

TEMPORARY/SUBSTITUTE PERSONNEL

1. Time Cards

All supplemental time sheets will list the name of the employee who is absent, and the employee's absence report will list the substitute who worked in his/her behalf.

2. Payment

All certified substitutes will receive ~~\$95~~ **\$140** per day.

3. Increased Payment

After 10 days (consecutive days at one assignment) of substituting, all certified substitutes will receive ~~\$115~~ **\$160** per day.

After 20 days of substituting in a specific program, ~~the Superintendent may authorize certificated substitutes rates of AB-1 on the salary schedule~~ **will receive \$205 per day.**

4. Mileage

The negotiated mileage agreement provides a basis for districtwide equity. It refers to "assigned" services, and substitute work is voluntary, but it is the intent of the district to compensate substitutes, who work at more than one site during a day, for required travel between/among those sites.

**Exhibit
version:**

**ARENA UNION ELEMENTARY/POINT ARENA JT. UHSD
February 15, 2001
Point Arena, California**

TEMPORARY/SUBSTITUTE PERSONNEL**Definition**

"Extra-hire" is the same as "substitute" except the district employee is not ill. Extra-hires, like substitutes, have not been interviewed and there has been no job announcement or advertisement for their position. They require the same paperwork for payroll as a substitute. All extra-hire requests **MUST** be approved by the Superintendent **BEFORE** any work is performed.

1. Time Cards

All extra-hires will turn in supplemental time sheets. At the bottom, the administrator should write "extra-hire" and list the hourly rate.

2. Payment

All certified "*extra-hires*" ~~substitutes~~ will receive \$80 ~~per day~~ *the same rate of pay according to the certificated substitutes rate of pay listed in E(1).*

3. Time Frame

To avoid allegations of favoritism and to ensure that employees receive fair compensation and benefits, the Superintendent or site administrators **must not** use extra-hires any more than 20 days within a two-month period. If there is more than 20 days of work available, site administrators should plan to turn in a Position Vacancy Announcement form for a temporary and advertise and interview.

4. Mileage

The negotiated mileage agreement provides a basis for districtwide equity. It refers to "assigned" services, and extra-hire work is voluntary, but it is the intent of the district to compensate extra-hires who work at more than one site during a day for required travel between/among those sites.

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version:**

**ARENA UNION ELEMENTARY/POINT ARENA JT. UHSD
~~February 15, 2000~~ Point Arena, California**