

## ***IMPORTANT SUBSTITUTE INFORMATION***

### **CONTACTS**

Human Resources	<b>Ginger Reidy, (630) 548-6002</b> <a href="mailto:greidy@naperville203.org">greidy@naperville203.org</a>
Payroll	<b>Glenda Swartz, (630) 420-6330</b> <a href="mailto:gswartz@naperville203.org">gswartz@naperville203.org</a>

### **2024-25 Pay Rates**

Substitute Teacher full day:	\$130.00 (TRS reportable wages)
Substitute Teacher ½ day:	\$65.00 (TRS reportable wages)
Daily Substitute Bonus Pay	\$100.00 (for every 10 days worked)
Retired Teacher full day:	\$175.00 (No TRS)
Retired Teacher ½ day:	\$87.50 (No TRS)
SPED Substitute Paraprofessionals:	\$19.01 (Social Security reportable wages)
Substitute Paraprofessionals:	\$18.11 (Social Security reportable wages)
Permanent Building Substitute	\$175.00
Long Term Substitute	\$250.00

### **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