



HR News

Classroom Coverage When No Substitute is Available

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The following substitute coverage plan is encouraged as a means for covering classrooms when a substitute is requested but not available. Schools may not use this process as a primary means for covering absent teachers.

1) The first option is to schedule substitutes who have arrived for other assignments to cover classes for additional teachers during the primary assignment's planning periods.

- Subs who are scheduled to cover these additional classes are not eligible for extra pay. Substitutes earn a daily rate based on 7.5 hours of work. Substitutes may receive additional duties during a teacher's planning time as long as the sub pulled for class coverage is not in a long-term sub assignment.

2) The second option allows principals to assign classified staff who have a One-Year Substitute Authorization to serve as substitutes in an emergency when a substitute is unavailable.

- Classified staff with a One-Year Substitute Authorization who provide classroom coverage when a sub is unavailable will be paid a flat rate in addition to their regular rate.

NOTE: All classified employees serving in this capacity must have a One-Year Substitute Authorization. The site secretary should e-mail the sub office the name(s) of the employees that have been authorized by the principal to obtain a One-Year Substitute Authorization. The instructions will then be sent.

3) The third option allows principals to assign teachers to cover classes during their regularly scheduled planning periods when a substitute is unavailable.

- Teachers who cover a class when a sub was requested but unavailable are paid a district standard hourly rate in addition to their regular salary.
- The building's Leadership Team should guide the development and annual review of a class coverage plan. The goal of the plan is to share the burden caused by the absence equitably and to maximize student instruction.



Compensation for Classroom Coverage

Teachers:

Teachers who cover a colleague's class will be paid on an hourly basis rounded up to the nearest quarter hour at the standard rate of \$30 per hour. Following are some examples:

- If a teacher covers a class for 40 minutes, the teacher is paid \$22.50 based on a \$30 per hour standard rate. (40 minutes rounded up to the nearest quarter hour = 45 minutes = .75 hour; $\$30 \times .75 = \22.50)
- If a teacher covers a class for 90 minutes, the teacher would be paid \$45. (90 minutes = 1.5 hours; $\$30 \times 1.5 = \45)

Clarification for elementary coverage:

Classroom teachers who give up their non-contact time to cover specials when the specialist (including classified tech and media employees) is absent, should be paid via a time sheet at \$30 per hour. Compensation shall be paid on a pro rata basis when teachers substitute for split class coverage. Teachers shall receive pay only when a sub was requested but was unavailable.

Classified Staff:

Designated classified staff may cover classes if they hold a One-Year Substitute Authorization. Classified staff will be paid at the flat rate (not hourly rate) of \$25 for any coverage from .5 to 3.75 hours, and \$50 for any time over 3.75 hours. Please keep in mind that classified staff must still be able to fulfill their regular responsibilities in order to receive additional compensation for classroom coverage.

Substitute Exclusion Guidelines

As noted in the Aurora Public Schools Substitute Handbook, all sites reserve the right to exclude substitutes based on performance and/or conduct issues.

Similar to addressing performance/conduct concerns with regular staff, an objective investigation, including providing due process to the substitute, must be conducted. This would include talking to adults who observed or became aware of the objectionable behavior and noting the specifics. It is certainly appropriate to listen to students' concerns, but it is preferred they are confirmed by adults, if possible, to address the "kids just don't like subs" defense.

Conduct a short interview with the substitute (can be by phone). Inform the sub about your concerns, and give the sub an opportunity to respond.

Based on the investigation, if the principal does not want the substitute to work at the school again, the principal must e-mail the request to Eula Campbell in the sub office and copy Katrina Smith, Human Resources Director. The e-mail must include a specific description of the concerning behavior (what happened), when and where it occurred, who was involved, and who brought the concern(s) forward. The description should also include how/when the sub was informed and given an opportunity to respond, and what the substitute said in response.

New December Pay Date

In years past the payroll date in December was on the last working day before winter break. Starting in 2015, the December pay will align with the rest of the months and be paid on the last day of the month that District Offices are open for business.

Click [here](#) to view the 2015-16 payroll calendar.

The flu is serious. Don't pass it on.



Get your flu shot today!

Protect yourself and everyone around you.

Walk-in flu shots available October 1 – November 13, 2015*

The best way to prevent getting the flu and avoid spreading it to others is to get vaccinated. Getting vaccinated before December gives your body time to develop resistance before the flu becomes common. Kaiser Permanente members can get the flu shot at no cost.

Walk-In Flu Shots	Hours	Locations
Oct. 1 - Nov. 13 Monday - Friday while supplies last	8 a.m. – 6 p.m.	Most Kaiser Permanente Medical Offices**
	8:30 a.m. – 5:30 p.m.	Brighton, Castle Rock, Evergreen, and Parker Medical Offices

Scheduled Office Visits: If you have a scheduled office visit at a Kaiser Permanente medical office, you also may get a flu shot during your appointment. If you have an ongoing health condition and you haven't seen your doctor in over a year, make an appointment today.

To get the most up-to-date information on seasonal flu vaccine, visit kp.org/flu or call our recorded flu hotline any time at **303-344-7600**.

Para obtener la información más reciente sobre la vacuna contra la gripe, visite la página de Internet kp.org/flu o llame a la línea informativa disponible las 24 horas al **303-344-7600**.

***NOTE:** Flu shots available while supplies last. Medical office hours and locations may differ. Please bring your Kaiser Permanente membership card and photo I.D.

****Flu shots are not available at Behavioral Health locations. Additionally, Walk-in flu shots are NOT available at Franklin Medical Offices, but are available if you have a scheduled appointment with your provider.**

kp.org/flu

