

**FAQ for using the Teacher Fill-in and/or
Class Coverage Form**

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.

Q: What is the difference between Fill-in Coverage and Class Coverage?

A: Teacher Fill-in Coverage is when a principal assigns a teacher to cover a classroom during their lunch and/or plan period for a teacher who is absent; and it is not possible, feasible or practical to provide a substitute teacher.

A: Teacher Class Coverage is in the event the District is unable to provide a substitute, compensation will be granted to teachers who provide support by taking additional students into their classroom to assist with coverage.

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 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 **YesNo**

Q: I don't know where to find the new form, can I use an old form and still get paid for my Fill-in time or Class Coverage time?

A: NO. After February 15, 2016 the old form **WILL NOT** be accepted / processed. It will be sent back to the school to be completed on the correct form and this can delay the payments.

Please destroy all forms you may have on file. The new form is located on the district's web site (svvsd.org) under Employees > HR > Substitute tab >Substitute Forms
<http://hr.svvsd.org/substitute-forms>

Q: I completed a few forms for the same SAM job number, will these multiple forms be processed?

A: NO. To determine the correct pay all fill-in teachers **MUST** be on the same form. Multiple forms for the same SAM job number will not be processed.

For example, if fill-in teachers and class coverage were used the same day, then only complete one form so the pay can be held to the \$100 day maximum.

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 or class coverage?

A: Fill-In pay is determined by the number of minutes worked:

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

Class Coverage is determined by half day and full day substitute pay.

- Half Day = \$50
- Full Day = \$100

Important Note: Compensation is not to exceed the equivalent amount of the substitute cost (\$100 a day) and the compensation will be divided equally by the number of impacted teachers in proportion to the amount of time coverage is provided.

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 / Class Coverage form.
- The next step is to complete the “Teacher Fill-In/Class Coverage form. To start, I determine if the fill-in teacher is using their lunch or plan period (use the Teacher Fill-in portion of the form) or adding additional children to their classroom (use the Teacher Class Coverage portion of the form) to cover your time off.
- Once the correct portion of the form is determined, the absent teacher completes the top and enters 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 _____ **SVVSD I.D. #** _____
MINUTES WORKED _____ **SIGNATURE** _____

Class Coverage

COVERAGE TEACHER _____ **SVVSD I.D. #** _____
MINUTES WORKED _____ **SIGNATURE** _____

NOTE: ALL FILL-IN / CLASS COVERAGE TEACHERS MUST BE ON THE SAME FORM TO BE PAID AND IT IS IMPORTANT TO COMPLETE THE CORRECT PORTION OF THE FORM.

If teacher class coverage is used, please check if the job is for a half day or full day.

Half Day Job _____ **Full Day Job** _____ **(please check)**

Half Day = 0 minutes to 3 ½ hours
 Full Day = any job 1 minute over 3 ½ hours

- 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 either using fill-in teachers, classroom coverage or a little of both.
- The school office will then complete the Teacher Fill-in / Class Coverage 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.

IMPORTANT NOTES:

- **ALL FILL-IN / CLASS COVERAGE TEACHERS MUST BE ON THE SAME FORM TO BE PAID AND IT IS IMPORTANT TO COMPLETE THE CORRECT PORTION OF THE FORM.**
- **ALL PAY WILL BE DETERMINED BY THE HR SUBSTITUTE OFFICE.**