

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES**  
**RECOMMENDATION FOR PAYMENT OF PER DIEM SUBSTITUTE** Revised 5/1/09

This recommendation is to be used for payment of per diem substitutes who have been employed for the same staff person for 20 consecutive days. The 21<sup>st</sup> commences the daily rate of Step 1 payment for teachers, teaching assistants, teaching assistants for crisis intervention, teacher aides and interpreters.

TO: John C. Pennoyer, District Superintendent

FROM: \_\_\_\_\_  
Signature of Program Administrator

DATE: \_\_\_\_\_

I am recommending the following person for payment as a per diem substitute:

NAME: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

DIVISION: \_\_\_\_\_ PROGRAM: \_\_\_\_\_ LOCATION: \_\_\_\_\_

PROGRAM BUDGET INFORMATION:

CODE: \_\_\_\_\_

SUBSTITUTING FOR: \_\_\_\_\_ DATE SUBSTITUTE BEGAN: \_\_\_\_\_

EFFECTIVE DATE OF 21<sup>st</sup> CONSECUTIVE DAY OF SUBSTITUTE SERVICE: \_\_\_\_\_

PAYMENT: \_\_\_\_\_  
(The daily rate of Step 1)

APPROVED	DISAPPROVED	_____	DATE: _____
Program Director			
APPROVED	DISAPPROVED	_____	DATE: _____
Business Administrator for Human Resources			
*FORWARD RECOMMENDATION FORM AND ALL PERTINENT APPLICATION MATERIALS TO HUMAN RESOURCES*			

- ◆ A snow day or holiday will not constitute a break in time when a substitute is accumulating the 20 days toward per diem.
- ◆ After 21 days, should there be a break such as sickness or personal time, the rate of pay will revert back to the substitute rate.