

Provision:	DISTRICT FINANCIAL PACKAGE	Title:	
Presentation:	District Financial Package 6	Date:	8/20/2024

**ARTICLE IV, Section 20 Covering Classes**

The building principal is responsible to see that all classes are adequately covered at all times.

Any arrangements made for class coverage between employees must have prior approval of the building principal and will not be compensated unless leave is used.

The District will provide substitutes where needed and when practical for any employee who is absent due to illness or injury.

Absence for other purposes will usually be covered by a substitute except when the absence is for a short period of time and the hiring of a substitute is not deemed feasible by the building principal.

In cases of a substitute shortage, the following may occur: ~~an administrator may request a staff member to cover a class.~~

- Staff subbed out for in-district activities may be asked to return to their classroom.
- If there are no volunteers, assignments will be made on a rotating basis.
- Teachers who ~~give up a preparation time or part of a prep time to~~ cover another class will ~~submit one hour on a yellow timesheet to~~ receive ~~\$30~~ their base per diem rate for the amount of time providing coverage. The time will be reflected and paid via the absence management system.
- ~~Teachers who cover another class for an entire day will receive a stipend of \$100.~~
- ~~Teachers who cover another class for a half day will receive a stipend of \$50.~~
- ~~If there are no volunteers, assignments will be made on a rotating basis.~~

*[Handwritten signature]* 8/21/24

*[Handwritten signature]* Katherine C. Potter 8/21/24