



**Mt. Pleasant Public Schools**  
 720 N. Kinney Avenue  
 Mt. Pleasant, MI 48858



**Time-Sheet for Additional Compensation**

Employee Name:	Position/Job Code:	Date:
School Building:	Classroom Teacher:	Employee ID:

**The MPSSA Contract states the following:**

- *Paraprofessionals or Secretaries shall not assume the responsibilities of a certified teacher.*
- *If a Non-Certified member is required to assume all of the duties of a teacher for a period in excess of 30 minutes, the Association member will receive additional compensation at the rate of \$5.00 per hour upon proper certification.*
- *It is understood that this does not apply to a situation in which an Association member is assigned to instruct or supervise a student or group of students under the direct or indirect supervision of a teacher.*

<i>Date</i>	<i>Start Time</i>	<i>End Time</i>	<i>Description of Situation~Teacher Absence</i>	<i>Hours</i>
			<i>Rate of Pay: \$5.00 / Hour x _____ Hours= \$ _____</i>	

Account Number~Central Office: \_\_\_\_\_

<b>Employee Signature</b>		Date:
<b>Classroom Teacher Signature</b>		Date:
<b>Building Principal Signature</b>		Date: