AVON LOCAL SCHOOLS - SUBSTITUTES (NON-TRANSPORTATION)

IF THIS IS YOUR FIRST TIME WORKING FOR AVON LOCAL SCHOOLS **YOU MUST COMPLETE THE AVON EMPLOYMENT PACKET. YOU WILL FIND THE PACKET ON THE TREASURER DEPARTMENT PAGE AT www.avonlocalschools.org**

NAME (PRINT LEGIBLY PLEASE!): _____

POSITION (CIRCLE ONE): AIDE-PLAYGROUND AIDE-OFFICE AIDE-LIBRARY MONITOR SECRETARY CUSTODIAN HOUSEKEEPER OTHER (BE SPECIFIC): _____

BUILDING/DEPARTMENT (CIRCLE ONE): EAST VILLAGE NORTH SOUTH MIDDLE HIGH SPECIAL-EDUCATION

ROUND HOURS TO NEAREST 1/4 HOUR (0-7 mins = 0 8-22 mins = 1/4 22-37 mins = 1/2 38-52 mins = 3/4 53-60 mins = 1 HOUR)

IF YOU WORK 6 OR MORE HOURS, YOU MUST TAKE A 1/2 HOUR UNPAID LUNCH (NOT TO BE TAKEN AT END OF SHIFT)

DAY OF WEEK (SUN MON TUE WED THU FRI SAT)	DATE (MM/DD/YY)	START TIME	LUNCH START	LUNCH END	END TIME	TOTAL HOURS WORKED EACH DAY *NOT INCLUDING UNPAID LUNCH*	HOURS WORKED IN A DIFFERENT CLASS/POSITION	EMPLOYEE FOR WHOM YOU ARE SUBBING

PRINT LEGIBLY - IF WE CANNOT READ IT WE CANNOT PAY YOU			You must complete a SUB TIME SHEET for each position/bldg for each supervisor to approve
PLEASE ENTER YOUR DAYS WORKED IN SEQUENTIAL DATE ORDER SO OVERTIME CALCULATIONS CAN BE VERIFIED			Input days in sequential date order so that over 40 hours can be calculated and paid correctly
THE COLUMN TOTAL CALCULATIONS AT RIGHT ARE OPTIONAL. YOU ARE NOT REQUIRED TO TALLY YOUR TOTAL HOURS OR EARNINGS			

I certify this to be a true statement of my hours for this pay period. I understand that falsification of this statement could be grounds for immediate dismissal.		I verify that I have checked this time sheet for accuracy and that the employee worked the hours shown & has recorded them in the correct rate column.
Employee Signature Date		Administrator Signature
Superintendent Signature Date		