



## **Classroom Assistants Working as Instructional Subs**

### **Fiscal Year 2017-2018**

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#### **1. Using Classroom Assistants as Instructional Substitutes**

- According to the contract, a Classroom Assistant is to be paid \$35 per day for working as an Instructional substitute.
- Classroom Assistant may not request comp time in lieu of paid other compensation.
- This amount is paid through Object 0102 – Other Compensation. The breakdown is shown below:
  - Elementary Schools – Pay is \$35.00 for a whole day or \$17.50 for a half day. A half day is up to 3.75 hours. A whole day is 4.00 hours through 7.50 hours.
  - Middle & High Schools – Pay is \$7.00 per period.
- Schools may use their substitute budgets to cover this other compensation expenditure by e-mailing or faxing a copy of the Other Compensation form to the Budgeting & Financial Services Department and requesting reimbursement.