



Substitute Employment Log

Days	Non-Certified	Certified	Retired SAU 24 Teacher
Starting Daily Rate	\$75	\$80	\$100
After 20 Full Days	\$80	\$85	
After 50 Full Days	\$85	\$90	

Name: _____				Rate of Pay: _____			
Date	Location	Signature of School Personnel		Date	Location	Signature of School Personnel	
Complete the date and location section after a full day of work at any school within SAU 24. Bring the form to the Principal's Secretary or any Administrator for their signature. Tracking working days is entirely the responsibility of the substitute. Substitutes who keep accurate and up to date logs will be entitle to pay increases.				21			
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				26			
				27			
				28			
				29			
				30			
1			31				
2			32				
3			33				
4			34				
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8			38				
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14			43				
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16			45				
17			46				
18			47				
19			48				
20			49				
			50				
Copy and turn into Principal's Secretary after 20 days				Copy and turn into Principal's Secretary after 50 days			
Turned into _____ on ____/____/____				Turned into _____ on ____/____/____			
Submitted to Human Resources on ____/____/____				Submitted to Human Resources on ____/____/____			