

# 2020 -2021 Substitute Training Information

The Office of Human Resources welcomes you to our Substitute Teacher/Cafeteria Worker training link for the 2020-2021 school term.

It is your responsibility to print and complete all required paperwork and return to the Human Resources Office located at 62 Holly Avenue, Denmark, SC 29042. If you need the assistance of our Payroll/Benefits Clerk to complete the included financial forms, please call (803) 793-3346 Ext. 1033 and speak to Mrs. D. Roberts.

**REMINDER TO ALL PROSPECTIVE SUBSTITUTES: YOU MUST RETURN A COMPLETED PACKET BEFORE YOU WILL BE RECOMMENDED TO THE BOARD.**

## Compensation for substitute teachers:

Regular day to day substitute teachers will be paid \$54.38 per day

Long-term substitute teachers will be paid according to the following

- \$65 per day if the substitute is not a college graduate
- \$85 per day if the substitute is a college graduate who is not certified in the subject in which the work is being performed
- Not more than \$125 per day if the substitute teacher is certified in the subject area for which he/she is teaching.
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## Compensation for substitute cafeteria workers:

Receive the minimum wage hourly rate of \$7.25

## Substitute Teacher/Cafeteria Worker

Important New Hire Information

- You must return the following forms:
  - 1) W-4 Federal / W-4 State of South Carolina
  - 2) Direct Deposit – must attach a voided check (checking account) if using a Savings Account, you must have a letter on bank letterhead containing the Federal Reserve ID number (routing number) and account number.
  - 3) Copies of Social Security Card, Driver's License/Passport/Legal Pictured ID Card
  - 4) TB Test must be completed no more than one year prior to making application to sub. Must bring form completed by doctor with date and results. If you submit a TB Chest X-Rays & Blood Test must be documented on a DHEC 1420 Form.
  - 5) I-9 Employment Eligibility Verification Form
  - 6) Personal Identification & Self Identification Form
  - 7) Substitute Handbook Acknowledgement Form

***Please note that you will be held accountable for all of the information in the Substitute Handbook so it is in your best interest to read it thoroughly.***