

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Deputy Superintendent

TO: Classified Substitutes

DATE: April 15, 2020

FROM: Megan K. Reilly, 
Deputy Superintendent

**SUBJECT: CLASSIFIED SUBSTITUTE PAY FREQUENTLY ASKED QUESTIONS (FAQS)
2019-2020, UPDATED 4/15/2020**

Classified substitutes will continue to receive compensation through June 2020, in accordance with the below stated FAQs:

- 1. UPDATED: Will classified substitutes be compensated during the L.A. Unified school closure?**
Yes, current classified substitutes who work regularly and are active as of January 13, 2020, will be compensated, with the exception of retirees. CalPERS regulations will not allow pay for classified **retirees** unless they work. Classified retirees will be paid if they are called and report to work.
- 2. UPDATED: When will I get paid during this closure period?**
Your pay will follow the regular schedule, as described in the chart.

Semi-Monthly Payroll Period	Pay Date	Available Workdays	Calendar Events
04/01- 04/15	04/23	5	Spring Break (5) Unassigned (1)
04/16 - 04/30	05/08	11	
05/01 - 05/15	05/22	11	
05/16 - 05/31	06/08	9	Holiday (1)
06/01 - 06/15	06/23	10	Last Day of Instruction 6/12/20

- 3. How will pay be determined?**
Pay will be based on the number of hours you worked this semester between January 13 and February 29, 2020. Employees hired after January 13th will be paid based on the hours worked from their date of hire. Classified substitutes who worked during this period can expect to be paid as follows:

Monthly Hours	Hours Per Day
10 – 48	1
49 – 82	2
83 – 115	3
116 – 148	4
149 – 181	5
182 – 214	6
215 – 247	7
248 or greater	8

Hours per day reflect a minimum base rate.

4. Will I be paid for the jobs I had in SmartfindExpress (SFE)?

Yes. Classified substitutes will be paid for the jobs that were in the SFE, or based on #3, whichever is greater.

5. How will I receive my pay?

You will receive your payment via your normal pay method.

6. Will the L.A. Unified school closure hours count toward health benefits?

Yes, hours paid during the closure will count towards the earning of health benefits. The District is working on the details of how this will work.

7. How can I find out how much I will be paid?

You may visit the L.A. Unified Employee Self-Service (ESS) site at <http://selfservice.lausd.net> to review your time statements, which will assist you in determining your monthly hours worked since January 13, 2020.

If you have questions or need further clarification, please contact us at classifiedpersonnel@lausd.net

c: Austin Beutner
Pedro Salcido
Local District Superintendents
Karla Gould
Executive Cabinet
School Leaders