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 - $115.00 TEACHER AIDE DAILY RATE = $10.00.

		PAYROLL DEPT USE ONLY		
DATE	TEACHER SUBBING FOR	SUBSTITUTE DAILY RATE	EMPLOYEE'S DAILY RATE	DIFFERENCE OWED
		$ 125.00		
		$ 125.00		
		$ 125.00	