Peer Subbing School District of Reedsburg

School: _____

Peer Substitute's Name _____

Date	Name of Absent Staff Member	School Related Reason For Absence	$26 90	$14 50	$12 40	$10 30
Total Hours						

Indicate time

Teacher Signature _____ Date _____

Administrator's Signature _____ Date _____

Teacher: Turn this form in to your administrator before November 21st or before June 5th.

Administrator: Turn this form in to the Payroll Department at the Business Office on November 21st in order for the payroll processing to be done for the peer substitute to be paid on December 1st. Turn form in on June 5th for payment on June 15th.

Teaching Conditions and Assignments XIII, N, 1. Peer Substitutes: If it is necessary to ask a teacher to substitute for another teacher and he/she agrees to act as a substitute, he/she shall be reimbursed at the rate of $14 per 50 minute class period, $12 per 40 minute class period and $10 per 30 minute class period. The reimbursement for peer subbing will take place twice annually on December 1st and June 15th.

revised 6/10/16