

IMPORTANT SUBSTITUTE INFORMATION

CONTACTS

Human Resources **Ginger Reidy, (630) 548-6002**
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Payroll **Glenda Swartz, (630) 420-6330**
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2023-24 Pay Rates

Substitute Teacher full day:	\$125.00 (TRS reportable wages)
Substitute Teacher ½ day:	\$67.50 (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)
Substitute Assistant:	\$15.75/hr. (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