

BAKERSFIELD CITY SCHOOL DISTRICT
Personnel Services

Personnel Services use: Req. # _____

Teacher Compensation Form

Name of School: _____ Date of Absence: _____

Name of Absent Teacher _____ Job Number: _____

Name of Teacher receiving students: _____ I.D. Number: _____

Time assigned students arrived: (A) _____ Time assigned students departed: (D) _____

Please Note: Arrival time cannot precede the opening of class for the day and departure time cannot be after class dismissal.

Number of groups of students assigned from absent teacher's class: (G) _____
 1-5 students = 1, 6-10 = 2, 11-15 = 3, 16-20=4, 21-25=5, 26-30=6, 31-35=7, 36-40=8, 41-45=9, Etc.

Names of assigned students from absent teacher's class:

Calculation of Hours: (D-A) = H (number of hours)
 For purposes of calculation, include time for recesses and lunch period. In determining hours (H) any fraction of an hour less than .5 (1/2) is dropped. A fraction of an hour equal to or greater than .5 (1/2) is counted as one (1) hour.

Compensation Calculation:
 (H) _____ x (G) _____ x \$2.50 = \$ _____ Amount Earned _____

 Signature of Receiving Classroom Teacher _____
 Date

 Signature of Principal or Designee _____
 Date

**This form must be submitted and received in Personnel Services
 within five (5) work days of the date of absence.**

<u>For Personnel Services use only:</u>	<u>Circle</u>	<u>Initial</u>
1. Was this absence reported according to District procedures?	YES NO	_____
2. According to District procedures, is a substitute teacher allocated for the absence unit member's position?	YES NO	_____
3. Was this form received in Personnel Services within five workdays from the date of absence?	YES NO	_____
<u>Please note:</u> A "NO" answer to any of the questions listed above is sufficient cause for denial of this claim for payment		