

**DELANO UNION SCHOOL DISTRICT**  
**1405 – 12<sup>th</sup> Avenue**  
**Delano, CA 93215**

**PAY SCHEDULE FOR SUBSTITUTE EMPLOYEES**

Cut-off date for all substitute employees is **15<sup>th</sup> of each month**. You will receive your check on the tenth of the succeeding month of which you work.

Please check with the secretary in the school office. If your check is not there, it may be at the District Office in the Business Department. If the tenth is on a Saturday or Sunday, you will be paid on the Friday prior to the weekend.

If you have not picked up your check by 1:00 p.m., it will be mailed to you. Please be sure to notify the Human Resources Department as soon as possible of a change of address. If you have any questions regarding payroll, please call (661) 721-5000 ext. 00134 or ext. 00151.

Thank you.

**Substitute Teacher Report Times:**

**Regular Day / Late Start Schedule:**

Elementary - 7:45 AM to 2:07 PM  
 Middle - 7:45 AM to 2:32 PM  
 With 30 minute unpaid lunch

**Minimum Day Schedule:**

Elementary - 7:45 AM to 1:05 PM  
 Middle - 7:45 AM to 1:105 PM  
 With 30 minute unpaid lunch

**Pay Rate**

\$180/day (non-credentialed)  
 Long Term \$255/day (credentialed)  
 Long Term pay (after 21 consecutive days in the same assignment)

**\*IF A SUB MISSES A DAY AFTER THE 21<sup>ST</sup> DAY, MONIES REVERT BACK TO \$180/DAY**

Work Hours: 7:45 AM to 3:30 PM  
 With 30 minute unpaid lunch

**\$35.00 per hour for approved duties assigned after the regular or minimum day substitute work day.**

<b>Pay Period</b>		<b>Pay Date</b>
<b>Start</b>	<b>End</b>	
Jan. 16	Feb. 15	Mar. 10
Feb. 16	Mar. 15	Apr. 10
Mar. 16	Apr. 15	May 10
Apr. 16	May 15	June 10
May 16	June 15	Jul. 10
June 16	Jul. 15	Aug. 10
Jul. 16	Aug. 15	Sept. 10
Aug. 16	Sept. 15	Oct. 10
Sept. 16	Oct. 15	Nov. 10
Oct. 16	Nov. 15	Dec. 10
Nov. 16	Dec. 15	Jan. 10
Dec. 16	Jan. 15	Feb. 10