

2018-2019 Teachers on Reserve Substitute Teacher Rates

Substitute Rates Per Hour	Hourly	4 Hours	8 Hours	5 days
CA Credentialed Teacher	\$ 38.54	\$ 154.16	\$ 308.32	\$ 1,541.60
(Substitutes that hold a full credential)				

Non Credentialed K-12 Teacher	\$ 34.58	\$ 138.32	\$ 276.64	\$ 1,383.20
(Substitute that only hold a 30-Day sub permit)				

Substitute Rates

(Per Hour)
4-hour minimum

CA Credentialed Teacher \$38.54
*B.A./B.S. Degree or higher,
CA Teaching Credential or Permit (30-Day, Multiple or Single Subject)*

Non Credentialed K-12 Teacher \$34.58
*B.A./B.S. Degree or higher,
K-12th Self-Contained, Single Subject Classroom or specialist*

SPECIAL EDUCATION

Non Credentialed Special Education Teacher \$34.91
*B.A./B.S. Degree or higher,
Experience teaching Special Education students*

CA Credentialed Teacher w/Special Ed Experience \$42.80
*B.A./B.S. Degree or higher,
CA Teaching Credential or Permit (30-Day, Multiple or Single Subject)
Experience teaching Special Education students*

CA Special Education Credential \$53.28
*B.A./B.S. Degree or higher,
CA Special Education Credential*

Preschool Special Education Teacher \$27.78
Required Child Development Units

PRESCHOOL

Preschool Teacher \$26.93
Required Child Development Units

Infant Toddler Teacher \$27.60
Infant Toddler Units plus required Child Development Units

CTC Certificated Preschool Teacher \$35.14
CA Children's Development Permit

Preschool Teacher w/ Bachelor's Degree \$35.14
Required Child Development Units & B.A./B.S

Preschool Director \$42.52
CTC certificated preschool site supervisor or program director

Long-term assignments include an additional charge of \$15/day. A "long-term assignment" is more than 10 continuous days covering for the same teacher/grade level/subject.

Rates effective Sept 3, 2018 Subject to change with notification

To use Teachers On Reserve's services, fill out our FREE, quick and easy no-obligation registration at www.teachersonreserve.com

Teachers ON RESERVE

Public
Charter
School #

School Agreement

TEACHERS ON RESERVE SCHOOL SERVICE AGREEMENT School Year 2018-2019

This School Service Agreement ("**Agreement**") is entered into by and between the "**School**" (specifically identified at the signature line of this Agreement) and Teachers on Reserve ("**TOR**") as follows:

1. School will assign a staff person to act as a contact for each particular TOR assigned teacher ("**Teacher**" or collectively, "**Teachers**"), and provide such Teacher with lesson plans and/or information about assigned duties, and the School's discipline, accident and emergency procedures, prior to our employee starting the assignment.
2. All assignments are to be scheduled through the TOR office, even continuation of existing assignments. Please do not ask any Teacher for his or her telephone numbers to schedule with them directly, because they are not at liberty to make those scheduling decisions. TOR will make every effort to assign a teacher the School has requested, provided TOR has enough notice to do so, and the requested teacher is available. Assignments are to be scheduled with the start time the Teacher is expected to arrive (TOR recommends at least 10 minutes prior to the actual class start time), and a stop time when the assignment is to end. Schools shall be billed for the approved hours on the Time Sheet, which reflect the assignment hours requested by the School, (including breaks). All assignments must be scheduled for a minimum of four or more hours per day. Assignments that are less than four hours per day will be billed as a four-hour minimum, with the exception of the following (which applies to advance-notice assignments only): If the Teacher arrives late, the School will be billed for the four hour minimum minus the amount of time the Teacher was late.
3. All applicable state wage and hour rules (including overtime for all hours in excess of 8 per day and 40 per work week) and employee meal and rest breaks will be consistently implemented. This includes at least ½ hour uninterrupted meal break for more than five hours work and/or 10 minutes for every 4 hours work. As required by CA Labor law if a Teacher is denied their meal or rest breaks and TOR is made aware, they may be billed for an additional hour of pay.
4. The School may extend or terminate an assignment for any reason by calling TOR immediately if there is a change in the original assignment's hours or days, or job duties; or if the School is not satisfied with the assigned Teacher's performance. If the School dismisses the Teacher after the Teacher arrives, and before the originally requested ending time due to scheduling changes for that day, emergency school closure or any unplanned schedule change the School will be billed for the full hours originally requested for that day. The School must contact TOR immediately to report dissatisfaction with any Teacher's performance
5. If the School uses the TOR assigned Teacher in a capacity other than what was originally requested, the School will be billed at the rate of the original request, with the exception of the following: If the assigned Teacher was originally scheduled in a non-credentialed or certificated capacity, and that Teacher was used to substitute in a credentialed capacity, the School will be billed at the credentialed rate for that type of assignment.

