

SCHOOL DISTRICT OF WAUPACA

SERIES 500 PERSONNEL

CODE: 534.2

**Substitute Staff - Support and Other**

In cases of absence of the regular employee, the substitute employee is to be secured by the building principal or designee.

Substitute employees shall be expected to fulfill the duties assigned by the immediate supervisor.

Pay Rates:

Substitute pay shall be paid by the Board of Education as follows:

- A. Secretaries and Aides -
  - Secretaries - Class 2 secretary base rate
  - Educational Asst. Spec. Ed. - base rate
  - Educational Asst. - base rate

\*Regular employees who sub for another regular employee shall receive their normal hourly rate of pay (not the sub rate or the rate of the other classification)
- B. Custodial & Maintenance -
  - Custodian - base rate
  - Maintenance - Class 2 maintenance base rate
- C. Bus Drivers - base rate
- D. Food Service - Class 3b food service base rate
- E. Nurse - \$20.00 per hour
- F. Mechanic - Class 2 mechanic base rate

Deductions from wages shall be made in accordance with the provisions of the law.

ADOPTED: 111103  
REVISED: 061212, 041117  
REVIEWED:  
LEGAL REFERENCE:  
CONTRACT REFERENCE:  
CROSS REFERENCE:

School District of Waupaca is an Equal Opportunity Employer