

## Exhibit A – 2019-20 Rates

### FEES FOR SUBSTITUTE TEACHERS & SCHOOL SUPPORT STAFF

Rates and Fees for Day-to-Day and Long Term Substitute Teacher Assignments <sup>1</sup>	Rates
Half Day <sup>2</sup> – 0-4 hours	\$150.00 per day
Full Day – 4.01 – 8.0 hours	\$260.00 per day
Half Day – 0-4 hours – Assigned Long Term Sub (10+ school days)	\$145.00 per day
Full Day – 4.01 – 8.0 hours – Assigned Long Term Sub (10+ school days)	\$245.00 per day
Extended Day – 8.01 – 9.0 Hours	\$295.00 per day
Overtime Fee <sup>3</sup> , Weekend Assignments <sup>4</sup> and Failure to Provide Lunch or Rest Break <sup>5</sup>	\$50.00 per hour/occurrence
No Notice Cancellation Fee <sup>6</sup>	\$130.00 per occurrence
Rates and Fees for Long Term Substitute Teacher Assignments Requiring Lesson Planning or Grading <sup>7</sup>	Daily Rate
Teacher with 30-day Sub Permit <sup>8</sup>	\$365.00 per day
Credentialed Teacher Assignment <sup>8+9</sup>	\$380.00 per day
Additional Duties Fee, Missed Prep Fee or Failure to Provide a Duty Free Lunch <sup>10</sup>	\$50.00 per hour/occurrence
Lesson Planning for non-DirectEd Substitute Teacher <sup>11</sup>	\$50.00 a day
Rates and Fees for School Support Staff <sup>12+13</sup> (6 hour minimum)	Hourly Rate
Office Assistant	\$32.50 per hour
SpEd Aide or Teacher Assistant	\$32.50 per hour
Certified Nursing Assistant (CNA)	\$32.50 per hour
Licensed Vocational Nurse (LVN) – 4 hour minimum permitted	\$41.50 per hour
SpEd Aide - NCI Certified or QBS Trained	\$39.00 per hour
BII Substitute	\$41.00 per hour
BII Substitute - NCI Certified or QBS Trained	\$42.50 per hour
After-School Assignment (Any assignment that starts after 2:30pm. 3-hour minimum required.)	\$50.00 per hour
Overtime Fee <sup>3</sup> , Weekend Assignments <sup>4</sup> and Failure to Provide Lunch or Rest Break <sup>5</sup>	\$50.00 per hour/occurrence
LVN Overtime Fee <sup>3</sup>	\$65.00 per hour

No Notice Cancellation Fee <sup>6</sup>	\$130.00 per occurrence
<b>Placement Fees for Substitute Teachers and School Support Staff</b>	
1-90 assigned days at client site	\$3,500 flat rate fee
>90 assigned days at client site	\$1,500 flat rate fee

### FEES FOR SPECIAL EDUCATION PROVIDERS, ASSESSORS AND CONSULTANTS

Special Education Provider Rates <sup>15+16</sup> <small>(Minimum Visit Rates are for on-site visits. Off-site time is billed in 15 min. increments)</small>	Hourly Rate	Minimum Billing Increments
Program Administrator	\$165.00	4 hours
Case Manager	\$115.00	4 hours
Resource Teacher (RST)	\$82.00	7 hours for direct services
School Psychologist	\$115.00	1 hour for IEPs, consult and on-site services
Academic Assessor	\$115.00	1 hour for IEPs, consult and on-site services
Deaf and Hard of Hearing (DHH)	\$135.00	1 hour for IEPs and consult; 3 hours for direct services
Augmentative and Alternative Communication Assessment (AAC)	\$130.00	1 hour for assessments; 3 hours for direct services
Assistive Technology Assessment	\$130.00	1 hour for assessments; 3 hours for direct services
Educational Audiologist	\$165.00	1 hour for IEPs, consult and on-site services
Credentialed School Nurse w/ Audiometrist Certificate (SN)	\$110.00	1 hour for IEPs, consult and on-site services
DIS Counselor	\$95.00	1 hour for IEPs and consult; 3 hours for direct services
Speech and Language Pathologist (SLP)	\$130.00	1 hour for IEPs and consult; 3 hours for direct services
Speech and Language Pathology Assistant (SLPA) <small>Supervisor provided by DE and Client is not charged for supervision separately.</small>	\$82.00	3 hours for direct services
Unsupervised Speech and Language Pathology Assistant (SLPA) <small>Supervisor not provided by DE</small>	\$72.00	3 hours for direct services
Occupational Therapist (OT)	\$130.00	1 hour for IEPs and consult; 3 hours for direct services
Certified Occupational Therapist Assistant (COTA) <small>Supervisor provided by DE and Client is not charged for supervision separately.</small>	\$82.00	3 hours for direct services
Unsupervised Certified Occupational Therapist Assistant (COTA) <small>Supervisor not provided by DE</small>	\$72.00	3 hours for direct services
Adapted Physical Education Teacher (APE)	\$107.00	1 hour for IEPs and consult; 3 hours for direct services
Behavior Intervention Development (BID)	\$115.00	1 hour for IEPs and consult; 2 hours for direct services

