

**North Orange County Regional Occupational Program  
WAGE AND SALARY ADMINISTRATION  
ROP AR 4141.1**

## **Administrative Regulation**

### **Certificated Personnel**

#### **Substitute Instructor Pay**

The hourly pay rate for substitute instructors will be equal to Level I – Step 1 of the certificated salary schedule. The pay rate for long-term assignments will increase to Level I – Step 3 after twenty consecutive days in the same assignment and will be retroactive to the first day of the assignment.

Substitute instructors must submit a completed certificated time sheet to the Human Resources Department by the 13<sup>th</sup> of the month. Substitute instructors will be paid for a minimum of two hours per assignment.