

Colby School District

Teacher Substitute Pay Schedule

CATEGORY	WAGE
Short-Term Per Diem Substitute (School Lunch Included)	\$125/Day
AFTER 20 Days (In a School Year)	\$135/Day
AFTER 40 Days (In a School Year)	\$145/Day
Long-Term Per Diem Substitute (If employee works more than ten (10) days in the same position, then the long-term rate applies beginning with the first day, unless the nature of the assignment is known in advance, in which case payment will begin on first day.)	\$227 \$203.95/Day
6 th -12 th Grade Teacher Substituting in a Classroom	\$13.50/1-30 Minutes \$27/31-60 Minutes
PreK-5th Grade Teacher Substituting in a Classroom* *Teacher doubles up classrooms with additional students for staff absences when a sub is unavailable.	\$27/More than 30 Minutes \$54/More than 4 Hours
Homebound or Alternative Site Instruction	\$27/Hour
Voluntary Assignment During Lunch Period	\$18/Hour

1. An employee electing taxable cash in lieu of health insurance is deemed to request the District to pay the cash to a TSA vendor unless the employee requests in writing to have the cash paid to the employee.
2. The District shall pay the cash to the TSA vendor on or about the normal payroll dates cash would have been paid. Amounts received as additional compensation, and deferred to a TSA vendor, shall be subject to all applicable payroll taxes, including FICA and Medicare.

Any employee whose TSA salary reduction amount exceeds the limitations of law is ineligible for additional deferrals to the TSA. The amount, which would have been contributed to the TSA except for the limitations of law, will be added to the employee's paycheck as taxable compensation subject to all applicable payroll taxes, including FICA and Medicare.

I. **Beginning Eligibility Date for Alternative Benefit Plan Payments:**

1. **New Employees.** Payments shall be based on the employee's eligibility date. For new employees, this constitutes the employee's first day of active service. Employees not electing health coverage must enroll in the cafeteria plan prior to the employee's first day of active service. Thereafter, an annual election must be made prior to the beginning of each cafeteria plan benefit year (January 1) However, the District will use the same rule for contributions as for health insurance payments; if the employee's first date of active service is after the 15th of the month, no ABP contributions is required in that month. If the employee's first date of active service is on the 1st through the 15th of the month, the District will contribute the payment.
2. **Current Employees.** Current employees changing to the ABP when permitted by applicable Internal Revenue Code section 125 "cafeteria plan" rules are only eligible to waive coverage for the health insurance and begin the ABP on the first payroll of any month. Absent a mid-year (January through December) cafeteria section 125 exception [such as an employee getting married, loss of spouse coverage, etc.], employees must make a written annual cafeteria plan election prior to each January 1 to permit the election of the cash option in the next cafeteria plan year. Once the employee is eligible to begin ABP status, contributions will begin in that month.

15.04 Liability Insurance

The School Board shall carry liability insurance which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy. Employees may inspect the District's liability insurance policy upon request.

15.05 Group Basic Life and Accidental Death and Dismemberment Insurance

The Board shall provide group life and accidental death and dismemberment insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

A. **Eligibility:**

1. **Minimum Hours for Any Board Contribution:** An employee whose individual contract has an assignment of at least 30 hours per week is eligible to participate in the District's group life and accidental death and dismemberment insurance. Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration to, the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc. Employees whose assignments are less than 30 hours per week are not eligible to participate in the District's group life and accidental death and dismemberment insurance and are not eligible for any District premium contribution.

B. **Commencement and Termination of Benefits.** Coverage will commence on the employee's first day of the month following employment hire date and continue for a full twelve (12) month period. The long-term disability insurance benefits described in this *Handbook* and on the individual contract terminate according to the following schedule:

1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
2. If an employee resigns or is terminated who has completed the term of his/her contract, District coverage shall cease at the end of the month the resignation or termination becomes effective. However, if an

administrator completes the terms of his/her contract, and if the last day of the contract is June 30, his/her group life and accidental death and dismemberment insurance benefits shall terminate June 30th.

- C. **Premium Contributions:** The District shall pay 100% for group life and accidental death and dismemberment insurance. The basic life coverage amount is \$25,000. For a covered accidental loss of life, your Basic AD&D coverage amount is equal to your Basic Life coverage amount. For other covered losses, a percentage of this benefit will be payable. Basic Life and AD&D insurance coverage amount reduces to 65% at the age 65 and to 50% at age 70.

15.06 Long-Term Disability

The Board shall provide long-term disability insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

A. **Eligibility:**

1. **Minimum Hours for Any Board Contribution:** An employee whose individual contract has an assignment of at least 30 hours per week is eligible to participate in the District's long-term disability insurance. Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration to, the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc. Employees whose assignments are less than 30 hours per week are not eligible to participate in the District's insurance and are not eligible for any District premium contribution. Individuals hired prior to September 21, 2015 are grandfathered at 17.5 hours for eligibility.

