



HUMAN RESOURCE SERVICES DIVISION

P.O. Box 246870 • Sacramento, CA 95824-6870

(916) 643-9050 • FAX (916) 643-9454

Cancy McArn, Chief Human Resources Officer

SCHOOL YEAR: _____

TO: Principal / Administrator / School Office Manager

DATE: _____

FROM: _____, Personnel Technician II (916) 643-_____

SUBJECT: DAILY RATE FOR DAY-TO-DAY SUBSTITUTE TEACHER ON EXTENDED ASSIGNMENT

The employee listed below has been a day-to-day substitute at:

Name of Substitute Teacher: _____ PSL #: _____
Vice: _____
Effective Dates: _____
Daily Rate: \$ _____
Rate Class / Step

PSL #: _____
[] Fully Credentialed Salary Schedule
[] Not Fully Credentialed (NFC) Salary Schedule

Fully credentialed day-to-day substitutes working in excess of 30 days, who are responsible for lesson planning and all other teacher duties, will be paid on the regular teachers' salary schedule at their daily rate for the period of time they are in the position listed above.

The fully credentialed day-to-day substitute will be eligible for one day of "sick leave" for each 20 days worked. The "sick leave" will be paid at the daily rate, less Step 1, of the regular substitute's pay. The "sick leave" must be earned before it can be used, and unused sick leave cannot be carried beyond each assignment per fiscal school year.

If the substitute teacher is absent and is entitled to sick leave, attach a copy of the Substitute/Per Diem Employee Absence Report (PSL-F012B) form to the Daily Rate for Day-to-Day Substitute Teacher on Extended Assignment (PSL-F239) form. Send to BOTH Payroll Services and the Substitute Office for payroll adjustment request within the substitute payroll period beginning the 26th of each month to the 25th of the following month.

In addition, substitutes working over 30 consecutive days in a long-term assignment are eligible for health benefits through Sacramento City Unified School District. If you are interested in purchasing health benefits, please contact the Employee Benefits office at 643-9432, within 30 days from the date of this letter, for additional information and necessary paperwork.

- cc: Employee Listed Above
School/Department
HR Analyst
Personnel File
Substitute Office
Credential Specialist (NFC)
Payroll Services (Long-Term Assignment Report)

For Personnel Technician Use Only
Employee notified to submit items below for:
Salary credit evaluation:
Education (transcripts):
Experience: