



**BRIGHTON AREA SCHOOLS
LONG TERM SUBSTITUTE ASSIGNMENT**

Employee/Retiree Information

Name: _____	ID#: _____
Address: _____	
City/State/Zip: _____	Phone: _____

Substitute Assignment

Teacher: _____	Dates: _____
Position: _____	Building/Location: _____
Hours per Day: _____	Days per Week: _____
	Hours per Week: _____
<u>Substitute Teacher Pay Rates:</u>	
Days 1-6 Rate = \$12.50 per hour for a Maximum of 6 hours or \$75 per day	
Days 7+ Rate = \$17.16 per hour for a Maximum of 6 hours or \$103 per day	
(Annual Compensation must not exceed 1/3 of prior earnings as a BAS Employee)	
GL Account#: _____	Dates: _____

Administrator Signature

Date

Human Resource Approval

Date

Business Office Approval

Date

NOTE: This form does not guarantee payment. BAS Timesheets must be signed by both Substitute and Principal and submitted bi-weekly to the Payroll Department for processing. This form must be submitted and approved prior to any substitute assignment.