



Giles County Public Schools

Substitute Teachers Pay and Payroll Procedures

Substituting for:	Teacher	\$80.00 (Requires 4 yr. degree)
		\$60.00 (Requires H.S. diploma or GED)
	Teacher Assistant/Secretary	\$60.00

* If you substitute for the same person 21 consecutive days or more, your daily rate is based on where you would be on the full-time pay scale, with past contracted experience that would be relevant to the position considered. The Superintendent shall be informed by the principal of any long-term positions and substitute payroll information for prior approval.

COMPLETED PAPERWORK NEEDED BEFORE PAYROLL CAN BE PROCESSED

- * Completed Application
- * 3 Completed Reference Forms
- * Completed Forms/Fingerprint Card and Money Orders for VA State Police and Child Protective Services Check (**\$25 money order for VA State Police, \$10 money order for VA Department of Social Services**)
- * Completed Tax Forms (Federal and State)
- * Completed Employment Eligibility Form and 2 ID's (Preferably driver's license and social security card)
- * Completed Child Support Form
- * Tine/PPD Test Results
- * Substitute Verification Form Signed and Verified by Administrator/Designee
- * Bloodborne Pathogen Video/Internet Safety Video (**if approved after June training**)

NOTES:

- * Substitutes are paid the 15th of every month. If the 15th is a Saturday or Sunday, you will be paid on the Friday before.
- * The pay you receive on the 15th of a month covers the month prior to the payday.

Example: November 15th check would pay for days you substituted from October 1st – 31st.

*****There will be a mandatory training for all approved substitutes in June of every year.**