



Elementary Period Sub Time Sheet

CANTON CITY SCHOOLS, CANTON, OHIO

EMPLOYEE NAME _____

PAY PERIOD ENDING _____

EMPLOYEE ID # _____

e. 2016-17 new period sub rates Elementary School:

Any teacher at the elementary level who is assigned, at the direction of his or her principal is eligible for additional compensation for assuming students outside of his/her daily schedule as a result of an absent teacher. If one teacher assumes an entire class of students for less than three (3) hours during the work day, the teacher shall receive one-half of the daily rate of one hundred and twenty dollars (\$120.00). If one teacher assumes an entire class of students for three (3) hours or more during the work day, each teacher shall receive the full daily rate of one hundred and twenty dollars (\$120.00).

If two (2) elementary teachers split an entire class of students for less than three (3) hours during the work day, each teacher shall receive one-half (1/2) of the daily rate of one hundred and twenty dollars (\$120.00), i.e., sixty dollars (\$60) per teacher. If two elementary teachers split an entire class of students for three (3) hours or more during the work day, each teacher shall receive the full daily rate of one hundred and twenty dollars (\$120.00).

Teacher whose place you filled: _____

Reason teacher was out of classroom: _____

Date: _____

Number of hours you period subbed: _____ (must be reported in hours)

Took full class: _____ **OR** Split class with _____ other teachers

Approved by _____

date approved _____

All requests for substitute coverage compensation shall be made to the building administrator in writing within three (3) working days of the completion of the assignment. Failure to provide a written request to the building administrator within this timeframe forfeits the bargaining unit member's right to receive any such compensation

FOR PAYROLL USE

ACCOUNT OR PROF. MTG NUMBER 0112

HOURS @ 366 = _____