

CCSD #181 SUBSTITUTES PAY INFORMATION
2019-2020 School Year

Payroll Information & Procedures for Substitute Pay Rates

1. PAY RATES FOR SUBSTITUTES ARE AS FOLLOWS:

- \$100.00 full day/\$50.00 half day: certified teaching assignments
- \$95.00 full day/\$47.50 half day: Classified assignments, nurse, secretary, and aide assignments
- \$173.85 per day: Long Term assignment (over 20 consecutive days, must be certified teacher in a teaching role)
- \$120.00 day/\$60.00 half day: Retired D181 teacher
- \$208.66 day: Retired D181 teacher long term assignment
- Bonus Structure to be paid January and June

\$10 bonus per day for sub's 25th-49th assignment*

\$20 bonus per day for sub's 50th-74th assignment*

\$30 bonus per day for 75+ assignments*

*Assignment means a full day of being a substitute in any capacity. Two half day assignments will be counted as one full day assignment.

2. SUBSTITUTE HOURS:

Elementary Buildings (Elm, Madison, Monroe, Oak, Prospect, The Lane and Walker)

8:00 AM – 3:15 PM Full day

8:00-11:30 AM session

12:00-3:15 PM session

Middle School Buildings (CHMS or HMS)

8:10 AM – 3:15 PM Full day

Half day sessions as posted on Frontline System (AESOP)

3. SOCIAL SECURITY AND MEDICARE CONTRIBUTIONS:

All Secretary, Nurse and Aide substitutes are subject to Social Security and Medicare earnings. They are not subject to TRS earnings. Any a sub working over 600 hours in a 12 month period, in a support position, will be IMRF eligible and will contribute to the IMRF retirement system.

4. TRS CONTRIBUTIONS:

As of July 1, 1990, all substitute teachers are required to pay into the Teachers Retirement System any time they replace a certified staff member. A deduction of 9% (Tier 1) of gross earnings will be automatically taken from each paycheck and sent to TRS. This deduction is calculated before the Federal and State deductions. As of July 1, 1995, all substitute teachers are also required to make contributions toward the cost of the TRS retiree health benefit program. This rate is 1.12% of gross earnings *(rates are subject to change as determined by TRS). This deduction is subject to Federal and State withholding. Retired teachers receiving a TRS pension do not have a TRS deduction.

5. TEACHER LONG-TERM SUB RATE:

The daily rate for substitutes is \$100.00. If a substitute's assignment is known to be **20** or more days of consecutive service substituting in a classroom or for a specialist teacher in the same assignment, the rate of pay will be \$173.85 per day for the entire assignment. Retired D181 Teacher Substitute rates are \$120.00 and \$208.66 respectively.

There is no long-term sub pay for Instructional Assistant subbing for another Instructional Assistant.

6. SUBSTITUTE DAILY LOG:

You **MUST** sign in at the School Office in order to be paid properly. Long-term subs must also sign in on the daily log.

7. PAYROLL DATES:

Substitute payrolls will be processed twice a month (except for the month of December). Please see pay schedule for pay dates. Contact Karen Majewski in Payroll (630) 861-4936 if you have any questions regarding the above information or procedures.