Somerset Hills School District

HOME INSTRUCTION TIMESHEET

Name: _____ **Date: _____**

PLEASE CHECK THE APPROPRIATE BOXES

☐ Teacher of Record ☐ Non Teacher of Record

☐ First three (3) weeks ☐ Beyond three (3) weeks

☐ Somerset Hills Student ☐ Bedminster Student

☐ Regular Education ☐ Special Education

PLEASE COMPLETE ONE TIME SHEET FOR EACH TYPE OF WORK COMPLETED

Please stipulate Preparation (P) or Instruction (I)

Rate: $75.00 pe hour **Total Amount: $_____**

Date(s)	Time-In	Time-Out	Total Time	Student Name	P or I	Rate	Total
TOTALS							

Please sign and return this completed form to your Supervisor for signature. Timesheets will be forwarded to the School Business Administrator for processing.

Employee's Signature **Date** **Supervisor's Signature** **Date**

***Article X**: Home instruction will be compensated at $75 per hour. The teacher of record will not be eligible for preparation time. The non teacher of record will be paid for one (1) hour of preparation per one (1) hour of work for the first three (3) weeks of the assignment. The non teacher of record will be paid for thirty (30) minutes of preparation per one (1) hour of work for any work beyond three (3) weeks.*