

## **ACKNOWLEDGEMENT TO VOLUNTEER TO SERVICE AS A SUBSTITUTE DURING PREPARATION PERIOD**

Article VIII, A(8) of the 2018-2021 Collective Bargaining Agreement between the Raymond School District and the Raymond Education Association states "On a volunteer basis, teachers may elect to service as a substitute during their preparation period at a rate of one quarter the current professional substitute rate."

By signing below, you are stating that you would like to be considered to serve as a substitute during your preparation period at a rate of 1/4 (one quarter) the current professional substitute rate and understand that you are not obligated to serve any available planning period. You understand that you will be added to a volunteer list of participating employees and contacted by your administration in the case of needed coverage. You will not be required to substitute if contacted since this is voluntary. You will have the option to remove yourself from this list at any time.

Please bring this completed form to your main office secretary and communicate to them when you have served as a substitute during a planning period, if they are unaware. You will then be added to a log sheet kept by the main office secretary that is subsequently submitted to the Payroll Department who will then render payment.

---

Name

---

Signature

---

Date