



## Substitute Paraprofessional Compensation and Benefits FAQs

**Congratulations and Welcome to the Cleveland Metropolitan School District!**

### **What is the base pay?**

Upon entering the District, you will be placed at the inexperienced substitute hourly rate per the table below.

	<b>Inexperienced</b>	<b>Experienced</b>
A. Per hour -- Day-to-Day	\$15.56	\$16.60
B. Per hour on the 6th day and each succeeding day in the same assignment	\$16.34	\$17.38

### **Am I eligible for the experienced substitute rate?**

Substitutes that have had “two or more years of regular substitute experience, and/or have 120 or more days of substitute service during each of the two school years immediately prior to reappointment or appointment” are eligible for Experienced Substitute rates (Collective Bargaining Agreement, Appendix A, “Experienced Substitutes”).

### **How do I submit information for an experienced substitute pay rate?**

Verification of experience can be submitted to Eden Seay, Compensation Specialist at [eden.seay@clevelandmetroschools.org](mailto:eden.seay@clevelandmetroschools.org).

Acceptable forms of documentation include:

- An Ohio SERS Annual Defined Benefit Statement (full document – 4 pages);
- Written verification of years of prior experience on an accredited institution’s letterhead with the verifier’s name and contact information. Information should include position held, part-time or full-time, each school/institution year worked and how many days in each school/institution year.

### **When am I eligible for an increase in pay?**

You are eligible for an increase in pay after five (5) consecutive days in the same assignment. Please note, movement to a new assignment will adjust your daily rate to the minimum.

### **What if my pay rate has not changed on the 6<sup>th</sup> or 61<sup>st</sup> day?**

Verify in Smartfind that your assignment has not changed and then contact the Substitute Center at 216-838-0077.

### **When am I eligible for Health Care Benefits?**

You are eligible to purchase, at full cost, health care benefits from the District after five (5) consecutive days in the assignment. Upon reaching the 61<sup>st</sup> consecutive day in the assignment, you are entitled to and eligible to enroll in full benefits. You must enroll within thirty (30) days of becoming eligible for health care.

### **I reached my 61<sup>st</sup> day in the same position, who do I contact for Health Care Benefits?**

Initially, contact the Substitute Center. They will verify that you have reached your 61<sup>st</sup> day and notify the Benefits Department. Once notified, an enrollment event will appear in your inbox, which will allow you to enroll in Benefits.

### **Where can I find the Health Care Benefits choices and the cost?**

Information can be found on the Cleveland Metropolitan School District Website via the Human Resources tab or by following <http://clevelandmetroschools.org/Page/6186>.

### **When does my coverage begin?**

Coverage is effective on the first of the month following the thirty (30) day enrollment period.