Cliffside Park Public Schools: Teacher Aides

Substituting Duties & Additional Hours

EMPLOYEE NAME:

EMPLOYEE'S HOME SCHOOL:

MONTH:

Signature, Employee

Signature, Supervisor

Signature, Superintendent of Schools

IF SUBBING FOR A TEACHER FOR A FULL SCHOOL DAY THE FORMULA IS AS FOLLOWS: SUBSTITUTE DAILY RATE OF $125 MINUS THE TEACHER AIDE'S NORMAL DAILY RATE. THE DIFFERENCE IS PAID FOR EACH DAY WORKED AS SUB.
EXAMPLE: $125 SUB RATE - $85.04 TEACHER AIDE DAILY RATE = $39.96.
AN ADDITIONAL $39.96 WILL BE ADDED TO PAY FOR EACH DAY SUBBED.

PAYROLL DEPT USE ONLY

DATE	TEACHER SUBBING FOR	SUBSTITUTE DAILY RATE	EMPLOYEE'S DAILY RATE	DIFFERENCE OWED
		$ 125.00		
		$ 125.00		
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		$ 125.00		
		$ 125.00		
		$ 125.00		
			Totals Days: (Must be filled in)	

IF COVERING FOR A TEACHER FOR A PERIOD THE TEACHER AIDE'S HOURLY RATE FOR EACH ADDITIONAL PERIOD WILL BE PAID IN ADDITION TO TEACHER AIDE'S DAILY RATE.

DATE	TIME IN	TIME OUT	HOURLY RATE	TOTAL NUMBER HOURS
		Totals Hours: (Must be filled in)		

THIS FORM IS DUE IN THE PAYROLL DEPT ON THE 1ST WORKING DAY OF EACH MONTH TO GAURANTEE PROCESSING WITH THE PAYROLL OF THE 15TH.

11/18