

BURBANK UNIFIED SCHOOL DISTRICT

(Page 1 of 2)  
PERSONNEL

Substitute Certificated Employee - Salary Schedule

Effective January 1, 2019

**K – 12 and Children’s Center**

Substitute with 30 day Emergency Permit covering General Education  
(including summer school) \$135.00/ Day

Substitute with valid California Credential covering General Education  
(including summer school) \$135.00./Day

Substitute with 30 day Emergency Permit covering Special Education and  
CDS classes \$140.00/Day

Substitute with valid California Credential covering Special Education and  
CDS classes \$140.00/Day

**Adult School**

Substitute Teacher \$ 30.11/hr.

**Children's Center**

Substitute with 30 Day Emergency Permit or Regular Credential \$ 16.76/hr

**School Nurse**

Substitute Nurse \$182.47/Day

**Long-Term Substitute Pay**

A day-to-day substitute who serves more than twenty (20) consecutive workdays on a continuous assignment may be reclassified as a long-term substitute on the twenty-first day of such assignment.

If the services of a day-to-day substitute on the same assignment for twenty (20) consecutive work days are interrupted for other than illness, bereavement, or holidays, it is necessary for the substitute to serve twenty (20) consecutive work days again in order to qualify for long-term status.

Prior to being reclassified to long-term status, a substitute will be paid the day-to-day rate for a total of twenty (20) consecutive workdays, or until such time as definitive information is received in the Human Resources Services Office indicating that the regularly assigned employee will be absent for more than twenty (20) days. In this case, the substitute will be paid at a daily rate which corresponds to placement at Class I, Step I on the Salary Schedule for Certificated Bargaining Unit Members (A-1 if the substitute holds a valid California teaching credential or A-1-NC if the employee holds a Short Term Staff Permit in multiple or single subject). Long-term substitutes who do not meet the aforementioned credentialing requirements shall be paid at a rate of \$170 per day beginning on the twenty-first day of such assignment.

**Part-Time Employee's Pay for Substitute Service**

Part-time employees who are assigned to substitute at the secondary level shall be compensated for each class taught at the rate of 16.7% of on the Salary Schedule for Certificated Bargaining Unit Members. (A-1 if the part-time employee holds a valid California teaching credential or A-1-NC if the employee holds a Short Term Staff Permit in multiple or single subject.)

Part-time employees who are assigned to substitute at the elementary level shall be compensated for each hour worked at the rate of 16.7% of Class I, Step I on the Salary Schedule for Certificated Bargaining Unit Members. (A-1 if the part-time employee holds a valid California teaching credential or A-1-NC if the employee holds a Short Term Staff Permit in multiple or single subject.)

Policy adopted: 6/5/84

Revised: 12/20/90, 10/1/92, 8/3/95, 8/17/95; 7/18/96; 4/17/97; 10/2/97; 12/10/98; 6/24/99;  
9/7/00, 10/7/04, 2/17/05, 3/16/06, 5/17/07; 4/23/14; 7/1/15, 12/15/16; 11/15/18