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.

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 Human Resources 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 x .75 = $22.50)
- If a teacher covers a class for 90 minutes, the teacher would be paid $45. (90 minutes = 1.5 hours; $30 x 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.
Boettcher Teacher Residency

Are you interested in becoming a teacher, or know someone who would make a great teacher? If so, the Boettcher Teacher Residency is holding information sessions to learn how you can obtain your Colorado Teacher’s License through the PEBC’s Boettcher Teacher Residency. Information sessions will be held on:

**Monday, December 7, 2020 at 5:00 PM  Zoon Session**

To register for an information session, visit the Boettcher website.

Why Boettcher Teacher Residency?
The Boettcher Teacher Residency prepares people to have exceptional teaching careers through a hands-on licensure program. We are looking for outstanding candidates who want to become teachers in Colorado, and need your help identifying them.

Teachers enter the classroom prepared
The program offers:
- Option to pursue master’s degree
- Full year apprenticeship in a classroom under the guidance of a Mentor Teacher who provides feedback and coaching
- Consistent feedback though field coaching
- Opportunity to work in a variety of Colorado school districts
- Colorado Teaching License

Teachers are continually supported
This comprehensive program provides unparalleled professional development support over five years, connecting academic theory to classroom practice.

Teachers stay in the profession
Eighty-eight percent of Boettcher Teachers remain in education since the program’s inception.

Our teachers make a lasting impact
Graduates leave the program with the skills, knowledge, confidence and support needed to ensure that their students reach the highest possible levels of achievement.
Did you know that you can qualify for student loan forgiveness for your service as a teacher?

If you teach full-time for five consecutive years in a low-income school, you could be eligible for student loan forgiveness up to $17,500, under the Teacher Loan Forgiveness Program.

Quick Points

- You must not have an outstanding balance on Direct Loans or Federal Family Education Loan (FFEL) Program loans as of October 1, 1998 or on the date you obtained a Direct loan or FFEL Program loan after October 1, 1998.
- Must have been employed full time as a highly qualified teacher for five complete and consecutive years and one of those years must have been after the 1997-98 academic year.
- You must have been employed at a school that serves low-income students.
- Loans for which you are seeking forgiveness must have been before the end of our five academic years of qualifying teaching experience.

If you have taught less than a complete academic year it may still be counted toward the required five. Learn more about the eligibility requirements, how much loan forgiveness you can receive and how to apply by vising: StudentAid.gov/teach-forgive.
Gifts and Solicitation

As the holiday season approaches, the Division of Human Resources would like to remind all employees of policy GBEBC-R: Gifts and Solicitation of Gifts.

Students, parents and supervisors may want to reward your hard work and dedication with the giving of gifts, gift cards or gift certificates. Regulation GBEBC-R limits what gifts may be given or accepted in order to avoid any feelings of obligation or the appearance of impropriety.

District employees shall not solicit nor accept any gift valued over the amount of $25 from any student, student’s parent or person doing business with the district. Individual employees shall refrain from giving gifts to employees who exercise any administrative or supervisory authority over them, either directly or indirectly. Supervisors shall not solicit any gifts from a subordinate and not accept any gifts valued over $50.00. Policy GBEBC-R prohibits the giving of gift cards or gift certificates purchased with district funds to or from students and staff. The writing of letters by students to staff members to express gratitude and appreciation is considered to be more welcome and more appropriate.

If an employee has a question as to whether a situation is in violation of this regulation, the employee should report the matter to her/his supervisor.
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