MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT
105 Neptune Blvd, Suite# 315
Neptune, NJ 07753

PART-TIME HOURLY RECORD

MONTH _____ YEAR_____ NAME _____

SCHOOL_____

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 IX,7-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 $25.00 per hour for every sixty (60) minutes accumulated over the allotted classroom teacher time as shown above. (See Paragraph 7.a 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."