

## Recommendation for Payment of Per Diem Substitute

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: 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: \_\_\_\_\_

CODE: \_\_\_\_\_ PAYMENT: \_\_\_\_\_  
(Daily rate of step 1)

SUBBING FOR: \_\_\_\_\_ DATE SUBBING BEGAN: \_\_\_\_\_

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

\_\_\_\_ APPROVED      \_\_\_\_ DISAPPROVED

\_\_\_\_\_  
Program Director signature

\_\_\_\_\_  
Date

\_\_\_\_ APPROVED      \_\_\_\_ DISAPPROVED

\_\_\_\_\_  
Human Resources Administrator Signature

\_\_\_\_\_  
Date

- ◆ 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.

**SEND COMPLETED FORM AND ANY ATTACHMENTS TO THE OFFICE OF HUMAN RESOURCES**

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**Dutchess County Board of Cooperative Educational Services**  
Administrative Offices: 845.486.4800  
[www.dcboces.org](http://www.dcboces.org)