

Unfortunately there are days when the school district has a shortage of substitutes, and other teachers are directed to take the students into an existing classroom. Centralia now pays teachers for doing so.

How to Get Payment for Taking Students when a Substitute Teacher is Unavailable for an Absent Teacher:

- If you find you need to "split up" a class due to not having a substitute teacher available, please do the following:
 - Determine what percentage of the total class enrollment is going to each teacher being utilized.
 - Example: A class of 27 students does not have a substitute. You decide to split them between 3 teachers. Each teacher would receive 9 students and have 33% of the class.
 - Have the teacher(s) utilized for substituting fill out a time card for that percentage of \$100.
 - In the example above, each teacher would fill out a timecard for \$33.00.
 - Submit the timecard to Human Resources.
 - As usual, the timecard must have the teacher's ID number, signature and the principal's signature to be processed.
 - Human Resources will double-check the absence date(s) and forward the timecard to Payroll.
 - Questions? Please call or email Deborah or C2.