

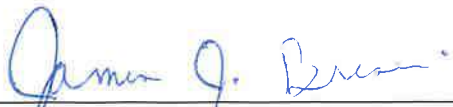
SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
Hourly Rates of Pay for Classified Substitute Employees
2023/24

NOTES:

1. Former Employees: Former employees are paid in accordance with Merit System Rule 4763.3
2. A substitute that holds a valid California authorization to provide instructional services (a valid credential, permit, etc.) will be paid no less than \$25.71 per hour as a substitute in a classified position.

| Mileage: | |
|--|---|
| Classroom Assistant-Child Development Programs, Instructional Assistant, Interpreter for the Deaf, Behavioral Health Specialist, and Associate Teacher - Child Development Program | No mileage for substitutes traveling less than 15 miles one way. Substitutes traveling 15-25 miles one way will receive a \$15 stipend. Substitutes traveling more than 25 miles one way will receive a \$20 stipend. Mileage must be checked on the timecard. Distances will be verified through the standard payroll audit process. |
| Bilingual Interpreter/Translator | A work location is designated for purposes of mileage reimbursement. When driving to their assigned work location, there is no mileage reimbursement. When driving directly to a location other than their designated work location to start an assignment the substitute will be reimbursed only for mileage in excess of the distance between the designated work location and the employee's home. Time worked and mileage are submitted on two different claim forms. |
| All other classifications | Mileage is not paid. |
| Minimum Hours Paid: | |
| Classroom Assistant-Child Development Program, Instructional Assistant and Interpreter for the Deaf | Substitutes will be paid for a minimum of 3.5 hours, even if the substitute assignment is less than 3.5 hours. For assignments of less than 3.5 hours the timecard should reflect 3.5 hours when submitted. |
| Bilingual Interpreter/Translator | A 3.5 hour minimum is paid to all assignments except for translation done at home. Only actual hours worked are paid for translation done at home. |
| All other classifications | Paid actual hours worked. No minimum hours paid. |

Approved by the County Superintendent of Schools:



James J. Brescia, Ed.D

5/19/23

Date

