



BUILDING SUBSTITUTE FORM

[Print Form](#)

Human Resources
Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99645
Ph: 907- 746-9245 | Fax: 907-761-4088

This form **MUST** be completed when a school would like to hire a building substitute.
Building substitutes must hold a Bachelors Degree or an Alaska Teaching Certificate.

The building sub will be paid the building sub hourly rate of \$20.00 for degreed subs, or \$24.00 for certified subs, in all positions starting on the date that the school submits the form to Human Resources. We will not retroactively pay building subs the increased rate for days worked prior to the submission of this form.

This form must be received in the Human Resources Department before the building sub position is to begin for the substitute to receive the building sub rate of pay.

SCHOOL LOCATION:

SUBSTITUTE NAME:

EMPLOYEE ID#:

DEGREE EARNED:

SUBSTITUTE
SIGNATURE:

DATE:

PRINCIPAL
SIGNATURE:

DATE:

NOTE:

Please contact the Human Resources Department at (907) 746-9245 if there are any amendments to the above information.