CLASS COVER/PLANNING PERIOD COMPENSATION FOR A CERTIFIED TEACHER

As per the certified master contract," Certified Elementary or Secondary employees who lose planning time due to:

a. the lack of available substitutes for "specials teachers";
b. being directed by the building administrator to use his/her planning time to supervise instructional classes; and/or,
c. failure to receive planning time through no fault of the certified employee, with the exception of special programs or assemblies, shall be compensated $25.00 per planning period lost at the elementary, middle school or junior high school levels, or $30.00 per eighty-five (85) minute high school block.

This compensation shall be made on a semester basis, provided the teacher has submitted to the building administrator, within five (5) teacher contract days, this completed form.

CLASSROOM COVER IS ASSIGNED BY THE BUILDING PRINCIPAL ONLY

School: _____ Date of Planning Period Loss: _____

CLASSROOM TEACHER REQUIRING COVER OR EVENT CAUSING LOSS OF PLAN:

_____

TEACHER TO PAY FOR LOST PLAN TIME:

_____ _____ _____
PRINTED NAME SIGNATURE DATE

Coverage required due to:

☐ the lack of available substitutes for "specials teachers";
☐ being directed by the building administrator to use his/her planning time to supervise instructional classes
☐ failure to receive planning time through no fault of the certified employee…

INCOMPLETE FORMS WILL BE RETURNED TO PRINCIPAL

PRINCIPAL SIGNATURE: _____ Date: _____

Principals, Send this completed form to Bree Taylor, CO Receptionist, immediately upon your signature for timely processing.

TO BE COMPLETED BY THE HUMAN RESOURCES DEPARTMENT

PAYMENT AMOUNT (calculated by HR): _____

SIGNED: _____ Date:_____

HR Director

August 13, 2020