

## Classroom Coverage – Supplemental Pay Sheet

Teachers who are asked **by an administrator** to cover all or part of a class while on his/her planning time will be compensated as follows:

Grades K-2:     \$12.00 for every 20 minute increment

Grades 3-12:   \$12.00 for up to ½ of the class period  
                       \$24.00 for more than ½ of the class period

**Please complete the information below, sign and return to Caprice Dicken, Payroll  
 by the 1<sup>st</sup> or 15<sup>th</sup> of each month.**

Covering Teacher Name:
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Requesting Administrator Name:
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Coverage Date(s):	Teacher Covering for:	Coverage Time(s): (ex. 1/2 Class, 1 Class, 40 minutes, etc.)

*NOTE: Teachers may arrange for their own coverage, with the permission of the appropriate administrator, but there will not be compensation for that arrangement.*

**Signatures (required):**

\_\_\_\_\_ Date

\_\_\_\_\_ Date