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.

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  

### ACCOUNT CODE

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

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Approval Signature __________________________ Printed Name of Approver __________________________ Date Approved __________________________

HR-7/18