

ATTACHMENT NO. IX-B

ATTACHMENT NO. IX-B: Approval of Substitute Pay Scales

Potential motion: Move to set rates of pay for various substitute categories as suggested below.

Recommended action: Approve the motion.

It is recommended we set the substitute pay rates to be more in line with the current union contracts, and to retain retired teachers from North Boone as substitutes. Substitute pay will be retroactive to July 1, 2019.

Bus Assistant – per hour	\$ 10.25
Custodian – per hour	\$ 12.31
Food Service (cook/lunch assistant) – per hour	\$ 11.08
Secretary – per hour	\$ 11.87
Substitute Nurse	\$ 20.79
Substitute Teacher (certified position) daily rate (including TRS).....	\$ 100.00
Substitute Teacher (long-term certified position) (including TRS)	\$120.00
(15 or more consecutive days in the same assignment)	
Substitute Teacher (North Boone Retired Teacher - certified position)	
daily rate.....	\$120.00
Substitute Teacher (North Boone Retired Teacher - long-term certified position)	
(15 or more consecutive days in the same assignment)	\$135.00
Substitute Teaching Assistant (non-certified position) – per hour	\$ 11.67
Substitute Bus Driver – (route)	\$ 26.00
Substitute Bus Driver – (hourly)	\$ 12.50

Substitute Staffing & Rates

**North Boone Board of Education Meeting
August 2019**

Substitute Data from 2018-2019 School Year

The average number of days absent per employee for a given month.

Average Days Absent

Per Employee

The average number of days absent per employee for a given month. [Learn More >](#)

Insight: Higher-than-average employee absences can be an indicator of school or district culture or scheduling challenges, like professional development requests. Dig deeper into your absence trends by employee type, location and absence reason to learn more.



Absences by Reason

North Boone Cmty Unit SD 200

The average reasons why employees were absent for a given month. [Learn More >](#)

Insight: Understanding the cause of employee absences can help you to address the root issue, such as employee wellness, lack of engagement or professional development scheduling.

45%

Illness



16%

Vacation



16%

Personal Time Off



9%

Unexcused Absence



14%

All Others



[Hide Monthly Detail Graphs](#) —

68.08%

Average Sub Fill Rate for the 2018-2019 school year

40.81%



Paraprofessional fill rate for Jan 2019–June 2019

539 absences needing a sub

220 filled

319 not filled

85%



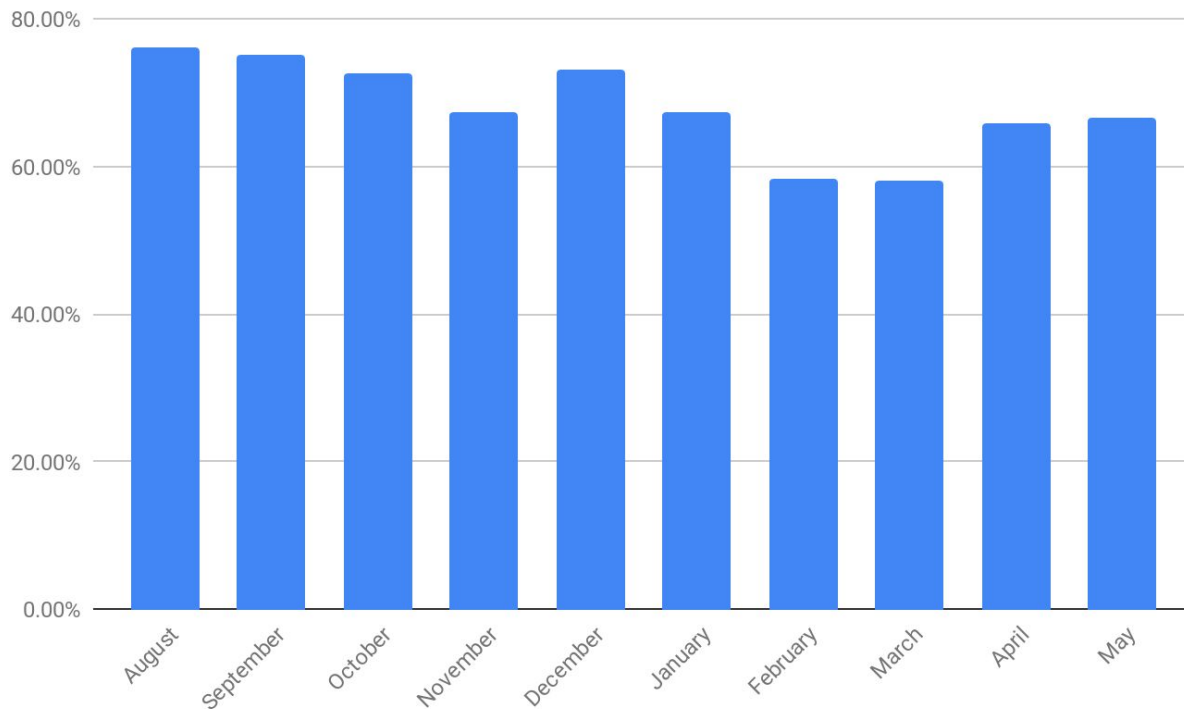
Teacher fill rate for Jan 2019–June 2019

