

# Norton City Schools

## Spot Sub Pay Sheet



Name: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_ Period/Time: \_\_\_\_\_

Substituting For: (teacher name) \_\_\_\_\_

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Building Principal Signature

### 11.09 SPOT SUBSTITUTION

When a teacher, other than a small group instructor, is required under 6.02 C. by Administration to give up a scheduled conference and planning period to substitute for another teacher, such teacher shall be paid at the work of the District rate (BA0/184/7) per period for such substitution. A small group instructor shall be compensated at the small group instructor's normal hourly rate.

A teacher will be eligible for the spot substitution pay of at the work of the District rate (BA0/184/7) if another class is combined with the teachers' regularly scheduled class, (providing there is a minimum of thirty (30) students in the combined class for a minimum of thirty (30) minutes) at the request of the administration. The teacher would be eligible for an additional work at the District rate (BA0/184/7) spot substitution pay if, after the initial thirty (30) minute period of covering the combined class, the teacher would have to cover the additional class over their planning period. Class combinations are intended to be used only when no other options are available to the administration.

The Administration will make a reasonable effort to obtain qualified substitutes for special subject teachers (art, music, etc.) who are absent.

**\*This form should be completed for each individual spot sub\***

Office Use Only: Paid Date \_\_\_\_\_ Initial Treasurer's Office: \_\_\_\_\_