

Norton City Schools
Support Staff Only
Support Staff Temp Form



WEEK OF: _____

NAME: _____

ADDRESS: _____

EMPLOYEE SUBSTITUTING FOR: _____

CLASSIFICATION SUBBING FOR: _____

SCHOOL: _____

DATE: _____

TOTAL TIME: _____

SUPPORT STAFF SUBSTITUTING

PRINCIPAL

ARTICLE 16. – ASSIGNMENTS

D. An employee temporarily assigned to a higher paying classification for an entire day shall be paid at the same step of the new salary schedule for all hours worked, upon completion and submission to their immediate supervisor of a Support Staff Temp Form.

OFFICE USE ONLY

TIME WORKED: _____

CLASSIFICATION WORKED: _____

PAY RATE: _____

TOTAL: _____