

Q: When is this form used?

A: This form is used when a job has been entered into SAM and the job has not been filled by an outside substitute teacher but instead classroom coverage is handled within the school using other licensed staff in the building. Only contracted licensed staff can receive fill-in pay. Long Term Licensed Substitutes can also receive this pay but only during the time of a long term assignment.

Q: What is Fill-in Coverage?

A: Teacher Fill-in Coverage is when a principal assigns or approves the use of a fellow teacher to cover a classroom because it is not possible, feasible or practical to provide a substitute teacher. The District compensates the fill-in teachers who provide support to these classrooms in the following situations:

- If a Fill-in Teacher uses their lunch and/or plan period.
- If a Fill-in Teacher takes additional students into their classroom.

Q: Do I have to enter my absence into SAM if I am only out of the building for 1 hour?

A: Any time a teacher is out of the building, even on a plan period, this time must be entered into SAM. A teacher can only enter time into SAM 1 hour before the absence start time. If the time is later, contact the school's main secretary or send an email to suboffice@svvsd.org and the time will be entered for you.

Q: What do I do if I don't want a sub called?

A: When creating an absence in SAM, the teacher would choose "No" on the "Substitute Required" field.

Substitute Required Yes No

Q: Where do I find the new fill-in form and can I use an old form and still get paid for my fill-in time?

A: NO. After August 1, 2018, the old form **WILL NOT** be accepted or processed. It will be sent back to the school to be completed on the correct form and this can delay payment.

Please destroy all forms you may have on file. The new form is located on the District's website (svvsd.org) under Employees > HR > Substitute's tab >Substitute Forms:

<http://hr.svvsd.org/substitute-forms>

Q: Can I complete a few forms for the same SAM job number?

A: NO. **Only use one form per absent teacher** and have all the fill-in teachers for this job listed on this one form.

Q: I am a half time teacher who also wants to sub on my other half time off, do I use this form?

A: NO. The form is not used if a half time teacher works on their half time off. The teacher in this example is treated as a substitute teacher in the SAM system. This teacher contacts the sub office to be set up as a substitute teacher and then his/her name is entered into the SAM system as the substitute.

Q: How much will I get paid for filling in?

A: The rate of pay shall be as follows and any additional minutes will follow the same payment breakdown:

- 15-35 minutes = \$15.00
- 36-60 minutes = \$30.00
- 61-90 minutes = \$45.00

Example 1

I am a teacher and I need to leave school for my final period of the day. Instead of ordering for a substitute teacher I contact another teacher in the school to cover my class. The proper procedure I would take is:

- I enter my time off into SAM and select “No Substitute Needed.” If I am too late I contact the main secretary to enter the time for me. I will note the SAM job number so I can add it to the Teacher Fill-in form.
- The next step is the absent teacher completes the top portion of the Teacher Fill-In form which includes the SAM job# and then takes the form to all of the teachers providing coverage to enter their Name, SVVSD ID#, minutes worked and signature.

Fill in form

Fill-in Teacher Name	Fill in Teacher ID #	Minutes Worked	Fill-in Teacher Signature

IMPORTANT NOTICE: ONLY USE ONE FORM FOR EACH JOB NUMBER AND LIST ALL THE FILL-IN COVERAGE TEACHERS ON THIS ONE FORM!

- Once the form is completed the form is given to the school’s Main Secretary or the person within your school who is determined, so the appropriate administrator can approve the form and forward it to the substitute office for payment.

Example #2

I am a teacher who has a planned absence in SAM and on the day of the job, my absence is unfilled.

- The school will determine how the absence will be filled for the day with either substitutes in the building or by using fill-in teachers.
- The school office will then complete the Teacher Fill-in form.
- The school office will have all participating teachers complete the portion of the form to record their name, SVVSD ID number, minutes worked and then sign the form.
- If the absence wasn’t for Annual leave or Bereavement leave the proper code is added, if known.
- The AP signs and approves the time worked.
- The form is sent to the substitute office for payment.