6. If a School requests a Teacher for longer than one week, and the Teacher is required to do lesson planning, material preparation and/or grading, the School shall provide preparation time during the regularly scheduled hours of the

assignment. However, if sufficient preparation time is not provided during the regularly scheduled hours of the assignment, the School will be billed for additional hours, including time and a half for work which exceeds 8 hours per day or 40 hours/week, for outside preparation time required of the Teacher to meet the demands of the assignment. The School and TOR must approve additional preparation hours prior to implementation.

7. If an assignment runs longer than 10 consecutive teaching days an additional \$15/day will be assessed.

8. Teachers are not allowed to drive their own vehicles or the facility's vehicles at any time while on an assignment.

9. The School will be liable for accidents or injuries to children, Teachers or other TOR employees that occur due to the School's negligence or non-compliance with required OSHA, applicable State and Federal Labor Laws, licensing, adult/child ratio, health, fire, or safety standards. TOR reserves the right to remove its Teachers and other employees from any assignment that it becomes aware does not meet these guidelines. Additionally, the School shall indemnify, defend and hold harmless TOR for all expenses and losses (including without limitation reasonable attorneys' fees) resulting from or in any way relating to the negligence, misconduct or violation of law by the School, any of its employees including any Teacher.

10. Direct Placement: Should the School want to hire any Teachers On Reserve candidate which we propose to the School by introduction for permanent hire of any duration by the School in any educational capacity the School will be responsible for the standard Hiring Release Fee of 14% of the annual salary.

11. Temp-to-Perm Hire: Should the School want to hire any Teacher to use as a day-to-day or long-term substitute or on a permanent or short-term basis in any educational capacity including teacher, assistant teacher, tutor, camp counselor, after school care etc., within one year of each Teacher assignment, the School will be responsible for paying TOR a Hiring Release Fee. The School is to notify our office to arrange for release of each particular Teacher that the School desires to hire directly. The standard Hiring Release Fee is 14% of the Teacher's annual salary. The terms and conditions of the Release and Hiring Fee may be reduced based on the number of hours the particular Teacher has been continuously assigned to the School. A Release Agreement will be prepared by Teachers on Reserve LLC. Temporary-to-Full Time Placement Release Fee Credit: If the particular Teacher you wish to hire has worked more than 160 continuous hours (on the same assignment) at your School, you will be eligible for a credit to reduce your Release Fee for that particular Teacher. The Release Fee will be prorated based on the total number of hours of substitute work in accordance with the following schedule:

160-240 hours—10% of the Annual Salary
 240-320 hours—7.5% of the Annual Salary
 320-400 hours—5% of the Annual Salary
 400-480 hours—2.5% of the Annual Salary
 Over 480 hours—1.5% of the Annual Salary

12. Payment for TOR Services is due upon receipt of an invoice listing all assignments for the previous week. Schools may be eligible for a 2% discount on hourly billing rates if invoices are paid consistently each quarter, within twenty days of each invoice date. The discount will appear on each invoice for which the School is eligible. A 1.5% Late Charge will be added to all invoices over 30 days old.

