

III. SALARY

RATE OF PAY

- Retired teachers (approved by the Director of Human Resource Services) will receive \$150.00 for each full day (\$75.00 for each half day).

- Teacher of the Davenport Community School District who are willing to sub on non-contract time will be paid \$150.00 for each full day (\$75.00 for each half day). This would include half-time teachers picking up sub assignments in addition to their normal work schedule and teachers subbing for buildings that are in session outside of the normal school year (Children's Village Buchanan, Children's Village at Hayes, Children's Village Monroe, Children's Village West, Hoover Pre-School, Buchanan, Fillmore, Hayes, Jefferson-Edison, Madison, Monroe, Truman and Washington).

- Guest nurses will receive \$150.00 for each full-day (\$75.00 for each half day).

- Para-Educators with Para-Educator Sub Authorization will be paid \$90.00 for each full day (\$45.00 for each half day).

- Guest teachers not listed above will receive the following rates of pay:

- ✓ Introductory Rate: New guest teachers will be paid \$90.00 for each full day (\$45.00 for each half day) for their first ten (10) assignments. After the ten assignments they will receive the base rate. Each half-day and each full-day assignment counts as one (1) assignment towards the first ten.

- ✓ Base Rate: \$110.00 for each full day (\$55.00 for each half day)

Guest teachers who were being paid at the base rate at the end of the 2008-09 year will begin the 2009-10 school year at the base rate. Likewise, the number of introductory assignments earned toward the base rate at the end of the 2008-09 school year will be carried forward to the 2009-10 school year.

- ✓ Long-Term Rate: Any guest teacher in the same classroom assignment for more than 20 consecutive days will receive \$150.00 (long-term rate) for each full day (\$75.00 for each half day). Once 20 consecutive days have been worked, the long-term pay will begin and retro pay from the first day of the assignment will be paid. A guest teacher doing a half-time, long-term assignment will receive \$75.00 for any other half-day subbing assignment also taken in coordination with the long-term assignment.

- Guest Teachers will be paid for either a half-day or full-day assignment. Guest teachers assigned to work more than four (4) hours will receive a full day's pay.

- A guest teacher who reports for an assignment as scheduled and finds that the assignment is not necessary **MUST** call the guest teacher dispatch as soon as possible. The guest teacher will receive appropriate pay if he/she agrees to an alternative assignment mutually agreed upon by the guest teacher and the school administration, including working at the Administration Center, if needed. If the guest teacher wishes to return home, he/she will forego pay.

- Guest teachers will receive a half-day of pay when the assignment is cancelled with less than 12 hours prior notice and no other assignments are available. [Note: The guest teacher must report in a timely manner to the Human Resource Service Department for a suitable alternative assignment.] Should the guest teacher refuse an alternative assignment and chose to go home, no pay will be given for the initial cancellation.
- Guest teachers will not report to work or receive pay if there is an announcement on the approved radio or TV stations for district wide closing. See Appendix – Schedule E, for the approved radio and TV Stations.



PAY SCHEUDLE

- Guest teaches are paid every two (2) weeks. The pay periods are shown in the chart listed on page 8 of this handbook. (Exception: half-time teachers will have pay for sub assignment added to their monthly paychecks.)
- Paychecks (or pay stubs for those who sign up for automatic deposit) will be mailed to the guest teacher’s home address. Guest teachers who wish to have direct deposit will need to submit the paperwork required by the Payroll Department (please call 563-336-5073 or 563-336-5092 for questions). Paperwork can be picked up at the Administration Services Center.
- Deductions will be made for State and Federal Withholding Tax and Social Security. If an individual earns \$1000.00 per quarter in two consecutive quarters, in a calendar year, an IPERS deduction will be withheld in the following quarter(s). **NOTE: Please make sure your completed and signed IPERS Beneficiary form is returned to Human Resources to ensure accurate crediting to your IPERS account.**



PAYROLL CORRECTIONS

- **Please do not call the Payroll Department.** Concerns regarding payroll discrepancies should be addressed to the Guest Teacher Dispatcher in the Human Resources Department at 563-336-3802. A message may be left on the voice mail with the following information: your name, assignment not included in payment, whether assignment was for a full or partial day, teacher and school for whom subbed, or whether you feel the rate of pay is incorrect.
- An effort will be made to have all corrections reflected on the guest teacher’s next paycheck. If the District has overpaid the guest teacher, a deduction for the amount of the error will be made from the next paycheck.



