

**LEE COLLEGE DISTRICT
BAYTOWN, TEXAS**

Payroll Substitute Instructor Report

(Attach to absence form)

(Please use a separate form for each person substituting.)

Person Absent _____ Empl ID No. _____
 Reason for Absence _____ Department No. _____

Substitute Instructor Name	Empl ID	Date	Indicate Lab or Lec Course	Time	Payroll Hours

Substitute Instructor Pay Policy:

Part-time Faculty - \$15.00 per hour for the first week and lecture/lab rates for the second consecutive week for the same instructor/class.

Full-time Faculty - First 3 hours substituted by a full-time faculty member or administrator are considered a courtesy. Any additional hours for the same instructor/class are paid at lecture/lab rates.

Did you fill out an absence form? _____ Yes _____ No

Payroll Use Only		
Total Hrs	Rate	Total Pay
_____	\$15.00	_____
_____	\$22.92 (lab)	_____
_____	\$34.38 (lec)	_____

Date _____ Instructor Signature _____

Date _____ Supervisor Signature _____

Date _____ Dean Signature _____

White copy: Payroll

Yellow copy: Substitute

Pink copy: Supervisor