887 absences needing a sub

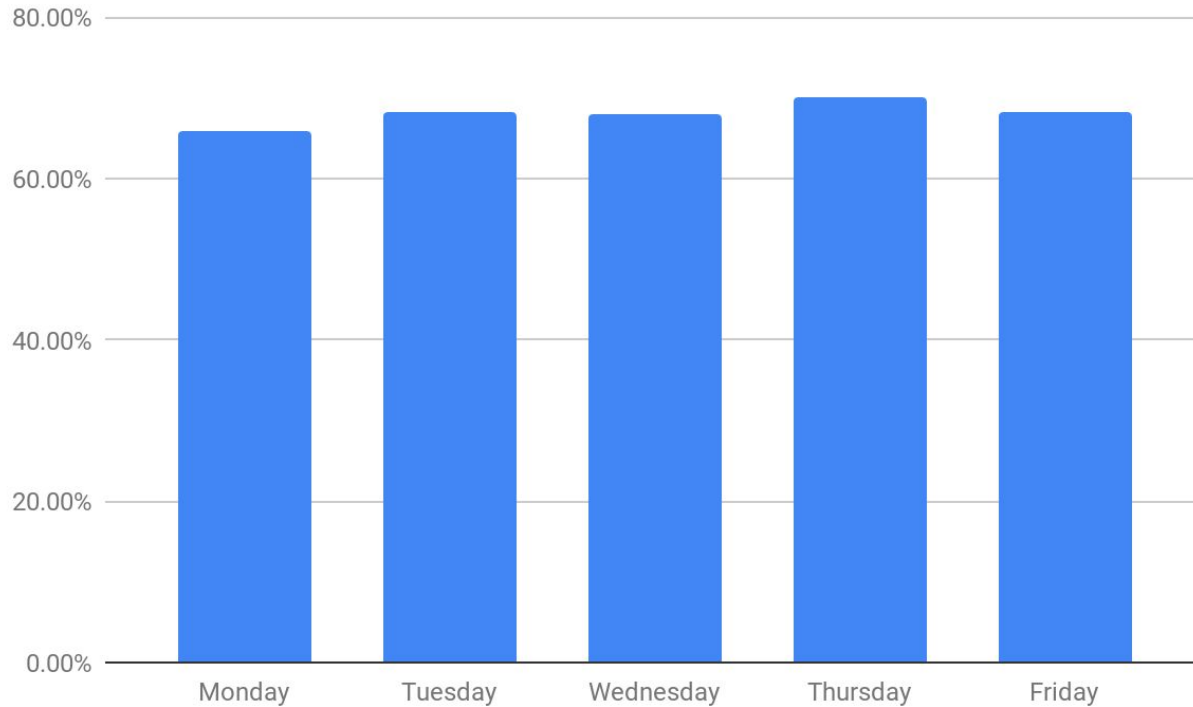
754 filled

133 not filled

Average Sub Fill Rate by Month



Average Sub Fill Rate by Month



Average Fill Rate by Lead Time

North Boone Cmty Unit SD 200

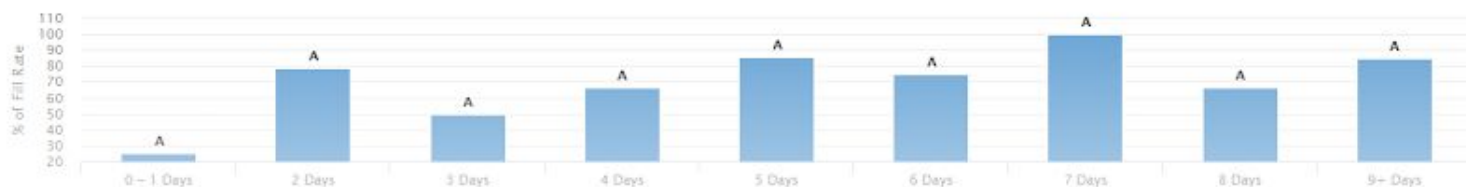
The percentage of absences filled by substitutes in relation to the number of days an absence was made available. [Learn More >](#)

Insight: On average, the shorter the lead time, the lower the fill rate. Communicate the need for employees to enter absences in advance, particularly for planned absences like professional development.

