



# HS / MS Period Sub Time Sheet

CANTON CITY SCHOOLS, CANTON, OHIO

EMPLOYEE NAME \_\_\_\_\_

PAY PERIOD ENDING \_\_\_\_\_

EMPLOYEE ID # \_\_\_\_\_

**e. 2016-17 new period sub rates High School & Middle School:**

Any teacher at the middle or high school level who is assigned, at the direction of his or her principal, is eligible for additional compensation for assuming students outside of his/her daily schedule as a result of an absent teacher. If one teacher assumes an entire class of students, that teacher shall receive twenty dollars (\$20.00) for each period of assignment (in addition to regular compensation) regardless of the length of the period. If the absent teacher's class is split between two or more teachers, the receiving teachers will split the rate of twenty dollars (\$20.00) for each period of assignment equally for assuming the absent teacher's students during the workday.

Teacher whose place you filled: \_\_\_\_\_

Reason teacher was out of classroom: \_\_\_\_\_

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

Number of periods you period subbed: \_\_\_\_\_ (must be reported in periods)

Took full class: \_\_\_\_\_ **OR** Split class with \_\_\_\_\_ other teachers

Approved by \_\_\_\_\_

date approved \_\_\_\_\_

All requests for substitute coverage compensation shall be made to the building administrator in writing within three (3) working days of the completion of the assignment. Failure to provide a written request to the building administrator within this timeframe forfeits the bargaining unit member's right to receive any such compensation

**FOR PAYROLL USE**

ACCOUNT OR PROF. MTG NUMBER 0112

PERIODS 365 / 366 = \_\_\_\_\_