

TEACHER FILL-IN COVERAGE

ABSENT TEACHER MUST REPORT THEIR ABSENCE IN SAM

ABSENT TEACHER _____ SCHOOL _____
 DATE OF ABSENCE _____ EMPLOYEE I.D. # _____ SAM JOB # _____

FILL-IN

"Fill-in" is considered 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. The rate of pay for "fill-in" assignments shall be as follows:

15-35 Minutes: \$15.00 36-60 Minutes: \$30.00 61-90 Minutes: \$45.00

FILL-IN TEACHER _____ I.D. # _____
 MINUTES WORKED _____ SIGNATURE _____
 FILL-IN TEACHER _____ I.D. # _____
 MINUTES WORKED _____ SIGNATURE _____
 FILL-IN TEACHER _____ I.D. # _____
 MINUTES WORKED _____ SIGNATURE _____

*Amount to Pay
For HR office use only*

TEACHER CLASS COVERAGE

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.

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

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

*Amount to Pay
For HR office use only*

ACCOUNT CODE

Annual/Bereavement: 10.600.00.0060.0150.407.0000 *If not annual leave, enter account to be charged below:*

_____ . _____ . _____ . _____ . 0 1 5 0 . 4 0 7 . _____
 Fund Location SRE Program Object Job Class Grant

Approval Signature _____ Printed Name of Approver _____ Date Approved _____

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