

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: \$166.06 = _____	Half Day: \$83.03 = _____
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: _____

Half Day	83.03		
Full Day	166.06		
40-45 mins	23.72	Base Period	(Full day and 1/2 day are checked when assigned by building administration. Minutes are not recorded.)
46-60 mins	31.55	1 1/3	
61-75 mins	39.38	1 2/3	
76-90 mins	47.44	2	
91-105 mins	55.27	2 1/3	
106-120 mins	63.10	2 2/3	
121-135 mins	71.17	3	