



## ACTION ITEM MEMORANDUM

**TO:** CMP Governing Board Members  
**FROM:** Lisa Coates, Human Resources Manager

**CC:** Gary Bowman, Executive Director  
Carrie Klagenberg, Governing Board Secretary

**DATE:** June 3, 2015  
**SUBJECT:** 2015-16 Substitute Recruitment/Rate Recommendation

### BACKGROUND

CMP competes with surrounding schools and districts for qualified subs, during a time where we are also experiencing a drain on the number of qualified teachers entering the profession. With ever continuing demand for temporary staffing, we need to find progressive and/or innovative ways to identify and attract substitutes to our program.

In researching data for developing a healthy substitute pool, experts recommend 1 substitute for every 3-4 certificated teachers. This ratio helps campuses to project a general number of substitutes desired to provide for the needs of your school at any time during the year. With a current certificated work force of about 145 teachers, this ratio indicates the need for at least 48 active subs available to work any day of the week throughout the network.

In addition to the above challenges, we must also consider the recently enacted labor laws affecting benefits eligibility for temporary employees, to include health insurance benefits for subs working 30 or more hours per week (4+ days per week throughout the network), and sick leave benefits for subs working for CMP at least 30 days per year. Accordingly, we would be wise to increase the number of subs on our list, even beyond the recommended ratio rates, to keep any one sub under benefits eligibility thresholds. Conversely, we must take heed in just filling our sub network with “warm bodies”. Unqualified members create liability issues for the school, and subs who are hired and then taken off the list, become eligible for unemployment when the School is the acting party in removing the candidate from the list. So it is prudent for CMP to make good decisions in extending the invitation for temporary employment to the right candidates.

### IMMEDIATE RECOMMENDATIONS

CMP's sub rates have not been increased since 2010. As a part of CMP's Sub Recruitment plan for 2015-16, I have recommended to the Executive Director an increase in CMP's sub rates from \$120 daily and \$135 long-term, to \$140 daily and \$160 long-term.

My recommendation relative to the daily rate is based on a comparison of various current sub rates throughout CMP's neighboring districts. In order to provide incentive for subs to take our jobs over other districts, we need to stay at, or above our neighboring district rates.

My recommendation relative to the long-term rate (certificated assignment lasting 30 or more continuous days for the same teacher) is in relation to California's minimum wage laws and the rate needed to maintain exempt status

for these temporary employees who are expected to fulfill all the same duties and responsibilities as the regular teacher, to include staff meetings, parent conferences, prep time, etc. In order to maintain exempt status and thus avoid potential overtime issues throughout the entirety of the 2015-16 school year, the following rate will need to be adopted for our long-term substitutes, as well as any temporary exempt assignments where the employee is expected to work the same schedule as a regular exempt employee:

- \$10 minimum wage requires \$160 minimum daily rate (\$800 per week) for long-term sub assignments, plus benefits eligibility for the duration of the long-term assignment, and state mandated sick leave eligibility

Because our interim rate (CTC miscellaneous hourly service, and CTC working in a classified capacity) of \$15 per hour is based on the daily sub rate divided by an eight-hour day, the change to our daily sub rate would also trigger a change to our CTC interim hourly rate from \$15 per hour to \$17.50 per hour.

I am recommending the rate for hourly certificated special education service be eliminated. Since 2010 when the current rate sheet was approved, we now employ special education teachers in-house at each campus as a part of our general staffing continuum, and these special education teachers are on the same scale as our general education teachers. Thus, if there is a need for a certificated special education substitute, the appropriate candidate would be compensated at the same rate as our other certificated substitutes.

I am also recommending the elimination of the Administrative Designee stipend. Since 2010, CMP has instituted the position of Dean of Students at all campuses. The Dean of Students is the administrative designee in the absence of the principal. Additionally, many campuses have a position designated as Assistant to the Principal. This position has also been designated as an administrative designee position when both the Principal and Dean of Students are absent and unavailable to communicate with the campus staff. Since serving as an administrative designee requires additional training and experience, discretionary decision making abilities and a broad knowledge base of educational issues, this is not a role that is easily assigned on short notice and should be reserved for those positions where it is already identified as a special higher level role.

Relative to our classified substitute network, the HR team has recommended an increase to classified sub rates as well. With the state minimum wage increasing to \$10 per hour effective January 1<sup>st</sup>, I have recommended classified sub rates increase \$1.00 per hour, resulting in no classified sub making less than \$11 per hour for 2015-16. Without these rate increases, we risk losing what few classified subs we have to minimum wage jobs where they can get more hours and a potentially steadier schedule than what we can provide on a substitute basis.

#### REQUEST FOR APPROVAL

As we consider the growing complexity of the issues of sub recruitment that affect all area schools, this proposal to increase CMP's Substitute and Interim Staffing Rates is the first step toward BUILDING a substitute network that is sufficiently large enough to serve our campuses throughout the school year, from beginning to end, by PAYING a wage that is sufficient to attract top talent while also keeping compliant to state wage and hour provisions for exempt status, where applicable.

These proposed substitute rate increases were presented to the Executive Director and the Principal team on May 29, 2015, and come with their endorsement. Accordingly, the members of CMP's Governing Board are requested to approve this revised SUBSTITUTE, INTERIM & FLAT-RATE PAY RATES sheet as presented, effective July 1, 2015.