



# Orange County Department of Education

Division of Administrative Services, Human Resources Department

Classified Substitute Staff Salary Schedule

November 15, 2022

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## Substitute Teacher/Substitute Ancillary Staff

A classified employee may substitute teach but must be certified by Human Resources as meeting the qualifications to substitute teach, prior to performing any substitute teaching work. The classified employee will earn an established hourly rate based on Range 1, Step 1 of the T/A-1 salary schedule in effect on July 1st of each school year.

## Classified Substitute Staff Rates

- Substitute Administrative Assistants are paid \$22.50 per hour.
- Substitute Kitchen Assistants are paid \$17.00 per hour.
- Substitute Paraeducators are paid \$22.00 per hour.
- Substitute Records Technicians are paid \$22.50 per hour.

Any other classified substitutes are paid at the Step 1 hourly rate for the identified position. Retirees and other qualified substitutes in hard-to-fill substitute positions may receive a higher rate of pay.

## Additional Substitute Rate Information

Part-time employees of the Department may perform substitute service only during non-assigned regular duty hours.

## Substitute Pay Days

Classified Assignments: 10th of the month. If the 10th falls on a weekend or holiday, the paycheck shall be issued on the preceding workday.

Certificated Assignments: Last working day of the month, except for December, when paid on the first working day in January