13. Failure of the School to abide by the terms and conditions above may result in immediate termination of services and/or legal action taken by TOR. Any costs incurred resulting from collection procedures or legal action taken by TOR or its agents will be paid by the School.

14. This Agreement is to be construed at all times in accordance with and governed by the laws of the State of California applicable to agreements made and to be performed entirely within such State. Any action to enforce this Agreement shall be brought solely in the courts located in Los Angeles County, California.

15. This Agreement constitutes the entire understanding between the School and TOR relating to the subject matter contained in this Agreement and it supersedes all prior agreements, understandings and representations, whether oral or written, relating to the subject matter contained in this Agreement.

16. This Agreement may not be amended except in writing signed by each of the parties. Failure to exercise any right under this Agreement shall not constitute a waiver of such right. If a court or arbitrator holds any provision of this Agreement to be invalid, unenforceable, or void, the remainder of this Agreement shall remain in full force and effect. The rule that a contract is to be construed against the party drafting the contract is hereby waived, and shall have no applicability in construing this Agreement or the terms hereof. Furthermore, this Agreement shall be construed as a whole, according to its fair meaning, and not in favor of or against any party. This Agreement may be executed in multiple counterparts. Signatures to this Agreement may be communicated and delivered by electronic mail transmission, which shall be effective as delivery of an original. Photographic or electronic mail copies of such signed counterparts may be used in lieu of the originals for any purpose. This Agreement will become effective only upon both parties' signature of this Agreement.

17. Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. School and TOR represents and warrants to the other that the execution and delivery of this Agreement and the performance of such party's obligations hereunder have been duly authorized and that this Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

WHEREFORE, the parties have duly executed this Agreement as of the dates set forth under their respective signatures.

Name of School

American Indian Public Charter School II

School Administrator Name**Title of School Representative****Electronic Signature**

Today's Date

Insurance Information

Teachers

ON RESERVE

Public
Charter
Middle
School

School Agreement

TEACHERS ON RESERVE SCHOOL SERVICE AGREEMENT School Year 2018-2019

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1. School will assign a staff person to act as a contact for each particular TOR assigned teacher ("**Teacher**" or collectively, "**Teachers**"), and provide such Teacher with lesson plans and/or information about assigned duties, and the School's discipline, accident and emergency procedures, prior to our employee starting the assignment.
2. All assignments are to be scheduled through the TOR office, even continuation of existing assignments. Please do not ask any Teacher for his or her telephone numbers to schedule with them directly, because they are not at liberty to make those scheduling decisions. TOR will make every effort to assign a teacher the School has requested, provided TOR has enough notice to do so, and the requested teacher is available. Assignments are to be scheduled with the start time the Teacher is expected to arrive (TOR recommends at least 10 minutes prior to the actual class start time), and a stop time when the assignment is to end. Schools shall be billed for the approved hours on the Time Sheet, which reflect the assignment hours requested by the School, (including breaks). All assignments must be scheduled for a minimum of four or more hours per day. Assignments that are less than four hours per day will be billed as a four-hour minimum, with the exception of the following (which applies to advance-notice assignments only): If the Teacher arrives late, the School will be billed for the four hour minimum minus the amount of time the Teacher was late.
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the School will be billed for additional hours, including time and a half for work which exceeds 8 hours per day or 40 hours/week, for outside preparation time required of the Teacher to meet the demands of the assignment. The School and TOR must approve additional preparation hours prior to implementation.

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WHEREFORE, the parties have duly executed this Agreement as of the dates set forth under their respective signatures.

Name of School

American Indian Public Charter Middle School #1

School Administrator Name

Title of School Representative

Superintendent

Electronic Signature

Today's Date

Insurance Information

Public
Charter
High
School

Teachers

ON RESERVE

School Agreement

TEACHERS ON RESERVE SCHOOL SERVICE AGREEMENT School Year 2018-2019

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WHEREFORE, the parties have duly executed this Agreement as of the dates set forth under their respective signatures.

Name of School

American Indian Public Charter High School

School Administrator Name**Title of School Representative****Electronic Signature**

Today's Date

Insurance Information