



Subbing on Planning Period Incentive for Certificated Staff

Employee Name: _____

Building Location: _____

My work day begins: _____ and ends: _____

If an employee volunteers or is directed by an administrator to cover the class of another employee, thereby precluding utilization of their preparation period, such employee shall be compensated at the prorated per diem rate of pay.

The District will pay a **\$1,000 incentive stipend** to staff who volunteer or are assigned to cover an absent teacher's class during their preparation period **25 (twenty-five)** or more times in a single school year.

1. It is your responsibility to submit this form **directly** to Tahlia Gage, Payroll & Benefit Specialist via email, in-person or by printing and sending through the inter-district mail.
2. Signature not required by Administrator.
3. Submitted forms **must include detailed information for 25 days on the back of this form** in order to receive payment. Partial payments will not be processed.

Deadline to Submit:

Completed forms must be submitted to the Business Office by the 5th business day of the month to have pay processed in the current month.

Payroll Use Only:

Date Received:

Reg3x

0601-27-2150-999
Account Code

Total Payment Amount:
\$1,000

