

LONG-TERM SUBSTITUTE FORM SCHOOL YEAR 2017-2018

Date _____

School District _____

Teacher Name:	
Teaching Subject:	
Grade Level:	
Assignment Begin Date:	
Building Assignment:	

21st Consecutive Day on Assignment
Only districts who have elected this tiered rate option.

20 th Day Worked on:	
21 st Day Tier Rate Begin Date:	
Tiered Rate on 21 st Day:	\$

Substitute Name:	
Employee ID No:	
Subject License Name:	
Long-Term Sub License:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Expiration Date	

On the 61st Consecutive Day:
Will the sub be paid by your district? Yes No
If yes, what is the effective day worked that you will begin paying the sub for _____.
If no, please complete the portion below, sign, and return.

Please complete this form PRIOR to any anticipated rate increase for any substitute that is to be paid by the Southwest Ohio Council of Governments. Tiered rates for each district vary, so please complete the sections that apply only to your district.

Tiered rate pay applies to substitutes who work in the same position or assignment (meaning the sub is subbing for the same teacher, in the same school building) for a number of consecutive days without being absent, UNLESS specified and approved by the Treasurer.

61st Consecutive Day on Assignment

60 th Day Worked on:	
61 st Day Tier Rate Begin Date:	
Tiered Rate on 61 st Day:	190/day - COG will Pay

61st consecutive day in an assignment must have appropriate licensure.

This License/Skills Information can be found and reports can be ran in AESOP under Reports, Report Writer, Substitute Information, Report Name: 2017-2018 SWO-COGSubsLicense/Skills/Expires/Phone/Em Click on Run with Filters

Please email this completed and signed form to Julie Blackburn at julie.blackburn@warrencountyesc.com

Use the notes section below to indicate if there are any exceptions and to let us know when a substitute has completed the long-term assignment.

NOTES:

Building Principal's Signature

Treasurer's Signature

* Building Principal and Treasurer have verified that the substitute is properly licensed in subject area beginning on the 61st day. This form must be signed by the Treasurer and returned before we can pay substitutes any tiered rate pay.