

WHEATLAND ELEMENTARY SCHOOL DISTRICT

EXTRA CLASS COVERAGE REPORT

The employee shall provide five (5) days advance notice to the site administrator of his/her desire to choose the time off. The employee must contact the SEMS administrator regarding sub availability and relay this information to the site administrator at the time of the request. Approval by the site administrator is required.

GRADES K-5 CLASS COVERED

Date	½ or 1/3 Class	Whole Class	Regular Assigned Teacher
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

GRADES 6-8 PERIODS COVERED

Date	Period	Regular Assigned Teacher
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I would like: Time Off Substitute Pay

Teacher Name (please print): _____

Teacher Signature: _____

Approved: _____

Extra Class Coverage

- To help avoid this problem, call for a sub as soon as you know one is needed!
- If going to a meeting or workshop, call that morning to verify your sub. If no sub, you must report to work. If it is a district meeting, inform the person in charge why you can't attend.

If we are unable to get a substitute, a teacher may be directed to cover the class. When reasonably possible, teachers will be assigned on an equitable basis from site-based pool volunteers. A class can be covered using the following breakdown:

Grades K-5:

- A teacher takes an entire class for 1 whole day or ½ day.
- A teacher takes ½ class for a whole day.
- A teacher takes 1/3 class for a whole day.

Grades 6-8:

- A teacher takes four periods off for a whole day.

DOCUMENTATION

- Make sure the secretary knows who is covering the class, and for how long.
- The teacher who is absent and the one(s) covering the class will sign the sub card. The length of time (full or ½ day) should be specified on the card.
- A copy of this card will be given to the principal and the teacher(s) covering the class will help keep track for purposed of compensation.
- If you think the information on the card is in error, please let the principal know so corrections can be made ASAP.

COMPENSATION

For purposes of compensation, one day will equal assuming responsibility for another teacher's:

Grades K-5:

- Entire class for one whole day.
- Entire class for ½ day on two occasions
- On half of a class for a whole day on two occasions.
- One third of a class for a whole day on three occasions.

Grades 6-8:

- Equal to the number of periods that constitutes a whole day.

Prior to May 15, compensation will only be in full day increments. You may choose which type of compensation you prefer by filling out a report form (see attached):

- One day off (Day off must be taken by May 15th. Confirm sub availability with D.O. first, and relay this information to the principal to get approval 5 days in advance).
- One day of substitute pay.

Time/money not taken by May 15th, or earned after that date, will only be eligible for substitute pay:

- Partial days earned may be claimed.
- Submit all claims for pay by June 10, using the report form attached.