

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-5: \$12.00 for every 20-minute increment

**Grades 6-12: \$12 for up to ½ of the class period
\$24 for more than ½ of the class period**

Please complete the information below, sign and return to Cheryl Haile in Payroll by the 1st or 15th of each month.

Covering Teacher Name:

Requesting Administrator Name:

Coverage Date(s):	Teacher Covering For:	Coverage Time(s): Do Not List as Half or Full Day If K-5: List # of hours and/or minutes covered If 6-12: List as ½ Class, 1 Class, 2 Classes, Etc.

Note: Teachers may arrange for their own coverage, with the permission of the appropriate administrator, but there will be no compensation for that arrangement.

Signatures (required):

_____ Date

_____ Date