

DATE

Subject – Wage Claim

Ms. Donovan,

I would like to submit a wage claim with the District for additional unpaid wages from the 2015-2016 school year.

During the school year, I worked as a visiting teacher. Per Appendix D of the SDEA-SDUSD Collective Bargaining Agreement, I should have been paid a daily rate for each day worked. Instead, I was compensated at an hourly rate in violation of the contract. I am aware that SDUSD acknowledged incorrect payment via a grievance filed by SDEA, but refused to provide back pay for a full calendar year as required by state law.

The additional dates I was paid incorrectly were:

As a result of being paid incorrectly for these days, I am due a total of \$\_\_\_\_\_.

I request that I be correctly compensated for work performed during the 2015-2016 school year.

I appreciate your attention in this matter.

Sincerely,

NAME

Employee ID #