



### GUIDELINES FOR COMPENSATING TEACHERS WHEN COVERING UNFILLED CLASSES

Teachers may receive compensation for covering classes when no substitute has been secured for a class. This is only allowed if the teacher receives the required 450 minutes of planning time within a two week period. This method will be implemented to ensure that every day, in every classroom, a teacher is available to present the lesson and work with students.

The use of **CERTIFIED** personnel to cover additional classes may be used only when no other alternative is available. The use of **CERTIFIED** teachers on staff to cover unfilled positions can only be utilized if the AESOP System was notified.

Each semester, teachers will be given the opportunity to place their name on a list indicating they will cover unfilled classes during their conference period should the need arise. Teachers may only cover classes on campuses in which they are assigned. Campus personnel responsible for maintaining substitute information and employee absences will maintain the list of names in order to call upon teachers when classes need to be covered.

**SECONDARY GUIDELINES:** If no substitute is available, teachers from the campus may elect to substitute in the unfilled classroom during their assigned conference period. Teachers will be compensated for one class period (maximum) per day that they cover in addition to their regular duties.

**ELEMENTARY GUIDELINES:** If no substitute is available, students may be divided among the rest of the grade level for the day. Each teacher assigned with additional students in their classroom will be compensated. These teachers will not be giving up their conference time.

For subject areas where there is only one teacher, such as music, teachers may opt to substitute during their conference period. Those teachers will be compensated by the class period.

**COMPENSATION PAY:**

SECONDARY TEACHERS	\$15.00 per class period / one time per day ( <i>maximum</i> )
ELEMENTARY TEACHERS	\$15.00 per day / per teacher Students are divided among the grade level ( <i>five-teacher maximum</i> ) <u>Teachers will not give up conference time.</u>
ELEMENTARY TEACHERS	\$15.00 per 45 minutes of instruction / one time per day ( <i>maximum</i> )

**TIMEKEEPING/REPORTING:**

**CERTIFIED** teachers who cover classes will be required to complete an electronic timesheet in order to receive payment. Paper timesheets are no longer accepted. Enter the following information in the timesheet notes/comment section:

- **ELEMENTARY:** Name of Absent Teacher, Grade Level, Job Number of Absent Employee, Budget Code
- **SECONDARY:** Name of Absent Teacher, Class Period, Job Number of Absent Employee, Budget Code

The campus secretary or campus substitute liaison will have the job number and budget code. Compensation pay will be included in the employee’s regular monthly check.