

Mountain View Conference

SUBSTITUTE TEACHER REMUNERATION

The Education Working Policy of the Mountain View Conference concerning substitute teachers provides for the following:

1. The Conference will pay 25% and the School will be billed 75% for a substitute teacher under the following circumstances: **one professional day per school year, two personal days per school year, death in the family, or other extreme emergency.** The Conference will pay 100% for a substitute teacher in the case of **jury duty** or **teacher illness** (up to 10 days).
1. The teacher will be billed for the substitute for **reasons other than listed above.**
3. The substitute teacher's salary rate will be **\$77.00 per day** for persons holding a bachelor's degree, or **\$63.00 per day** for persons with less than a bachelor's degree.
4. This signed, completed form must be sent to the Conference Office of Education.

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APPLICATION FOR SUBSTITUTE AID

School _____ Date _____

Name of absent teacher _____

Reason for absence _____

Name of substitute teacher _____

Address _____

Date(s) of substitute teaching _____

Total days: _____ @ \$77.00 = \$ _____

Total days: _____ @ \$63.00 = \$ _____

TOTAL = \$ _____

IMPORTANT TO REMEMBER – Before substitute salary can be run through payroll, the law requires that I-9 and W-4 forms be on file (in our office) for each person. Payroll is run every two weeks. Please mail this form following the time of substitute work. Those received too late for current payroll will be run on the following payroll.

_____ I-9 and W-4 enclosed _____ I-9 and W-4 previously submitted for this year

Signed: _____
(School Board Chairman)

Signed: _____
(School Treasurer)

Signed: _____
(Superintendent of Education)

FOR CONFERENCE OFFICE USE ONLY:

_____ % Conference Portion _____ % School Portion _____ % Teacher Portion