

**CLOVIS UNIFIED  
SCHOOL DISTRICT****PERSONNEL**

Certificated

**SUBSTITUTE TEACHERS**

**PURPOSE:** To establish substitute teacher pay scales.

A salary schedule shall be adopted for substitutes hired to replace certificated personnel. The substitute salary schedule shall be issued and amended by the Superintendent in accordance with Board Policy and Administrative Regulation No. 9310 – Board Policies and Bylaws. Any adjustments to salaries for District employees shall be by action of the Board and the Superintendent shall issue or amend salary schedules to reflect such adjustments.

Any substitute will be declared a long-term substitute upon the completion of 10 consecutive teaching days in the same position for which a regular teacher is contracted. Beginning with the 11th consecutive day in the same teaching assignment, the long-term substitute shall be placed on a separate salary schedule which will provide compensation above that of the regular substitute's daily wage.

A substitute teacher hired to replace a regularly employed teacher who it is known will be out for more than 10 consecutive days may be classified a long-term substitute from the first day of employment, unless contractual service is agreed upon.

Substitute teachers will be paid on the last working day of each calendar month.

Adopted: 07/23/1975

Amended: 02/28/1979, 08/22/1979, 07/23/1980, 08/05/1981, 09/23/1987, 10/13/1982,  
08/24/1983, 08/22/1984, 09/11/1985, 11/05/1986, 09/28/1988, 06/08/1992,  
11/18/1992, 10/27/1999, 07/01/2003, 10/26/2005, 11/14/2007, 10/21/2020 (BP 6407  
renumbered as BP 4151.23), 11/09/2022

**EDUCATION CODE**

44917-44918 Substitute employees

45022-45061.5 Salaries, especially:

45023 Availability of salary schedule

45025 Part time and substitute employees

45028 Salary schedule for certificated employees

45030 Salary schedule for certificated substitutes

45041 Computation of salary

**LABOR CODE**

226 Employee access to payroll records

232 Disclosure of wages

432.3 Salary information

510 Overtime compensation; length of work day and week; alternative schedules

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515 Overtime exemption for administrative, executive, and professional employees

CODE OF REGULATIONS, TITLE 8

11040 Wages and hours; definitions of administrative, executive, and professional employees

UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:

203 Definitions

207 Overtime

213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions

516.5-516.6 Records

541.0-541.710 Exemptions for executive, administrative, and professional employees

553.1-553.51 Fair Labor Standards Act; applicability to public agencies

Doc# 42322-10 (10/2022, None)