



Somerset Hills School District
HOME INSTRUCTION TIMESHEET

Name: _____

Date: _____

PLEASE CHECK THE APPROPRIATE BOXES

- | | |
|---|---|
| <input type="checkbox"/> Teacher of Record | <input type="checkbox"/> Non Teacher of Record |
| <input type="checkbox"/> First three (3) weeks | <input type="checkbox"/> Beyond three (3) weeks |
| <input type="checkbox"/> Somerset Hills Student | <input type="checkbox"/> Bedminster Student |
| <input type="checkbox"/> Regular Education | <input type="checkbox"/> Special Education |

PLEASE COMPLETE ONE TIME SHEET FOR EACH TYPE OF WORK COMPLETED

Please stipulate Preparation (P) or Instruction (I)

Rate: **\$75.00 per 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.