



# HR News

## Classroom Coverage When no Substitute is Available

### Featured Articles:

|                                     |   |
|-------------------------------------|---|
| Classroom Coverage                  | 1 |
| Compensation for Classroom Coverage | 2 |
| Boettcher Teacher Residency         | 3 |
| Teacher Loan Forgiveness            | 4 |
| Gifts and Solicitation of Gifts     | 5 |

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:

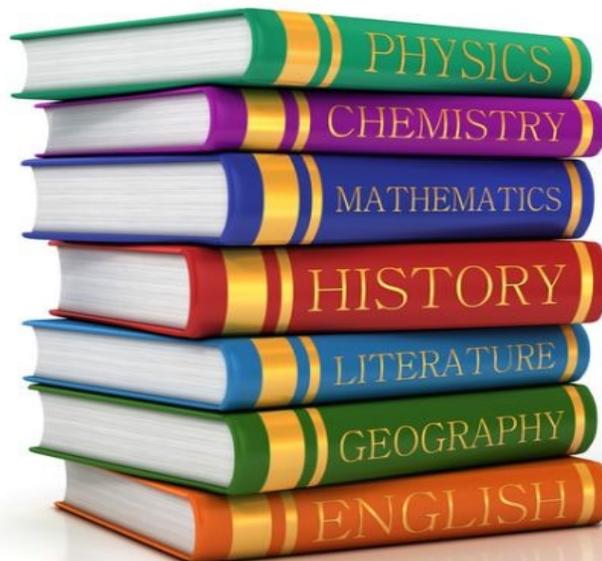
- If a teacher covers a class for 40 minutes, the teacher is paid \$22.50 based on a \$30 per hour standard rate. (40 minutes rounded up to the nearest quarter hour = 45 minutes = .75 hour;  $\$30 \times .75 = \$22.50$ )
- If a teacher covers a class for 90 minutes, the teacher would be paid \$45. (90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





## 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 through 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.

## Teacher Loan Forgiveness

**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 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 visiting: [StudentAid.gov/teach-forgive](https://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 GBEC-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 GBEC-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 GBEC-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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Limited-time offers; subject to change. Phone offer: If you cancel your line before receiving 30 bill credits, you may owe up to the full value of your device (e.g. \$829.99 - iPhone 12 64GB); if canceling your account, you can contact us first to instead make discounted monthly balance payments. Tax on pre-credit price due at sale. Qualifying service, \$ trade-in (iPhone 11 Pro, 11 Pro Max, XR, XS Max) required. If you have cancelled voice lines in past 90 days, reactivate them first. \$10 SIM card, and, in stores \$ on customer service calls. \$20 assisted or upgrade support charge may be required. Up to \$850 via trade-in credit and bill credits; must be active and in good standing to receive credits; allow 2 bill cycles. Max 4 discounted devices/account. May not be combinable with some offers or discounts (e.g. Carrier Freedom). T-Mobile Work Perks: Qualifying credit, new acct. with 12 or less lines, & port from AT&T, Verizon, or Claro required. Enroll and validate eligible employment w/ 30 days of activ. reactivation over 20 mos. may be required. Must be active & in good standing to receive bill credits. Allow 2 bill cycles. Credits may stop if you cancel any lines. May not be combined with some offers/discounts. Limit 1 T-Mobile Work Perks Corp node per acct. Magenta Plus: Credit approval, deposit, \$10 SIM card, and, in stores \$ on customer service calls, \$20 assisted or upgrade support charge may be req., U.S. roaming and on-network data allotments differ. Includes 200MB roaming. Unlimited talk & text features for direct communications between 2 people; others (e.g., conference & chat lines, etc.) may cost extra. Unlimited high-speed data US only. In Canada/Mexico, up to 505 high-speed data then unlimited at up to 256Kbps. Not avail. for hotspots & some other data-first devices. Capable device required for some features. Netflix: Receive Netflix Standard (2-screen, up to a \$12.99/mo. value) with 2+ qual'g lines in good standing. Value may be applied to different Netflix streaming plans. Not redeemable or refundable for cash. Cancel Netflix anytime. Netflix Terms apply: www.netflix.com/termsofuse. 1 offer per T-Mobile acct.; may take 1-2 bill cycles. See t-mobile.com/netflix for add'l info. Live all plans, features may change or be discontinued at any time; see T-Mobile Terms and Conditions at T-Mobile.com for details. AutoPay Pricing for lines 1-8. Without AutoPay, \$5 more/line. May not be reflected on 1st bill. Int'l Roaming: Usage may be taxed in some countries. Calls from Simple Global countries, (including over Wi-Fi), are \$.25/min. (no charge for Wi-Fi calls to US, Mexico and Canada). Standard speeds approx. 256 Kbps. Not for extended international use; you must reside in the U.S. and primary usage must occur on our network. Device must register on our network before international use. Service may be terminated or restricted for excessive roaming. Coverage not available in some areas. Network Management: Service may be slowed, suspended, terminated, or restricted for misuse, abnormal use, interference with our network or ability to provide quality service to other users, or significant roaming. During congestion the small fraction of customers using >5005/mo. may notice reduced speeds until next bill cycle due to data prioritization. On-device usage is prioritized over tethering usage, which may result in higher speeds for data used on device. See T-Mobile.com/OpenInternet for details. See Terms and Conditions (including arbitration provision) at www.T-Mobile.com for additional information. T-Mobile, the T logo, Magenta & the magenta color are registered trademarks of Deutsche Telekom AG. © 2020 T-Mobile USA, Inc. iPhone 12 is a trademark of Apple, Inc.

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