

**PITTSFORD CENTRAL SCHOOLS
 PARA REASSIGNED TO PARA COMPENSATION FORM (CBA 39-2)**

LAST NAME: Cerbone

FIRST NAME: Dwayne

BUILDING: ACE

SS#: XXX-XX-####

*Use the appropriate "Para Reassigned Compensation Chart" to the right to calculate REPORTED HOURS
 Lunch and other non-assigned time is NOT included

JOB TITLE: EA

DAY	MONTH	DATE	TYPE OF WORK	REASSIGNED TO _____ (Staff Member's Name)	RATE	*REPORTED HOURS (See tables to the right)	COMMENTS
Tues	Oct	1	Para Sub for Para	Mary Kay	\$10/hour	0.5	32 minutes
Wed	"	2	Para Sub for Para	Tom Petty	\$10/hour	0.75	40 minutes
		3	Para Sub for Para		\$10/hour		
Fri	"	4	Para Sub for Para	Taylor Swift Frank Sinatra	\$10/hour	2.5	35 min 110 min 7:45
		5	Para Sub for Para		\$10/hour		
		6	Para Sub for Para		\$10/hour		
		7	Para Sub for Para		\$10/hour		
		8	Para Sub for Para		\$10/hour		
		9	Para Sub for Para		\$10/hour		
		10	Para Sub for Para		\$10/hour		
		11	Para Sub for Para		\$10/hour		
		12	Para Sub for Para		\$10/hour		
		13	Para Sub for Para		\$10/hour		
		14	Para Sub for Para		\$10/hour		
		15	Para Sub for Para		\$10/hour		
TOTAL REPORTED HOURS						<u>3.75</u>	

Less than 5 minutes over , round down
 5 or more minutes over , round up

Minutes	Reported Hours
15	0.25
30	0.5
45	0.75
60	1
75	1.25
90	1.5
105	1.75
120	2
135	2.25
150	2.5
165	2.75
180	3
195	3.25
210	3.5
225	3.75
240	4
255	4.25
270	4.5
285	4.75
300	5
315	5.25
330	5.5
345	5.75
360	6
375	6.25
390	6.5

Periods Approx. 40min	Reported Hours
0.5	0.33
1	0.67
1.5	1.00
2	1.33
2.5	1.67
3	2.00
3.5	2.33
4	2.67
4.5	3.00
5	3.33
5.5	3.67
6	4.00
6.5	4.33
7	4.67
7.5	5.00
8	5.33
8.5	5.67
9	6.00

This is to certify that the above employee has worked as indicated and is entitled to wages at the contractual rate of pay.

EMPLOYEE SIGNATURE: _____

DATE: 10/18/24

SUPERVISOR SIGNATURE: _____

DATE: _____

(Please Destroy all old Employee Time Record Forms)

- This form must be submitted within 30 days of date of reassignment
- Please be sure required signatures are on this reassignment sheet when submitting to the payroll dept.