



Educational Staff Professionals Working as Instructional Subs

Fiscal Year 2024-2025

1. Using Educational Staff Professionals as Instructional Substitutes

- According to the contract, when an Educational Staff Professional is pulled to substitute, he or she will, after having worked at least 15 minutes, receive one (1) hour minimum pay. The ESP will then be paid \$7.75 per hour in addition to his or her regular salary, payable in 15-minute increments. An ESP working in this capacity in excess of 5 hours, will be credited at 7.5 hours. ESPs will be expected to fulfill their regular duties during non-student contact time unless otherwise directed by the principal. This is for all schools. This amount is paid through Object 0102 – Other Compensation.
- Budgeting will cover the other compensation expenditure using the school substitute budget. Note: This only applies to schools that are centrally-budgeted. Contracted schools and/or schools with a separate revenue source, such as Title I, VPK, or Adult Education must cover the other compensation from within their budgets.
- A Paraprofessional may not request comp time in lieu of paid other compensation.
- To ensure that these expenditures are properly and timely covered by Budgeting, the school must use the exact wording below when entering the information into Payroll:

[Center]-ESP working as instructional sub
Example: 0601- ESP working as instructional sub

- Budgeting will run reports filtering to that specific wording in order to identify items that Budgeting is to cover. On a monthly basis, the Other Comp/Misc Pay reports for each school will be uploaded to the school's TEAMS folder. The school can review the reports for any items that are mislabeled and should be covered by Budgeting. If any items are identified as needing to be covered by Budgeting, print a copy of the report, highlight the item, correctly label the item, and then email the report to Paula Sadler (central and south schools) or Suzie Gander (north schools).