



# School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

*Ready for tomorrow*

To: Casual Substitute Teachers

For the 2016-2017 school year, Independent School District #622 is implementing a bonus program for Casual Substitute Teachers. We will look at your total days worked for each trimester and pay a bonus stipend at the end of each trimester. For every 5 full days that you worked as a casual substitute teacher, you will be compensated an additional \$50.

The trimester will follow the 2016-2017 school calendar. The trimester date ranges are:

1. September 6, 2016 – December 2, 2016 (58 days)
2. December 6, 2016 – March 9, 2017 (57 days)
3. March 20, 2017 – June 8, 2017 (56 days)

The pay dates for each trimester are:

1. December 30, 2016
2. March 31, 2017
3. June 30, 2017

For example:

For the first trimester, Choua Vang worked a total of 44.5 days. She will receive 8 payments of \$50. The bonus amount is \$400. The bonus will be paid on December 30, 2016.

Two half days will count as one full day and any days not counted in a trimester will not be carried over to the next trimester.

If you started as a Casual Sub Teacher at the beginning of the school year, the bonus program will be backdated to September 6, 2016.

**Thank you for supporting our teachers and students in District 622!**