

## Guest Teacher Long Term Rate Disclosure

Per article 6.C of the District/EAST Collective Bargaining Agreement (CBA) if a Guest Teacher substitutes in the same assignment for ten or more consecutive days then they will receive the extended service rate.

*Article 6.C - After a substitute teacher has worked ten (10) consecutive days of service as a substitute for the same teacher or in the same assignment, including grading, staff development and planning days, he/she shall be paid at a daily rate of pay determined by dividing the number of contract days in the school year into the annual rate of pay that he/she would have been paid had he/she been in the regular teachers' bargaining unit. The substitute teacher's placement on the contract teacher salary schedule will be determined by the substitute teacher's qualification for either BA, or MA (BA+60) columns of the salary schedule. The substitute teacher will always be placed on step one of the column.*

A full copy of the CBA can be found on the district website at <http://www.4j.lane.edu/hr/employeerelations/laboragreements>.

To help us determine where you would fall on the salary schedule if you were to sub in a long-term assignment, mark one of the following.

- I have a bachelor's degree
- \*I have a bachelor's degree plus 60 or more credits that were awarded after my bachelor's degree was awarded.
- \*I have a master's degree

\*In order to verify the above you **must submit official transcripts** before the start of a **long term assignment**. If official transcripts are not received before your assignment starts, you will be paid at the long term rate for BA/Step 1 until official transcripts showing a bachelor's plus 60 credits and/or master's degree are received.

Salary schedules with the corresponding rates can be found on the district website at <http://www.4j.lane.edu/hr/employeerelations/salarytables>.

**We HIGHLY encourage you to submit official transcripts at the time of hire. Doing so will ensure that you receive the increased rate at the beginning of a long term assignment.**

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Updated: 07/20/2021