



2023 - 2024 Substitute Employee Form

2023 - 2024 Sub Rates	FULL Day	HALF Day
Teacher	\$ 130.00	\$ 65.00
Teaching Assistant	\$ 101.50	\$ 50.75
TA Interpreter	\$ 106.00	\$ 53.00
Nurse	\$ 150.00	\$ 75.00

DAILY SUBBING

Substitute's Name	Position Subbed (Teacher, TA, TAI, Nurse)	Budget Code	Date of Substitution	Full Day	Half Day AM/ PM	Gross Pay Due

BLOCK SUBBING

Substitute's Name (Teacher's Name)	Substituted For (Teacher's Name)	Date of Coverage	Per Hour coverage (list hrs)	40-min Block	80-min Block	150-min Block	Gross Pay Due
		2023 - 2024 Block Sub rates	\$ 30.00	\$ 20.00	\$ 40.00	\$ 75.00	

Supervisor's Signature: _____ Date: _____

revised 11/15/2023