- B. **Commencement and Termination of Benefits.** Coverage will commence on the employee's first day of employment and continue for a full twelve (12) month period. The long-term disability insurance benefits described in this *Handbook* and on the individual contract terminate according to the following schedule:
1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
 2. If an employee resigns or is terminated who has completed the term of his/her contract, District coverage shall cease at the end of the month the resignation or termination becomes effective. However, if an administrator completes the terms of his/her contract, and if the last day of the contract is June 30, his/her long-term disability insurance benefits shall terminate June 30th.

- C. **Premium Contributions:** The District shall pay 100% for long-term disability insurance. The benefits will be equal to 90% of the employee's monthly wages. Coverage shall begin after 60 consecutive calendar day of disability and continue until the employee is eligible to work or for 24 months or until employee reaches age 65.

15.07 COBRA Law Continuation of District Health Plan Participation

The District, pursuant to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and state law, offers employees the opportunity to remain on the District's health, dental and vision insurance plan at the group rate in certain instances where coverage under the plan would otherwise end.

- A. **Qualifying Events:** An employee, employee's spouse and an employee's dependent children (if any) covered by and participating in the District's health insurance plan (medical, dental, and vision), may qualify for continuation coverage if District-sponsored coverage is lost due to the occurrence of any of the following qualifying events:

1. Voluntary or involuntary termination of employment for any reason other than "gross misconduct."
2. Death of the covered employee;
3. Divorce or legal separation from the covered employee;
4. Loss of "dependent child" status;
5. Eligibility for Medicare entitlement;
6. Reduction in work hours such that the employee no longer qualifies for coverage under the plan.

- B. **Period of COBRA Continuation:** In the event of one of the above qualifying events, COBRA coverage is available for up to eighteen (18) months, but may be extended to a total of twenty-nine (29) months in certain cases of disability (*see* Disability Extension below) or up to thirty-six (36) months if a qualifying spouse or dependent suffers a second qualifying event. The employee, employee's spouse and each covered dependent has an individual right to request COBRA coverage. Additionally, any child born to or placed for adoption

COLBY SCHOOL DISTRICT Extra Duty Wage Schedule

Carl Perkins Staff Coordinator	\$ 473.00
Chemical Hygiene Coordinator	\$ 685.00
Steering Committee - Elementary, MS, HS	\$ 514.00
Substitute Caller Grades PK-5th/4	\$2,205.00 \$1,654.00
Substitute Caller Grades 6th/5-12th	\$2,205.00
Sustainability Coordinator	\$ 652.80
Teacher Mentors	\$ 536.00
Mentor Specialist (Yearlong assignment in teachers final year)	\$5,000.00
Wellness Coordinator	\$ 685.00
Digital Learning Coordinator	\$2,500.00
Instructional Technology District Coordinator	\$2,500.00
Instructional Technology HS, MS, or CE Support	\$1,500.00
After School Study Club Coordinator	\$1,000.00
Teacher Overload Assignment	\$1,500/semester
Paraprofessional Overload Assignment	\$1,500/semester
Teacher Teaching Distance Learning Classes to Non-District Students	\$500/semester (1-5 Students) \$1,000/semester (6-10 Students) \$1,500/semester (11-15 Students) \$2,000/semester (16+ Students)
Curriculum Study	\$20.00 \$12.50 per hour
Summer School	\$27.00 per hour
ESEA Grant Planning and Writing	1% of Allocation
Fiscal Grant Management	1% of Allocation
IEP Translation	Regular Rate of Pay w/OT as applicable (Hourly Staff)
IEP Overload	\$75.00
Eval/IEP Overload	\$100.00
Weight Room Supervision	\$27.00 per hour (Certified Staff) Regular Rate of Pay w/OT as applicable (Hourly Staff)
Detention	\$27.00 per hour (Certified Staff) Regular Rate of Pay w/OT as applicable (Hourly Staff)
LEA Rep. for IEP Meetings	\$27.00 per meeting (Certified Staff) AND Approval of SPED Director
Study Team	\$27.00 per meeting (Certified Staff) Regular Rate of Pay w/OT as applicable (Hourly Staff)
Translation for PT Conferences	\$16.00 \$11.00 per hour (Sub-Rate)
Event Supervisor (Crowd Control)	\$45.00 \$38.00 per event
Ticket Takers, Ticket Sellers, Timers, Scorekeepers, Yard Keepers, Down Keepers (per athletic event)	\$35.00 \$28.00 per event
Athletic Announcer/Media Specialist	\$750.00
Chaperones (for any approved bus trip at a time other than during regular school hours)	\$ 20.00 per trip for 0 – 60 miles \$ 25.00 per trip for over 60 miles \$ 75.00 \$50.00 for any overnight trip**

**** Does not apply to advisors/coaches already compensated through extra-curricular Letters of Appointment.**