M E M O R A N D U M

**TO: Mr. Matt McIntire, Chairperson**

 **Dr. Maria Brown**

 **Karen Byrd**

 **Julia Pile**

 **Troy Fryman**

 **Mr. Matthew Turner, Superintendent**

**FROM: Eric Ball, Assistant Director Human Resources**

**DATE: November 4, 2020**

**RE: Certified Substitute Pay Scale for Classified Hourly Employees**

In an effort to reduce the number of unfilled certified vacancies Human Resources is proposing a pay scale that would compensate qualified Classified Hourly Employees when they fulfill Certified Substitute positions.

Qualified Classified Hourly employees would only be permitted to fill Certified Substitute positions when the position is considered ‘unfilled’ at the scheduled start of the school day.

Allowing Classified Hourly Employees to fill ‘unfilled’ Certified Substitute positions relieves building administration from the responsibility, enabling them to focus on the instructional responsibilities of their school.

Human Resources recommends approval of the salary schedule for Classified Employees fulfilling Certified Substitute responsibilities as proposed.