 00134 or ext. 00151.

Thank you.

Substitute Teacher Report Times:

Regular Day / Late Start Schedule:

Elementary - 7:45 AM to 2:07 PM
 Middle - 7:45 AM to 2:32 PM
 With 30 minute unpaid lunch

MINIMUM DAY SCHEDULE:

Elementary - 7:45 AM to 1:05 PM
 Middle - 7:45 AM to 1:05 PM
 With 30 minute unpaid lunch

PAY RATE

\$180/Daily (credentialed & non-credentialed)
 Long Term \$220/Day (Non-Credentialed)
 Long Term \$255/day (Credentialed)
 Long term pay (after 21 consecutive days in the same assignment)

Work Hours: 7:45 AM to 3:30 PM
 With 30 minute unpaid lunch

***IF A LONG TERM SUB MISSES A DAY AFTER THE 21ST CONSECUTIVE DAY, MONIES REVERT BACK TO \$180/DAY**

\$35.00 per hour for approved duties assigned after the regular or minimum day substitute work day.

Pay Period		Pay Date
Start	End	
Jan. 16	Feb. 15	Mar. 10
Feb. 16	Mar. 15	Apr. 10
Mar. 16	Apr. 15	May 10
Apr. 16	May 15	June 10
May 16	June 15	Jul. 10
June 16	Jul. 15	Aug. 10
Jul. 16	Aug. 15	Sept. 10
Aug. 16	Sept. 15	Oct. 10
Sept. 16	Oct. 15	Nov. 10
Oct. 16	Nov. 15	Dec. 10
Nov. 16	Dec. 15	Jan. 10
Dec. 16	Jan. 15	Feb. 10