Educationally Related Intensive Counseling Services or Educationally Related Mental Health Services (ERICS or ERMHS)	\$115.00	1 hour for IEPs and consult; 3 hours for direct services
Behavior Intervention Implementation (BII)	\$41.00	6 hours
Behavior Intervention Implementation (BII) - NCI Certified or QBS Trained	\$42.50	6 hours
Expert Consult	\$225.00	2 hours for on-site services; 15 mins for off-site meetings
Translation - Special Education Reports in Spanish	\$100.00	No minimum
Vision, Hearing or Scoliosis Screening or Lice Check (if fewer than 50 students, hourly School Nurse rate applies)	\$8.00	Per student / per screening
Overtime fee for SLPA, COTA and BII (non-exempt employees) <sup>17</sup>	1.5 times	
Failure to Provide Lunch Break/ Rest Break <sup>5</sup> (non-exempt employee)	1 Hour	
Other Providers not listed in the agreement	Contact for quote	
<b>Placement Fees for Special Education Providers and Assessors</b>		
0-1,500 hours of service charged to the Client for that employee	\$15,000 flat fee	
>1,500 hours of service charged to the Client for that employee	\$3,500 flat fee	

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### SEARCH FEES

Description of Search Fees	Fee
<b>Initial Fee</b> – billed for each position requested by Client	\$500
<b>Teacher and Counselors Final Fee</b>	\$3,500
<b>School Psychologist or School Administrator Final Fee</b>	\$7,500
<b>Other</b>	Quoted

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### TRAINING FEES

Description of Fees	Fee
<b>Training Services</b> DE provides an array of training options. Call us and we will create a customized plan to address your needs.	Contact for quote

#### Exhibit A Notes:

1. The hours billed is based on the following calculation. DE will add 15 minutes to the start and 15 minutes to the end time of the Client's bell schedule. An additional 15 minutes may be added to the start of the workday, if a morning break is not included in the Client's bell schedule. Lunch is unpaid, so the duration of the lunch is deducted from the calculation.
2. For an assignment to qualify as a half day assignment the calculation of hours must include 15 minutes prior to the substitute's first class and 15 minutes after substitute's last class.

3. Employees will be paid overtime if they work more than 8 hours per day.
4. Any assignment that starts after 1:30pm or any assignment on a Saturday or Sunday is paid at this rate. A 3-hour minimum applies to these assignment types.
5. This fee applies when Client prohibits a non-exempt employee from taking their scheduled lunch and/or rest breaks
6. Client may be charged if a confirmed assignment is cancelled once the employee is in route or has arrived at the assignment.
7. Teachers who are lesson planning shall verify their hours with the office manager or other designee on a weekly basis. Lesson planning rates go into effect anytime an assignment requires lesson planning or grading. Client will be billed retroactively, if applicable. Pupil Free Days and Professional Development Days will be billed at the lesson planning rate if the substitute is required to report to work on those days. If transition days are requested, they will be billed as an assignment not requiring lesson planning.
8. If a lesson planning substitute teacher is absent, the Client will be charged the lesson planning rate of that teacher when a DE substitute covers the assignment. This is to compensate the lesson planning stipend DE pays the Employee when absent.
9. This rate applies to teachers who are credentialed in the subjects they are teaching.
10. A Client administrator or administrative designee must approve all additional duties on the Employee's timecard. Additional duties include, office hours, detention coverage, Back-to-School Night, Parent Conferences, etc. Teachers who are lesson planning will be provided the standard preparation time and/or conference periods provided to other teachers at the Client's school site. They must also be provided with a duty-free 30 minute lunch. If neither of these are provided, additional duties fees will apply.
11. Fee applies when a DE employee is absent and creates lesson plans for a non-DE employee.
12. School support staff employees may not have a valid 30-Day Substitute Permit, are not allowed to supervise classrooms independently and should not be left alone with students for extended periods of time. Lunch is deducted from the calculation of hours and is therefore unpaid.
13. Client may not modify the confirmed hours of an assignment request once the Employee is in route to the assignment. Client shall immediately notify DE within 1 business day if Employee does not show up for a confirmed assignment. Client will be charged all confirmed amounts unless DE is notified of the Employee "No Show".
14. Client may be charged if a confirmed assignment is cancelled once the employee is in route or has arrived at the assignment.
15. Additional Terms for Special Education Providers Absent Students/Schedule Changes
  - a. Bill Services- Client will be charged the minimum visit of six hours for these services if student is absent and DE is not provided email notice one business day in advance.
  - b. Direct Services- Client will be charged a one-hour service fee in the event that the scheduled student(s) is/are absent or if Client does not allow provider to provide services to students.
  - c. Client must provide at least one business day notice if there is a change in the Client or student's schedule that will impact the Employee's scheduled visit. Failure to notify DE will result in a charge of one hour for the service
16. Additional Terms for Assessment and Consultation Services
  - a. Client may be charged a one-hour service fee, if an IEP meeting is cancelled with less than 24 hours of notice. If a parent or guardian does not attend a scheduled IEP meeting, Client will still be charged a one-hour service fee.

- b. When an assessment or student consultation is previously scheduled, Client will be charged a one-hour minimum visit if the student(s) is/are absent or if Client decides that the student(s) are not able to be pulled for assessment services. Client must provide at least 1 business day notice if there is a change in the Client or student's schedule that will impact the Employee's scheduled visit. Failure to notify DE will result in a charge of one hour for the service.
- 17. DE complies with California laws and codes and ensure that all non-exempt employees sent to the Client site are provided with the required number of breaks as prescribed by the law.