

# CLASSIFIED SUBSTITUTE TIME SHEET

ClassSubs.123

Revised 7/2009

MEDINA CITY SCHOOLS SUBSTITUTE TIMESHEET				PERIOD BEGINNING		PERIOD ENDING	
DAY/DATE	IN	OUT	REGULAR	OVERTIME	FOR WHOM	ASSIGNMENT	
SUN ___/___						* PLEASE CHECK ONE * PLEASE USE SEPARATE TIMESHEET FOR EACH ASSIGNMENT	
MON ___/___						SECRETARY-BUSINESS OFFICE 1-2610-142-900	
TUE ___/___						SECRETARY-GUIDANCE DEPT 1-2120-142-0410-300-900	
WED ___/___						SECRETARY-INFORM. SVCS 1-2930-142-900	
THU ___/___						SECRETARY-INSTRUCTION 1-2211-142-900	
FRI ___/___						SECRETARY-PRINCIPAL 1-2421-142-900	
SAT ___/___						SECRETARY-STUDENT SVCS 1-2110-142-0410-900	
SUN ___/___						SECRETARY-SUPERINTENDENT 1-2411-142-900	
MON ___/___						SECRETARY-TREASURER OFC 1-2500-142-900	
TUE ___/___						AIDE-ATTENDANCE 1-2214-142-900	
WED ___/___						AIDE-TEACHER 1-2214-142-900	
THU ___/___						AIDE-ED, LD, MH, DH 1-2215-142-900	
FRI ___/___						AIDE-MEDIA 1-2222-142-900	
SAT ___/___						CAFETERIA-NORTHROP 6-3120-142-180-900	
SUN ___/___						CAFETERIA - WAITE 6-3120-142-170-900	
MON ___/___						CAFETERIA-CANAVAN 6-3120-142-120-900	
TUE ___/___						CAFETERIA-FENN 6-3120-142-130-900	
WED ___/___						CAFETERIA-GARFIELD 6-3120-142-110-900	
THU ___/___						CAFETERIA-HERITAGE 6-3120-142-140-900	
FRI ___/___						CAFETERIA-CLAG 6-3120-142-200-900	
SAT ___/___						CAFETERIA-ROOT 6-3120-142-210-900	
						CAFETERIA-SR HI 6-3120-142-300-900	
						CAFETERIA-BLAKE 6-3120-142-160-900	
						UTILITY 1-2720-142-900	
						PRINT SHOP 1-2640-142-900	
						MAINTENANCE 1-2700-142-900	
						OTHER - WRITE IN ACCOUNT	
						OTHER - WRITE IN ACCOUNT	

  

	HOURS						
	RATE						
	TTL PAY						

  

<b>NUMBER OF DAYS WORKED:</b>	
<b>IS THIS YOUR FIRST TIME ON THE PAYROLL?</b>	

  

NAME (PRINT):	
ID #:	
BUILDING:	DEPARTMENT:
SIGNATURE	

  

SUPERVISOR:	
BUILDING ADMINISTRATOR:	
SUPERINTENDENT/DESIGNEE:	

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 <sup>rd</sup> 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

<b>Seasonal Labor</b>	8.50	<b>Crew Leader – Seasonal Labor</b>	9.00
	8.75		9.25
	9.00		9.50
	9.25		9.75
	9.50		10.0