

Fire and Emergency Drills

Fire and emergency exits are posted near the doorway of each classroom. Familiarize yourself with the exit procedure before classes begin.

Bad Weather Days

If the weather requires schools to close, an announcement will be made on all major radio and television stations by 6:30 a.m. It is the substitute's responsibility to listen for school closings or delays. If school will be closed, the assignment assigned for that day would be considered canceled.

Pay Schedule

Absences requiring a substitute **four hours or more** are considered a **full day** and the full daily rate listed will be paid. Absences requiring a substitute for **less than four hours** are considered **half-day** assignments and one-half of the listed daily rate will be paid. The Board of Trustees approves the rates of pay as a part of the annual budget process.

All substitutes are paid on a cash pay card unless you have signed up for direct deposit. Substitutes will be paid bi-weekly according to the following schedule:

WORK PERIOD	PAYDAY
07/11-07/24/09	07/31/09
07/25-08/07/09	08/14/09
08/08-08/21/09	08/28/09
08/22-09/04/09	09/11/09
09/05-09/18/09	09/25/09
09/19-10/02/09	10/09/09
10/03-10/16/09	10/23/09
10/17-10/30/09	11/06/09
10/31-11/13/09	11/20/09
11/14-11/27/09	12/04/09
11/28-12/11/09	12/18/09
12/12-12/25/09	01/01/10
12/26-01/08/10	01/15/10
01/09-01/22/10	01/29/10
01/23-02/05/10	02/12/10
02/06-02/19/10	02/26/10
02/20-03/05/10	03/12/10
03/06-03/19/10	03/26/10
03/20-04/02/10	04/09/10
04/03-04/16/10	04/23/10
04/17-04/30/10	05/07/10
05/01-05/14/10	05/21/10
05/15-05/28/10	06/04/10
05/29-06/11/10	06/18/10