



# CERTIFICATED LOSS OF SECONDARY PREPARATION TIME

EMPLOYEE NAME \_\_\_\_\_ ID # \_\_\_\_\_

WORK SITE \_\_\_\_\_ MONTH/YEAR \_\_\_\_\_

Per Article 9.9.3 of the Livermore Education Association Bargaining Agreement, secondary classroom teachers called upon to substitute during their preparation period shall be paid **one and one half times** the certificated hourly curricular rate, per lost period.

Circle the box (50 min, 70 min, or Other), following the timeslot definitions.	50 min 1 to 50 minute class periods	70 min 51 to 70 minute class periods	Other (Rarely Used) 71 minute or greater periods & record times for period under Time Span
2022-23 School Year	\$56.25*	\$78.98**	Hour(s) x \$45 x 1.5

\*50 minutes: 0.83333 hr. x \$45 x 1.5 = \$56.25      \*\* 70 minutes: 1.17 hr x \$45 x 1.5 = \$78.98

**DEADLINES - Period of 1<sup>st</sup> – 10<sup>th</sup> and Period of 11<sup>th</sup> – 31<sup>st</sup> each due in the Payroll Office by 5:00 p.m. next business day**

DATE	JOB #	PER #	50 min	70 min	OTHER		TEACHER'S NAME OF CLASS COVERED	ACCOUNT CODE
					OTHER	TIME SPAN		
EX.	123456789	1	50	70	(Other)	9:04 – 11:11	John Doe	FND-OBJT-RESC-GOAL-FUNC-LOC-MG-Y-COST
1			50	70	Other			
2			50	70	Other			
3			50	70	Other			
4			50	70	Other			
5			50	70	Other			
6			50	70	Other			
7			50	70	Other			
8			50	70	Other			
9			50	70	Other			
10			50	70	Other			
11			50	70	Other			
12			50	70	Other			
13			50	70	Other			
14			50	70	Other			
15			50	70	Other			
16			50	70	Other			
17			50	70	Other			
18			50	70	Other			
19			50	70	Other			
20			50	70	Other			
21			50	70	Other			
22			50	70	Other			
23			50	70	Other			
24			50	70	Other			
25			50	70	Other			
26			50	70	Other			
27			50	70	Other			
28			50	70	Other			
29			50	70	Other			
30			50	70	Other			
31			50	70	Other			
<b>Total # of Circles per Column</b>								

Employee Signature (Required) \_\_\_\_\_ Date \_\_\_\_\_ Authorized Site Signature \_\_\_\_\_ Date \_\_\_\_\_

**PAYROLL USE ONLY**

Total 50 minutes: \_\_\_\_\_ @ \$56.25 = \$ \_\_\_\_\_  
 Total 70 minutes: \_\_\_\_\_ @ \$78.98 = \$ \_\_\_\_\_  
 Total hours denoted as Other: \_\_\_\_\_ @ \$45.00 x 1.5 = \$ \_\_\_\_\_

GRAND TOTAL: \_\_\_\_\_  
PAID