WARREN CITY SCHOOLS
NO SUBSTITUTE AVAILABLE - ASSIGNMENT FORM

Name of Teacher: Building:

Employee #:

Date	Teachers Splitting the Class (List All)	Portion of Day Split (.25, .50, .75, or 1.0 of day)	Teacher Absent	Subject or Grade Taught

Office Use Only:

Total Teachers Splitting _____ Pay Date _____

Portion of Day Split _____ Short Code _____

Gross Pay $_____

This agreement entered into with the Warren City Board of Education that said teacher performed additional duties by splitting a class that did not have adequate substitute coverage on the dates listed above. In consideration of such additional duties, the Board agrees to pay said teacher the sum of $125 per day adjusted by the number of teachers splitting the class and the length of day class was split (example 1: class split between two teachers for an entire day, $62.50 per teacher example 2: class split between two teachers for a half day, $31.25 per teacher.).

_____

Teacher's Signature

_____

Principal's Signature

Rev 3/24