

BOARD OF EDUCATION
SUSSEX-WANTAGE REGIONAL SCHOOL DISTRICT

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MEMORANDUM

To: All Contracted Part-Time Teacher Assistants and District Substitutes
Date: August 9, 2018
From: Christina Riker, School Business Administrator
RE: Part-time employees and substitutes – work hours

All part-time Teacher Assistants currently working 3.5 hours per day can only sub three additional 3.5 hour shifts each week. Due to the Affordable Health Care Act, part-time employees cannot work over 28 hours in a week.

Just a reminder: all of the following assignments count towards the 28 hours worked –

- Regular scheduled, contracted shift
- Subbing shifts
- CARE program – including summer
- After school activities shifts
- CPI Training – outside contracted shift
- Subbing on a van
- Any time not listed above for which you are being paid to work

All “extra hours” beyond your normal shift must be reported in the payroll period that you worked them. Please place this on the appropriate voucher that can be found on the district website. Actual time worked must be entered. Do not just include the number of hours. Incomplete or unapproved vouchers will be returned before processing.

Part-time district substitutes (not a contractual employee) can sub 8 shifts, 3.5 hours per shift, totaling 28 hours per week.

Any questions should be directed to Nancy Sisto at 973.375.8175 x4513.

Thank you in advance for your attention to this matter.