

BLAKE AND WAITE CLASSIFIED SUBSTITUTE TIME SHEET

P:\Forms\BlakeWaiteClassSubs.123

Revised 07/2009

| MEDINA CITY SCHOOLS CLASSIFIED SUBSTITUTE TIMESHEET | | | | PERIOD BEGINNING | | PERIOD ENDING | |
|---|----|-----|-------------|---|----------|---|--|
| DAY/DATE | IN | OUT | REGULAR | OVERTIME | FOR WHOM | ASSIGNMENT | |
| SUN ___/___ | | | | | | * PLEASE CHECK ONE | |
| MON ___/___ | | | | | | | |
| TUE ___/___ | | | | | | | SECRETARY-PRINCIPAL-BLAKE 1-2421-142-160-900 |
| WED ___/___ | | | | | | | SECRETARY-PRINCIPAL-WAITE 1-2421-142-170-900 |
| THU ___/___ | | | | | | | |
| FRI ___/___ | | | | | | | AIDE-TEACHER (REG)-BLAKE 1-2214-142-160-900 |
| SAT ___/___ | | | | | | | AIDE-TEACHER (REG)-WAITE 1-2214-142-170-900 |
| SUN ___/___ | | | | | | | AIDE-MH LD ED or DH-BLAKE 1-2215-142-0402-160-900 |
| MON ___/___ | | | | | | | AIDE-MH LD ED or DH-WAITE 1-2215-142-0402-170-900 |
| TUE ___/___ | | | | | | | |
| WED ___/___ | | | | | | | |
| THU ___/___ | | | | | | | AIDE-MEDIA-BLAKE 1-2222-142-160-900 |
| FRI ___/___ | | | | | | | AIDE-MEDIA-WAITE 1-2222-142-170-900 |
| SAT ___/___ | | | | | | | |
| | | | | | | | CAFETERIA-BLAKE 6-3120-142-160-900 |
| | | | | | | | CAFETERIA-WAITE 6-3120-142-170-900 |
| | | | | | | | |
| | | | | | | | UTILITY-BLAKE 1-2720-142-160-900 |
| | | | | | | | UTILITY-WAITE 1-2720-142-170-900 |
| | | | | | | | |
| | | | | | | | OTHER - WRITE IN ACCOUNT |
| | | | | HOURS | | | |
| | | | | RATE | | | |
| | | | | TTL PAY | | | |
| | | | | NUMBER OF DAYS WORKED: | | | |
| | | | | IS THIS YOUR FIRST TIME ON THE PAYROLL? | | | |
| NAME (PRINT): | | | | | | | |
| ID #: | | | | | | | |
| (ID # IS FIRST 3 LETTERS OF LAST NAME FOLLOWED BY LAST 4 DIGITS OF SS#) | | | | | | | |
| BUILDING: | | | DEPARTMENT: | | | | |
| EMPLOYEE SIGNATURE: | | | | | | | |
| SUPERVISOR SIGNATURE: | | | | | | | |
| BUILDING ADMINISTRATOR SIGNATURE: | | | | | | | |
| SUPERINTENDENT/DESIGNEE SIGNATURE: | | | | | | | |
| | | | | | | SUBSTITUTE PAY RATES ARE LISTED ON BACK | |

Medina City Schools

Substitute & Temporary Support Staff Rates

| | |
|-----------------------------------|-------|
| Cafeteria Manager | 9.25 |
| Cafeteria Cashier | 8.75 |
| Cafeteria Cook | 8.00 |
| Cafeteria Server | 7.30 |
| Superintendent's/H.R. Secretary | 11.50 |
| Financial Secretary | 10.50 |
| Administrative Secretary | 10.00 |
| Secretary | 9.50 |
| Receptionist | 9.00 |
| Computer Operator | 8.75 |
| Custodian | 10.00 |
| Custodian (3 rd shift) | 10.30 |
| Head Custodian / Sr. | 10.50 |
| Asst. Head Custodian / Sr. | 10.25 |
| Head Custodian / Middle | 10.25 |
| Asst. Head Custodian / Middle | 10.00 |
| Head Custodian / Elementary | 10.00 |
| Instructional Paraprofessional | 8.50 |
| Support Paraprofessional | 7.50 |
| Printer | 9.00 |
| Custodial Services Coordinator | 11.00 |
| Maintenance Coordinator | 11.00 |
| HVAC Coordinator | 11.00 |
| Repairman Specialist | 10.50 |
| Repairman | 10.25 |
| Repairman Apprentice | 9.50 |
| Laborer | 9.00 |
| Bus Driver | 14.00 |
| District Driver | 10.00 |
| Dispatcher | 9.00 |
| Head Mechanic | 10.50 |
| Mechanic | 10.00 |
| Mechanic's Helper | 9.00 |

| | | | |
|-----------------------|------|-------------------------------------|------|
| Seasonal Labor | 8.50 | Crew Leader – Seasonal Labor | 9.00 |
| | 8.75 | | 9.25 |
| | 9.00 | | 9.50 |
| | 9.25 | | 9.75 |
| | 9.50 | | 10.0 |