

ORONDO SCHOOL DISTRICT No. 13

Substitute and Extra Duty Time Report

Classified substitutes report actual hours worked (do not report unpaid lunch time)

Sub Per Hour rates: Parapro \$13.38, food service server/scanner \$13.38, cook \$16.131, office \$13.38, library aid \$13.07
 Instructional \$16.95 (teacher assignment) \$15.39

Typical full day would be 8:30 - 3:00 with unpaid lunch = 6 hours, you may be asked to come in at 8:00 depending on the assignment

Certificated Teacher substitutes report 1/2 day - up to 4 hours (\$80) or full day (\$145.00)

For the week of _____ Print Name _____

Signature _____

I certify that I worked at the Orondo School District on the dates listed below.

The work month runs from the 1st of the month to the 31st of the month. Payment will be made the last working day of the following month.

If working for more than one person or category, please separate time accordingly.

Date	Name of person substituting for OR extra program / job assigned to	Category assigned to: 1. aide, office, food service 2. bus driver 3. cook 4. custodian 5. teacher	Day (certificated teacher) or Hours (classified)	Office use Account Code

Please complete this form for each day that you worked and return to the elementary office by the 1st of each month. Reports submitted three working days after the 5th of each month will be paid at the end of the following month.