Chesapeake Conference
Substitute Teacher Remuneration Request

Teacher_____ **School**_____

Reason for Absence

_____ Illness of teacher
_____ Personal leave (Two (2) days per year, see policy)
_____ Bereavement
_____ **Conf. approved activity _____
_____ **Locally approved activity_____

**** Form will be return if activity is not listed.**

Date(s) of substitute _____

Substitute Teacher Information

Name_____ Phone_____
Address_____ College Degree: Yes _____ No _____

Gross Pay	_____ Days	X	_____ Rate	=	_____ Gross Pay		
Employer's FICA	_____ Gross Pay	X	.0765 Rate	=	_____ Rate		
School's Share to be Remitted:	_____ Total Cost	X	_____** Rate	=	_____ Check Total	_____ Check #	

Board Chairperson/Principal_____ Date_____
Superintendent of Schools_____ Date_____

	Non-Degree	College Degree	Degree/SDA Certified
Area l Schools* Full day	90.00	105.00	120.00
Area 2 Schools* Full day	120.00	135.00	150.00
Area 3 Schools* Full day	120.00	135.00	150.00
Area 4 Schools* Full Day	130.00	155.00	170.00

Chesapeake Conference pays 100% of the substitute for principals when attending meetings required by the Office of Education or Columbia Union. Conference also pays 100% when teachers are requested to be part of any evaluation team or other committee appointments. The school pays 100% for all their locally funded teachers and 65% for conference hired teachers. **The substitute will be paid once each month at payroll time and is subject to withholding for FICA and taxes. Payment should be received with this form.**

***Schools in Area 1:** Rocky Knoll

***Schools in Area 2:** Dover First, Wilmington

***Schools in Area 3:** Baltimore White Marsh, Frederick, Friendship, HVA, Mt. Aetna

***Schools in Area 4:** Atholton, Spencerville