<table>
<thead>
<tr>
<th>Date</th>
<th>Daily Pay</th>
<th>Hourly Step</th>
<th>Total Hours</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>COVID-19 Expanded Learning, Salary Sched. #4</td>
<td></td>
<td></td>
<td>Secretary</td>
</tr>
<tr>
<td>17</td>
<td>Teacher tutoring after school</td>
<td></td>
<td></td>
<td>Principal</td>
</tr>
<tr>
<td>18</td>
<td>Pay rate $80/hour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>8:30-5:00</td>
<td>1.6</td>
<td>4-5D</td>
<td>Secretary</td>
</tr>
</tbody>
</table>

The items highlighted in yellow are key to receiving the correct rate of pay. Specifically for the 2 examples, without the highlighted information the time will be paid at $40/hour.

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**Notes:**
- Substitute coverage in Lieu of Preparation Time - EGEA
- Secondary Traditional schedule $60.00 per period (1 hour)
- Secondary Block schedule $90.00 per period (1.5 hours)
- EGEA active/retiree addtl hours NOT expanded learning
- Such as academic intervention during the school day, assessments, mandatory meeting.
- Pay rate $40.00/hr ($41.60 eff 1/2022)
- EGEA active (off track day) or retiree substituting for a teacher who is out for the day.
- Pay rate $350/ full day

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**Employee Signature:**
- Employee Must Sign

**DATE:** 12/15/21

**Time Sheets are due in Payroll by the 16th of Each Month. Time Sheets missing budget codes or signatures cannot be processed.**