

# North Orange County Regional Occupational Program

**Administrative Regulation**

**ROP AR 4141.1**

**Certificated Personnel**

## **WAGE AND SALARY ADMINISTRATION**

### **Substitute Instructor Pay**

The hourly pay rate for substitute instructors will be equal to Level I—Step 1 of the certificated salary schedule. The pay rate for long-term assignments will increase to Level I—Step 3 after twenty consecutive days in the same assignment and will be retroactive to the first day of the assignment.

Substitute instructors must submit a completed certificated time sheet to the Human Resources department by the 13<sup>th</sup> of the month. Substitute instructors will be paid for a minimum of two hours per assignment.

July 1, 2006

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