



# Redlands Unified School District

## Human Resources

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P.O. Box 3008 • Redlands, California 92373-1508 • (909) 307-5300

### Compensation & Hours of Employment

#### **Elementary Assignments:**

- Less than 2 hours:  $\frac{1}{4}$  daily rate (minimum rate if substitute reports to school and is not needed)
- 2 to less than 3  $\frac{1}{2}$  hours:  $\frac{1}{2}$  daily rate
- 3  $\frac{1}{2}$  to less than 4  $\frac{1}{2}$  hours:  $\frac{3}{4}$  daily rate (minimum day)
- More than 4  $\frac{1}{2}$  hours: full daily rate

#### **Secondary Assignments:**

- 1 period:  $\frac{1}{5}$  daily rate
- 2 periods:  $\frac{2}{5}$  daily rate (minimum rate if substitute reports to school and is not needed)
- 3 periods:  $\frac{3}{5}$  daily rate
- 4 periods:  $\frac{4}{5}$  daily rate
- Minimum day:  $\frac{4}{5}$  daily rate
- 5 or 6 periods: full daily rate
  
- Credit for conference periods will be given only for partial day assignments and only if the conference period falls between class periods.

For example: Period 1 – Math –  $\frac{1}{5}$   
Period 2 – Conference –  $\frac{1}{5}$   
Period 3 – Math –  $\frac{1}{5}$

- Lunch is not a teaching period. Compensation is not provided for lunch time.
- Part-time, long-term assignments are pro-rated according to existing Board Policy/Administrative Regulations relating to part-time, certificated assignments.

**\*\* In the event that two substitutes show for the same job, the substitute with the corresponding job number from Frontline will be given the assignment. \*\***