

**BELMONT PUBLIC SCHOOLS**  
**Payment Rates and Payroll Schedule for Daily Substitutes**  
(as of 12/6/2019)

**Rates of Pay**

- Substitute Teacher:
  - \$95/day for first days 1-19 worked in the Belmont School District
  - \$110/day after 20 or more days worked in the Belmont School District (once this pay level is achieved, it applies to any subsequent years)
  - \$120/day for Maternity/Paternity/Short-Term subs (weekly up to 60 days)
  - Unit A contract rates for assignments of 61 days or more (requires teacher certification and separate application)
- Substitute Professional Aide/Classroom Assistant/Campus Monitor (Unit D)
  - \$85/day
- Substitute Secretary = substitute's Teacher rate
- ½ day (AM or PM) = ½ of daily pay rate noted above.

**Payroll Schedule**

- Daily substitutes are paid bi-weekly.
- The "period end" date shown on the check does not apply to part-time employees (including daily substitutes).
- The check (or direct deposit) covering a given two-week work period is prepared during the week after the two-week work period, and issued the Wednesday of the following week.
- For example:
  - check covering work dates Monday 10/17/16 to Friday 10/28/16 is prepared on Wednesday 11/2/2016, and issued on Wednesday 11/9/16
  - check covering work dates 10/31/16 – 11/11/16 is issued on 11/23/16.
- W-2 forms are mailed out in late January to all substitutes who have worked during the year.

**Pay Stub Mailings**

For each payroll period during which a daily sub works, the sub will receive a payroll stub in the mail (along with a check, if the sub has not signed up for direct deposit). The envelope will include:

- Pay stub – Shows the total gross pay (the sum of the pay for any dates the sub worked during the time period covered) and itemized deductions (taxes, OBRA).
- Info Slip –Lists each job worked during that period by date, and the total pay for each date. The total of these amounts should equal the gross pay on the pay stub.

**BPS Federal Employer Identification Number (EIN) 04-6001085**

**Payroll Administrator Contact Information**

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**Substitute Coordinator contact information**

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