


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

**TO:** Classified Substitutes

**DATE:** April 2, 2020

**FROM:** Megan K. Reilly,   
Deputy Superintendent

**SUBJECT: LA UNIFIED CLASSIFIED SUBSTITUTE PAY FREQUENTLY ASKED QUESTIONS (FAQS) 2019-2020**

**1. 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, including retirees, will be compensated.

**2. When will I get paid during this closure period?**

Your pay will follow the regular schedule. The next payday will be April 8<sup>th</sup> and will reflect the period of March 16<sup>th</sup> – 31<sup>st</sup>.

**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 13<sup>th</sup> 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](mailto:classifiedpersonnel@lausd.net)

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