June
2019



May
2019



[Show Monthly Detail Graphs +](#)

Substitute Pay Rates

Proposed Rates Option A

Bus Assistant – per hour.....	\$10.25	(Increase at May 2019 BOE Meeting)
Custodian – per hour.....	\$12.00	(11.76) (2%)
Food Service (cook/lunch assistant) – per hour.....	\$9.75	(9.50) (2.5%)
Secretary – per hour.....	\$10.25	(10.00) (2.5%)
Substitute Nurse.....	\$20.25	(20.00) (1.2%)
Substitute Teacher (certified position) daily rate (including TRS).....	\$100.00	(90.00) (10%)
Substitute Teacher (long-term certified position) (including TRS)	\$120.00	(110.00) (8.4%)
(15 or more consecutive days in the same assignment)		
Substitute Teacher (North Boone Retired Teacher - certified position)		
daily rate.....	\$120.00	(110.00) (8.4%)
Substitute Teacher (North Boone Retired Teacher - long-term certified position)		
(15 or more consecutive days in the same assignment).....	\$135.00	(125.00) (7.5%)
Substitute Teaching Assistant (non-certified position) – per hour.....	\$11.25	(11.00) (2.2%)
Substitute Bus Driver – (route)	\$26.00	(Approved at May 2019 BOE meeting)
Substitute Bus Driver – (hourly)	\$12.50	(Approved at May 2019 BOE meeting)

Proposed Rates Option B

Bus Assistant – per hour.....	\$10.25	(Increase at May 2019 BOE Meeting)
Custodian – per hour.....	\$12.31	(11.76) (4.4%)
Food Service (cook/lunch assistant) – per hour.....	\$11.08	(9.50) (14%)
Secretary – per hour.....	\$11.87	(10.00) (15.7%)
Substitute Nurse.....	\$20.79	(20.00) (3.7%)
Substitute Teacher (certified position) daily rate (including TRS).....	\$100.00	(90.00) (10%)
Substitute Teacher (long-term certified position) (including TRS)	\$120.00	(110.00) (8.4%)
(15 or more consecutive days in the same assignment)		
Substitute Teacher (North Boone Retired Teacher - certified position)		
daily rate.....	\$120.00	(110.00) (8.4%)
Substitute Teacher (North Boone Retired Teacher - long-term certified position)		
(15 or more consecutive days in the same assignment).....	\$135.00	(125.00) (7.5%)
Substitute Teaching Assistant (non-certified position) – per hour.....	\$11.67	(11.00) (5.7%)
Substitute Bus Driver – (route)	\$26.00	(Approved at May 2019 BOE meeting)
Substitute Bus Driver – (hourly)	\$12.50	(Approved at May 2019 BOE meeting)

Scenarios

Option A

Custodian ~\$7,200

Food Service ~\$3,000

Secretary ~ \$6,150

Nurse ~ \$16,200

Para ~ \$34,866

Teacher ~\$88,000

Option B

Custodian ~\$7,386

Food Service ~\$3,324

Secretary ~\$7,122

Nurse ~\$16,632

Para ~\$36,168

Teacher ~\$88,000

Substitute Incentives

Incentive for working more days in a year

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A one time bonus will be given in June for any substitute works the following:

25-50 days: \$50 bonus

50-74 days: \$100 bonus

More than 75 days: \$200 bonus

Day of Bonus

*Staff that fill a job that was posted after 12:01 am on the date of the job will receive a bonus

*Bonus will be determined quarterly

*5 jobs taken the day of the job will receive a \$50 bonus

Staff Referral

*Extend the staff referral to substitute openings as well.

*Any staff member that refers a substitute and that substitute works more than 10 days in the school year will be eligible for \$100 bonus to the referring staff member

Actions to increase substitute fill rates

1. Encourage staff to call early in regards absences
2. Encourage schools and staff to leave detailed plans-
Substitutes will have a great experience and want to come back.
3. Days worked bonus
4. Utilize staff from other departments to sub when available