LAKE STEVENS SCHOOL DISTRICT NO. 4
2015-2016 GUEST TEACHER PAYROLL INFORMATION

The guest teacher salary schedule for 2015 - 2016 is as follows:

**FULL DAY - $140.00**
- After thirty (30) non-consecutive days within the LSSD school year, the daily rate moves to **$160.00** per day & **$80.00** for a half day.
- Retired Teachers with twenty plus (20+) years of LSSD service will automatically begin at **$160.00** per day.
- After twenty (20) consecutive days in the same position, we pay according to the current salary schedule. Original transcripts will need to be provided for any long term position.

**HALF DAY - $70.00**

Pay checks are issued on the last district business day of each month and are paid one month behind (i.e. if you worked in January, you would be paid at the end of February). All checks and deposits are automatically mailed the day before payday unless requested otherwise.

**REMANDER:** Every Friday at Lake Stevens is an 85 minute early release day and you will only be paid for the hours worked.

If you have any questions, please call Certificated Employee Payroll at 425-335-1511.

Expectations:
- Guest Teachers must always sign in at arrival and exit of an assignment.
- Guest Teachers’ performance will be monitored for quality of work, punctuality, cooperation, dependability and skills.
- Guest Teachers who have not worked for 3 months (excluding the summer months), and have not contacted Human Resources, will be inactivated from the LSSD substitute pool and sent a letter of notification.
- Guest Teachers must work a minimum of nine (9) days during the current school year to remain active in the LSSD substitute pool and receive a letter of reasonable assurance for the upcoming school year.

**RETIREMENT SYSTEM**
At the end of the school year, guest teachers may apply for service retirement credit for those months during which they were eligible to receive service credit.

The employer is not required to submit contributions until DRS receives the employee’s contributions. We will not withhold retirement contributions from your pay. DRS will bill you directly for your retirement contributions upon notification from you that you are eligible to receive service credit.

Questions??? Call or write to the Washington State Department of Retirement Systems at: P.O. Box 48380, Olympia, WA 98504 or call 1-800-547-6657