MILEAGE REIMBURSEMENT

- Guest teachers who are assigned to more than on (1) school building during a workday, shall be reimbursed for travel between assignments at the rate of \$.40 per mile. Reimbursement shall be for all driving done between arrival at the first school building at the beginning of the workday and the last school building at the end of the day. Mileage cannot be reimbursed for travel from home to school, or from school to home.

- The guest teacher is responsible for submitting this information to the Department of Human Resource Services.
- All mileage is to be reported according to the mileage chart provided by the district (listed at the back of this handbook). Please complete an In-District Travel Reimbursement Claim Form. All buildings should have these forms in the office and they can be submitted through the district mail system.
- No travel reimbursement will be approved for travel that is over 90 days old, Please accumulate as many miles as possible before submitting the completed form, however, keep in mind that guest teacher will still be required to follow the 90-day reimbursement policy.
- Accounting will not cut checks for less than \$15.00. If a travel reimbursement is submitted for less than \$15.00, the guest teacher will be contracted as to when and where he/she may pick up petty cash. Petty cash may requested for amounts less than \$100.00 a week.



PAY SCHEDULE

Pay Schedule				
(Exception: Teachers who also sub will be paid once a month -- payment for sub assignments added to their normal monthly paycheck)				
Pay Period beginning	Pay Period ending	Payroll Report run date *	Check Date	Notes
7/20/2009	7/31/2009	8/3/2009	8/14/2009	Discrepancies should be reported to Megan Fox Human Resources Dept. (563) 336-3802
8/3/2009	8/14/2009	8/17/2009	8/28/2009	
8/17/2009	8/28/2009	8/31/2009	9/11/2009	
8/31/2009	9/11/2009	9/14/2009	9/25/2009	
9/14/2009	9/25/2009	9/28/2009	10/9/2009	
9/28/2009	10/9/2009	10/13/2009	10/23/2009	
10/12/2009	10/23/2009	10/26/2009	11/6/2009	
10/26/2009	11/6/2009	11/9/2009	11/20/2009	
11/9/2009	11/20/2009	11/23/2009	12/4/2009	
11/23/2009	12/4/2009	12/7/2009	12/18/2009	
12/7/2009	12/18/2009	12/21/2009	1/1/2010	
12/21/2009	1/1/2010	1/4/2010	1/15/2010	
1/4/2010	1/15/2010	1/18/2010	1/29/2010	
1/18/2010	1/29/2010	2/1/2010	2/12/2010	
2/1/2010	2/12/2010	2/15/2010	2/26/2010	
2/15/2010	2/26/2010	3/1/2010	3/12/2010	
3/1/2010	3/12/2010	3/15/2010	3/26/2010	
3/15/2010	3/26/2010	3/29/2010	4/9/2010	
3/29/2010	4/9/2010	4/12/2010	4/23/2010	
4/12/2010	4/23/2010	4/26/2010	5/7/2010	
4/26/2010	5/7/2010	5/10/2010	5/21/2010	
5/10/2010	5/21/2010	5/24/2010	6/4/2010	
5/24/2010	6/4/2010	6/7/2010	6/18/2010	
6/7/2010	6/18/2010	6/21/2010	7/2/2010	
6/21/2010	7/2/2010	7/5/2010	7/16/2010	
7/5/2010	7/16/2010	7/19/2010	7/30/2010	
7/19/2010	7/30/2010	8/2/2010	8/13/2010	
8/2/2010	8/13/2010	8/16/2010	8/27/2010	

* NOTE: Payroll report will be run at 8:00 AM - any changes due prior to this time.