



ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

MAINTAINING A CLASSROOM

CSEA Contract **Article VII Section 7.17.2 Maintaining a Classroom**. A bargaining unit member may be assigned the responsibility of maintaining a classroom when substitute teachers are unavailable. The pay for such classroom maintenance shall be fifteen dollars (\$15) per hour in addition to the bargaining unit member's regular pay.

The **school site Administrative Assistant** must complete and process this form as follows:

1. Print and attach the Absence Report from the substitute reporting system.
2. Attach the employees **signed** timesheet.
3. Submit this form to Human Resources for approval and processing.

Employee Name: _____ Employee ID: _____

School: _____ Elementary School Middle School

DATE OF ABSENCE	TEACHER'S NAME	HOURS OF COVERAGE

Principal's Signature

Date

Human Resources Approval Signature

Date