

BOARD OF EDUCATION
SUSSEX-WANTAGE REGIONAL SCHOOL DISTRICT

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For All Contractual Teacher Assistants and Part Time District Substitutes:

All Contractual Teacher Assistants working 17.5 hours weekly can only sub 3 Substitute 3.5 hour shifts. Due to the Affordable Care Act part time employees cannot work over 28 hours in a week.

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

- Your regular scheduled shift
- Subbing shift
- After School Activities shift
- CPI Training hours (beyond normal shift hours)
- Any time you are being paid to work
- Subbing on a Van

All "extra hours" beyond your normal assigned shift must be reported in the payroll period that you worked them on the appropriate voucher. Incomplete or unapproved vouchers will be returned.

Part Time District Substitutes can sub 8 shifts, 3.5 hours each, totaling 28 hours a week.

Sincerely,
Nancy Sisto
Administrative Assistant

CC: C. Riker
M. Gall