
SUBSTITUTE COMPENSATION GUIDE

The following compensation guide shall be implemented by the Superintendent of Schools.

Short-Term Substitutes: Substitutes employed for not more than ten (10) consecutive workdays in the same job assignment shall be considered as short-term substitutes and shall be paid as follows:

Teachers	\$110.00 per day
Educational Technicians	\$15.00 per hour
Secretaries	\$15.00 per hour
Food Service Assistants	\$15.00 per hour
Lunch Aides	\$15.00 per hour
Custodians	\$15.00 per hour

Note: When, in an emergency, current employees are temporarily reassigned as short-term substitutes, the employee shall not be reduced in pay if the employee's regular pay is higher than the rates specified above.

Short-term substitutes shall participate in the applicable Maine State Retirement System as specified by Maine Law. All newly employed substitutes shall be required to pay through payroll deduction the Federal Medicare Tax.

Long-Term Substitutes: Substitutes employed or expected to be employed for *more* than ten (10) consecutive days but less than six months in the same job assignment shall be considered as long-term substitutes and shall be paid as follows:

Teachers	\$140.00 per day
Educational Technicians	\$15.50 per hour
Secretaries	\$15.50 per hour
Food Service Assistants	\$15.50 per hour
Lunch Aides	\$15.50 per hour
Custodians	\$15.50 per hour

Employment in excess of six months: When an employee is hired for a term anticipated to exceed six months, the applicable policy/labor agreement for regular employees shall govern. When an employee is hired as a substitute for a term anticipated to be less than six months, the applicable policy/labor agreement for regular employees shall govern at such time as the employee remains in the same position for six consecutive months. Unless otherwise stated in the policy/labor agreement, no retroactive benefits shall apply.

Other Benefits: Substitutes shall be entitled only to those benefits specified above, as well as Earned Paid Leave (EPL).

EARNED PAID LEAVE (EPL): Employees shall accrue one hour of EPL for every forty (40) hours worked, up to a maximum of forty (40) hours per year. EPL may be used for any purpose. Notice requirements will differ between leave for planned purposes and leave for unplanned/emergency purposes. Use of EPL and procedures regarding EPL must follow Regulation GBP.



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