



School Name \_\_\_\_\_ School Number \_\_\_\_\_

**INFORMATION:**

**Supporting Services (SEIU) Substitute Pay Rate Guidelines**

- Non-MCPS, retiree (non-similar positions), or current MCPS employee (non-similar position)—step 1 longevity 0 on the grade of the position being filled
- Retiree from similar position—up to step 5 longevity 0 on the grade of the position being filled, no greater than the rate of pay at retirement
- MCPS permanent employee from similar position—up to step 10 longevity 0 on the grade of the position being filled, no greater than the employee’s current rate of pay (total permanent position hours + substitute hours may not exceed 8 hrs/day or 40 hrs/week)

**MCBOA Substitute Pay Rate Guidelines**

- Retired MCBOA administrator substituting for a similar SEIU position in the business/finance field—up to step 5 on the grade of the position being filled, no greater than the rate of pay at retirement
- Retired MCBOA administrator substituting for a non-similar SEIU position—step 1 on the grade of the position being filled, no greater than the rate at time of retirement.
- Retired SEIU staff substituting for MCBOA position—step 1 on the scale of the position being filled no greater than the rate at time of retirement.

**NOTE:** Unlike long-term teacher substitutes, supporting services and MCBOA substitutes do not receive a pay rate differential when working in the same substitute assignment beyond 10 days.

**PART IV: REQUEST FOR EXTENSION OF SUBSTITUTE ASSIGNMENT (To Be Completed By School)**

Revised/Extended End Date of Assignment \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_  
*Signature, Principal* \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Extended Long-Term Leave Forms (430-1 & 440-35) sent to ERSC (Date) \_\_\_\_/\_\_\_\_/\_\_\_\_

Revised/Extended End Date of Assignment \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_  
*Signature, Principal* \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Extended Long-Term Leave Forms (430-1 & 440-35) sent to ERSC (Date) \_\_\_\_/\_\_\_\_/\_\_\_\_

Revised/Extended End Date of Assignment \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_  
*Signature, Principal* \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Extended Long-Term Leave Forms (430-1 & 440-35) sent to ERSC (Date) \_\_\_\_/\_\_\_\_/\_\_\_\_

**PART V: AUTHORIZED USE ONLY**

**EXTENSION APPROVED** Substitute Assignment Revised/Extended End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**EXTENSION DENIED**

\_\_\_\_\_  
*Signature, Associate Superintendent of Finance/Designee* \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**EXTENSION APPROVED** Substitute Assignment Revised/Extended End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**EXTENSION DENIED**

\_\_\_\_\_  
*Signature, Associate Superintendent of Finance/Designee* \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**EXTENSION APPROVED** Substitute Assignment Revised/Extended End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**EXTENSION DENIED**

\_\_\_\_\_  
*Signature, Associate Superintendent of Finance/Designee* \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date