

Elementary School (TK-6)
IN-HOUSE SUBSTITUTE TEACHER TIMESHEET

NAME _____
(PRINT NAME)

SUBSTITUTED FOR _____ DATE _____

CLASS/GRADE _____

COMPENSATION TRADE TIME (2.5 HRS) _____

PAY 2.5 HRS x TEACHER'S HOURLY RATE _____

SUBSTITUTE SIGNATURE

PRINCIPAL SIGNATURE

DATE

DATE

**A unit member who teaches TK-6 shall absorb students from a classroom without a substitute teacher. The District shall make every effort to place students equitably, based on classroom enrollment and teacher input, in absorbed classrooms of the same grade level, or the grade level immediately above or below. The unit member will be paid 2.5 hours per day at the teacher's hourly rate of pay, or the teacher can choose to receive compensation time of 2.5 hours per day. (WTA school year 2022-2025 agreement: Article IV: subsection D)*

**The right to receive compensation time only applies to teachers with an assigned class. Accumulation in a year for compensation time shall not exceed 28 hours or 4 days. Carryover of compensation time from year to year shall not exceed 7 days, and any time remaining over 7 days will be cashed out each June 30th. (WTA school year 2014-2017 agreement: Article IV: subsection E)*