

**South Colonie District Office**

***MEMORANDUM***

**TO:** Substitute Support Staff Workers

**FROM:** David D. Seaver  
Director of Human Resources

**DATE:** April 8, 2009

**RE:** Tracking your 30 days worked

Under our new fingerprinting procedures, you paid for your fingerprinting (as a conditional of employment) and will be reimbursed for 80% of your cost paid (\$94.25) after working for 30 days. In order to accomplish this, you will need to fill out the attached form and when completed, return it to Susan O'Brien at the District Office to receive payment.

If you should have any questions regarding this please feel free to contact my office at 869-3576.

