

Jr/Sr High School (7-12)
IN-HOUSE SUBSTITUTE TEACHER TIMESHEET

NAME _____
(PRINT NAME)

SUBSTITUTED FOR _____ DATE _____

CLASS/PERIOD _____

COMPENSATION TRADE TIME (_____ HRS) _____

PAY _____ HRS x TEACHER'S HOURLY RATE _____

SUBSTITUTE SIGNATURE

PRINCIPAL SIGNATURE

DATE

DATE

**Employees who substitute in classes for another teacher during preparatory time on Mondays shall be compensated for .5 hours per day at the teacher's hourly rate of pay for periods 1, 4, 5 and 8 or the teacher can choose to receive compensation time.*

Employees shall be compensated for .75 hours per day at the teacher's hourly rate of pay for periods 2, 3, 6 and 7 or the teacher can choose to receive compensation time.

Employees who substitute in classes for another teacher during preparatory time on Tuesdays, Wednesdays, Thursdays and Fridays shall be compensated for 1.5 hours per day at the teacher's hourly rate of pay, or the teacher can choose to receive compensation time. (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)*