

Teachers/BETA Unit Members Time Card: Compensation for the Assignment of Additional Students

(This is not for PE teachers; use Junior High/Middle School PE Teacher Time Card)



School _____

Teacher _____

Month _____

Year _____

Funding: 01-3212-0-1970-1000-1100-XXX-01

MOU for Unit Members: Effective February 1, 2022 through June 30, 2023

All other unit members (Not PE teachers) who are assigned additional students from the class of an absent teacher(s) because of the unavailability of a substitute teacher shall be paid ten dollars (\$10.00) per additional student per period per day not to exceed (10) additional students on any given day. The 10 student per day cap does not apply to PE teachers.

Teacher/BETA Unit Member Directions:

1. Complete one time card for each month additional students are assigned.
2. Submit your timecard to the School Secretary by the 25th of each month. (Additional days of each month & time cards submitted after the deadline will be posted the following month)

Secretary/Clerk Directions:

1. **Time Card Entry Screen:** Review dates listed to confirm students are assigned to class due to absent classroom teacher because of the unavailability of substitute.
 - Enter the **number of students per day assigned (Compensation max of 10 per day)**
For example, if a teacher has 11 students on one day the max is 10 students x \$10 rate = \$100.

Month _____ Year _____

Directions: Write the number of students assigned each day. Top row, enter prior month dates from the 26th to end of the month, if applicable.

26	27	28	29	30	31				
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25					

Teacher Signature _____ Date _____ Principal Signature _____ Date _____

Print, Sign, Date, and Submit to School Secretary at least three days prior the last working day each month. Date must be on or after the last date worked. Keep on file for 5 years at the school site. **Submit a hard copy of time cards to the State & Federal Programs Department.**