



MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT

4000 Kozloski Road, PO Box 5033
Freehold, NJ 07728-5033

PART-TIME HOURLY RECORD

MONTH YEAR NAME

SCHOOL

Table with 3 columns: DATE, ACTUAL HOURS, TOTAL TIME (Minutes)

This form must be completed and sent to the Superintendent by the 1st of the month.

TOTAL HOURS X \$ = \$

I certify the above to be correct.

Signed Date

Approved Date

Approved by Superintendent

Reason Teaching Within Certification Funding Source

Article VIII, 8-b-2

Any teacher directed to teach a class within their certification during an administrative assignment period will be compensated by the Board of Education at the part-time rate of \$35.00 per hour for every sixty (60) minutes accumulated over the allotted classroom teacher time as shown above. (See Paragraph 8.b of Agreement.) Teachers assigned this duty will receive proration of salary commencing with the sixth consecutive class assigned. Teachers assigned to non-teaching supervision during administrative assignment time will not be provided additional compensation. Teachers must submit actual time sheets and the Board of Education will round off the time to the nearest 1/2 hour for the month.