

SUBSTITUTE TEACHER TIMESHEET
CLARK-SHAWNEE LOCAL SCHOOL DISTRICT
 3680 Selma Road
 Springfield, Ohio 45502

Employee Name:	Building:
Employee Birth Month/Year:	Building:

ALL EMPLOYEES		SUBSTITUTE EMPLOYEE		REGULAR/CONTRACTED EMPLOYEE	
Day of Week	Date	Substitute For	Specify the employee or class you substituted for, provided coverage for, consolidated with, or were reassigned to.	Class Cover Plan Time	Emergency Reassignment
Monday				Less than 2 hours <input type="checkbox"/> More than 2 hours <input type="checkbox"/>	1 hour or less <input type="checkbox"/> 61 min to half day <input type="checkbox"/> More than half day <input type="checkbox"/>
Tuesday				Less than 2 hours <input type="checkbox"/> More than 2 hours <input type="checkbox"/>	1 hour or less <input type="checkbox"/> 61 min to half day <input type="checkbox"/> More than half day <input type="checkbox"/>
Wednesday				Less than 2 hours <input type="checkbox"/> More than 2 hours <input type="checkbox"/>	1 hour or less <input type="checkbox"/> 61 min to half day <input type="checkbox"/> More than half day <input type="checkbox"/>
Thursday				Less than 2 hours <input type="checkbox"/> More than 2 hours <input type="checkbox"/>	1 hour or less <input type="checkbox"/> 61 min to half day <input type="checkbox"/> More than half day <input type="checkbox"/>
Friday				Less than 2 hours <input type="checkbox"/> More than 2 hours <input type="checkbox"/>	1 hour or less <input type="checkbox"/> 61 min to half day <input type="checkbox"/> More than half day <input type="checkbox"/>

Substitute Pay rate is based on \$95.00 per day and will be paid in 1/4 day increments and is exempt from overtime. Class Cover during plan time, Class Consolidation, and Emergency Reassignment rates are determined by the CSLEA Agreement.

Sub increments are as follows:

% of Day	Hours	Pay
0.25	1.75	\$23.75
0.5	3.5	\$47.50
0.75	5.25	\$71.25
1	7	\$95.00

Supervisor Signature	Employee Signature
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