

WIGGINS SCHOOL DISTRICT RE-50J

CERTIFIED TEACHER PAY FOR CLASS COVERAGE

Instructions: Coverage for daily instructional classes is to be paid on an hourly basis computed on the approved substitute teacher rate. For example: \$100 substitute teacher rate divided by 7 class periods = \$14.28 per instructional class hour. Payment will not be made on a clock hour basis. Coverage for daily instructional classes MUST be at the direction of the Principal and/or Assistant Principal. Teachers are to contact the administration when they are unable to fulfill their daily instruction and require another teacher to cover their class. A regular substitute teacher may be contracted if the administration so deems it necessary. Multiple class periods may be claimed on one request form. THIS FORM IS TO BE SUBMITTED MONTHLY. ***Class coverage is only paid for classes you sub during your plan period.**

1. Instructional Teacher Covered: _____

Date of Class Coverage: _____

Instructional Period(s) Covered in above listed date: _____

2. Instructional Teacher Covered: _____

Date of Class Coverage: _____

Instructional Period(s) Covered in above listed date: _____

3. Instructional Teacher Covered: _____

Date of Class Coverage: _____

Instructional Period(s) Covered in above listed date: _____

4. Instructional Teacher Covered: _____

Date of Class Coverage: _____

Instructional Period(s) Covered in above listed date: _____

Signed: _____

Teacher requesting pay

Date

Approved: _____

Principal or Assistant Principal

Date

***Coverage pay due to loss of teacher daily planning time (Approved by Board of Education, June 2007)**

For Office Use:

_____ periods covered

X _____ hourly rate

_____ pay for class coverage