

TEACHER FILL-IN COVERAGE

ABSENT TEACHER MUST REPORT THEIR ABSENCE IN SAM

ABSENT TEACHER NAME _____ SCHOOL _____

DATE OF ABSENCE _____ EMPLOYEE I.D. # _____ SAM JOB # _____

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

Fill-in Teacher Name	Fill-in Teacher ID #	Minutes Worked	Fill-in Teacher Signature	<i>Amount to Pay For HR office use only</i>

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 HR-7/18