

WAYLAND PUBLIC SCHOOLS
Wayland, Massachusetts

PAY GUIDELINES FOR SUBSTITUTES AND TEMPORARY EMPLOYEES
Effective July 1, 2010

I. Massachusetts-certified substitutes brought in from outside the school system covering for teachers

- A. *Per diem substitute* for day one through day five - \$75 per day
- B. *Long term substitute* in one position for six or more days but less than or equal to eight weeks (≤ 40 consecutive teaching days) - \$120.00 for day six and subsequent consecutive days
- C. *Temporary teacher* in one position for longer than eight weeks (> 40 consecutive teaching days) and through the completion of the school year
 - 1. \$75.00 per day for day one through day five
 - 2. \$120 per day for day six and all other days during which substitute and teacher may work together to transition job functions (length of transition time subject to approval of superintendent or designee)
 - 3. At end of overlap (first day of independent coverage and all teacher responsibilities assumed), substitute is paid according to step and lane on the WTA salary scale up to but not exceeding \$250.00 per day
 - 4. Temporary contract is written at a per diem rate
 - 5. Where assignment is for a period of time **longer than 90 days** and the substitute assignment causes a non-benefits-eligible substitute's work week to reach or exceed 20 hours, benefits including health and dental (but excluding sick days, personal days, or other paid leave) become available

II. Massachusetts-certified in-house teacher assistants covering for teachers

- A. *Per diem substitute* for day one through day five - "Identified Substitute" rate (current hourly wage + \$1.00 per hour) for first five days
- B. *Long term substitute* in one position for six or more days but less than or equal to 8 weeks (≤ 40 consecutive teaching days), \$120 per day for day six and subsequent consecutive days
- C. *Temporary teacher* in one position for a period of time longer than 8 weeks (> 40 consecutive teaching days)
 - 1. "Identified Substitute" rate (current hourly wage + \$1.00 per hour) for day one through day five
 - 2. \$120 per day for day six and all other days during which substitute and teacher may work together to transition job functions (length of transition time subject to approval of superintendent or designee)
 - 3. At end of overlap (first day of independent coverage and all teacher responsibilities assumed), substitute is paid according to step and lane on the WTA salary scale up to but not exceeding \$250.00 per day
 - 4. Temporary contract is written at a per diem rate
 - 5. Where assignment is for a period of time **longer than 90 days** and the substitute assignment causes a non-benefits-eligible substitute's work week to reach or exceed 20 hours, benefits including health and dental (but excluding sick days, personal days, or other paid leave) become available
- D. Teacher assistant is granted a leave of absence from teacher assistant duties for the duration of the substitute period
- E. A teacher assistant who is covered by benefits will not lose coverage if temporarily substituting in a position that is less than 20 hours per week

III. Non-Massachusetts-certified in-house teacher assistants covering for teachers

- A. *Per diem substitute* for day one through day five - \$75.00 per day
- B. *Long term substitute* in one position for six or more days
 - 1. \$120.00 per day for day six and subsequent consecutive days regardless of duration of substitute period
 - 2. Where assignment is for a period of time **longer than 90 days** and the substitute assignment causes a non-benefits-eligible teacher assistant's work week to reach or exceed 20 hours, benefits including health and dental (but excluding sick days, personal days, or other paid leave) become available
- C. Teacher assistant is granted a leave of absence from teacher assistant duties for the duration of the substitute period
- D. A teacher assistant who is covered by benefits will not lose coverage if temporarily substituting in a position that is less than 20 hours per week

IV. Temporary employees and substitutes for non-teachers

- A. *Long term substitute* in one position for less than or equal to eight weeks (≤ 40 consecutive teaching days): \$75.00 per day
- B. *Temporary teacher assistant* - should the assignment continue for longer than 8 weeks (> 40 consecutive work days), substitute pay will be based on the WESA pay scale for the position's category and the step determined by education and experience, which will be retroactive to the sixth consecutive work day in that assignment
- C. Where assignment is for a period of time **longer than 90 days** and the substitute assignment causes a non-benefits-eligible substitute's work week to reach or exceed 20 hours, benefits including health and dental (but excluding sick days, personal days, or other paid leave) become available