

2009/2010 SUBSTITUTE TEACHER PAYROLL SCHEDULE

| <u>Payroll Period</u> | <u>Submit Time Sheet</u> | <u>Pay Date</u> |
|-----------------------|--------------------------|-----------------|
| 08/31/09 - 09/11/09 | 09/11/09 | 09/25/09 |
| 09/14/09 - 09/25/09 | 09/25/09 | 10/09/09 |
| 09/28/09 - 10/09/09 | 10/09/09 | 10/23/09 |
| 10/12/09 - 10/23/09 | 10/23/09 | 11/06/09 |
| 10/26/09 - 11/06/09 | 11/06/09 | 11/20/09 |
| 11/09/09 - 11/20/09 | 11/20/09 | 12/04/09 |
| 11/23/09 - 12/04/09 | 12/04/09 | 12/18/09 |
| 12/07/09 - 12/18/09 | 12/18/09 | 01/01/10 |
| 12/21/09 - 01/01/10 | 01/01/10 | 01/15/10 |
| 01/04/10 - 01/15/10 | 01/15/10 | 01/29/10 |
| 01/18/10 - 01/29/10 | 01/29/10 | 02/12/10 |
| 02/01/10 - 02/12/10 | 02/12/10 | 02/26/10 |
| 02/15/10 - 02/26/10 | 02/26/10 | 03/12/10 |
| 03/01/10 - 03/12/10 | 03/12/10 | 03/26/10 |
| 03/15/10 - 03/26/10 | 03/26/10 | 04/09/10 |
| 03/29/10 - 04/09/10 | 04/09/10 | 04/23/10 |
| 04/12/10 - 04/23/10 | 04/23/10 | 05/07/10 |
| 04/26/10 - 05/07/10 | 05/07/10 | 05/21/10 |
| 05/10/10 - 05/21/10 | 05/21/10 | 06/04/10 |
| 05/24/10 - 06/04/10 | 06/04/10 | 06/18/10 |
| 06/07/10 - 06/18/10 | 06/18/10 | 07/02/10 |
| 06/21/10 - 07/02/10 | 07/02/10 | 07/16/10 |
| 07/05/10 - 07/16/10 | 07/16/10 | 07/30/10 |
| 07/19/10 - 07/30/10 | 07/30/10 | 08/13/10 |

Substitute teachers WILL BE PAID for the following holidays provided they work the last student contact day before and the first student contact day after each one:

Thanksgiving holiday: November 26-27, 2009
 Martin Luther King, Jr. Day: January 18, 2010
 President's Day: February 15, 2010
 Memorial Day: May 31, 2010

Substitute teachers WILL NOT BE PAID for the following periods:

Teacher Meetings: October 15-16, 2009
 Winter Vacation: December 23, 2009-January 1, 2010

Spring Vacation: March 29, 2009 - April 2, 2010

The current substitute teacher rate is \$110 per day for casual subbing or \$125 per day for long term assignments. Mail your time sheets to Saint Paul Public Schools, ATTN: Payroll Department, 360 Colborne Street, Saint Paul MN 55102. If you wish to bring your time sheet in personally, Payroll is located on the second floor. Failure to submit a time sheet with an authorized signature from the building in which you worked may result in no compensation for that assignment.