

SOMERS CENTRAL SCHOOL DISTRICT

SSRP

IN-HOUSE SUBSTITUTION COVERAGE FORM

SSRP

FIRST THREE PERIODS FOR THE YEAR ARE FREE.

NEW:\*\*\*Forms must be handed in within 30 days of the date worked

PRIMROSE ELEMENTARY SCHOOL  
TEACHING ASSISTANTS AND AIDES

DATE: \_\_\_\_\_

**BUILDING: PES - only**

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE, TIME, AND TEACHER COVERED:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Full Day: \$162.96 = \_\_\_\_\_

Half Day: \$81.49 = \_\_\_\_\_

Covered for: \_\_\_\_\_

Covered for: \_\_\_\_\_

Date: \_\_\_\_\_

Time covered: \_\_\_\_\_ From when to when? \*ex. 8 am -10:30 am

Total Minutes covered: \_\_\_\_\_

Covered for: \_\_\_\_\_

Date: \_\_\_\_\_

Time covered: \_\_\_\_\_ From when to when? \*ex. 8 am -10:30 am

Total Minutes covered: \_\_\_\_\_

Covered for: \_\_\_\_\_

Date: \_\_\_\_\_

Time covered: \_\_\_\_\_ From when to when? \*ex. 8 am -10:30 am

Total Minutes covered: \_\_\_\_\_

Covered for: \_\_\_\_\_

Date: \_\_\_\_\_

Time covered: \_\_\_\_\_ From when to when? \*ex. 8 am -10:30 am

Total Minutes covered: \_\_\_\_\_

Covered for: \_\_\_\_\_

BUILDING PRINCIPAL APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_

\*\*\*\*COMPLETE AND RETURN FORM TO THE BUILDING SECRETARY FOR PRINCIPAL APPROVAL.

Payroll use only:

**DO NOT WRITE BELOW THIS LINE**

Payroll use only:

3 Free complete? \_\_\_\_\_

Total Minutes: \_\_\_\_\_

Full day: \$162.96

Half day: \$81.49

40-45 min. = \$23.28 (Base period) (Full day and ½ day are checked when assigned by building administration. Minutes are not recorded.)

46-60 min. = \$30.97 (1 1/3)

61-75 min. = \$38.65 (1 2/3)

76-90 min. = \$46.57 (2)

91-105 min. = \$54.25 (2 1/3)

106-120 min. = \$61.94 (2 2/3)

121-135 min. = \$69.85 (3)