

Rittman Exempted Village School District
Reimbursement Request

(Form must be completed and turned in by cut off day of that pay period)

Effective 07/01/14

INTERNAL REASSIGNMENT (during the regular work day \$16.00 per period)

In the event a bargaining unit member is requested to substitute for an absent teacher during planning time or by absorbing students of the absent teacher into the classroom, the internal substituting teacher shall be paid Sixteen Dollars (\$16.00). (Article 16 C)

Date: _____

Period: _____

Re-Assignee's Name: _____

Name who you filled in for: _____

IEP CONFERENCES/RTI MEETINGS (outside of the regular work day \$15.00 per conference)

Any teacher required to attending IEP meeting/RTI Meeting held outside of the school day shall be paid Fifteen Dollars (\$15.00), for each such meeting. (Article 16 G & Article 27 G)

Date: _____

Student's Name: _____

Date: _____

Student's Name: _____

L.P.D.C. COMMITTEE TRAINING (outside of the regular work day)

If training is outside the regular workday or year, the members shall be paid Ten Dollars (\$10.00) per hour for actual training time. (Article 28 F)

Date: _____

Location: _____

Time (hours / minutes): _____

Total for reimbursement (circle one): Periods Hours/Minutes Conferences

Amount total of reimbursement: _____

Employee's Signature: _____

Supervisor / Principal's Signature: _____