CLASS COVER/PLANNING PERIOD COMPENSATION FOR A CERTIFIED TEACHER

As per the certified master contract," Certified Elementary or Secondary employees who lose planning time due to:
a. the lack of available substitutes for "specials teachers";
b. being directed by the building administrator to use his/her planning time to supervise instructional classes; and/or,
c. failure to receive planning time through no fault of the certified employee, with the exception of special programs or assemblies, shall be compensated $25.00 per planning period lost at the elementary, middle school or junior high school levels, or $30.00 per eighty-five (85) minute high school block."

This compensation shall be made on a semester basis, provided the teacher has submitted to the building administrator, within five (5) teacher contract days, this completed form.

CLASSROOM COVER IS ASSIGNED BY THE BUILDING PRINCIPAL ONLY

School: _____ Date of Planning Period loss: _____

Classroom teacher requiring cover or event causing loss of plan:_____

Teacher to pay for lost plan time:

_____	_____	_____
PRINTED NAME	SIGNATURE	DATE

Coverage required due to:
□ The lack of available substitutes for "specials teachers"
□ Being directed by the building administrator to use his/her planning time to supervise instructional classes
□ Failure to receive planning time through no fault of the certified employee

Principal Signature: _____ Date: _____

Principals – Send this completed form to the HR Assistant/Admin Building Receptionist immediately upon signature for timely processing.

_____TO BE COMPLETED BY THE HUMAN RESOURCES DEPARTMENT_____

Payment Amount (calculated by HR): _____

HR Director Signature: _____ Date: _____

Updated 10/14/2025