

**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

<b>Office Use Only:</b>	
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 \$150 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, \$75.00 per teacher example 2: class split between two teachers for a half day, \$37.50 per teacher.).

\_\_\_\_\_  
*Teacher's Signature*

\_\_\_\_\_  
*Principal's Signature*