

IMPORTANT SUBSTITUTE INFORMATION

CONTACTS

Human Resources **Ginger Reidy, (630) 548-6002**
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Payroll **Connie Norgren, (630) 420-6330**
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2019-20 Pay Rates

Substitute Teacher ½ day:	\$55.00 (TRS reportable wages)
Substitute Teacher full day:	\$110.00 (TRS reportable wages)
Retired Teacher ½ day:	\$55.00 (No TRS)
Retired Teacher full day:	\$110.00 (No TRS)
Substitute Teacher as an Assistant:	\$13.75/hr. (Social Security reportable wages)
Substitute Assistant:	\$13.75/hr. (Social Security reportable wages)

INSTRUCTIONAL TIMES (Hours of Student Attendance/Jobs)

Substitutes are paid for student instructional times only. **Substitute teachers are to arrive 20 minutes prior to the start of the beginning of instruction.**

Other substitutes may arrive 15 minutes before the start of the job.

JOBS

Elementary Jobs:

Full day	8:15 a.m. – 2:30 p.m.
Morning	8:15 a.m. – 11:15 a.m.
Afternoon	11:16 a.m. - 2:30 p.m.

A half day job is no more than 3 hours.

Junior High Jobs:

Full day	8:00 a.m. – 2:50 p.m.
Morning	8:00 a.m. – 11:05 a.m.
Afternoon	11:06 a.m. - 2:50 p.m.

A half day job is no more than 3 hours 5 minutes

High School Jobs:

Full day	7:45 a.m. – 3:10 p.m.
Morning	7:45 a.m. – 11:30 a.m.
Afternoon	11:31 a.m. - 3:10 p.m.

A half day job is no more than 3 hours 45 minutes