

SDEA VISITING TEACHER – EMERGENCY CLASS COVERAGE FORM

AUGUST 2015

In 2015, SDEA won improvements to Article 8, Section 8.9, Emergency Class Coverage, of the SDEA contract. This section now guarantees extra pay for **EACH** instance of an hour or more performing emergency class coverage during your prep period. Visiting Teachers are entitled to the same prep time as the teacher they are replacing, and shall get compensated if they are asked to cover another class during their prep time, in the event of an emergency. If an administrator asks to reassign you at the site outside of the prep period, you must reach mutual agreement to do so, per Article 32.4.3.2. Otherwise, you continue with your assignment as originally described in SAMS.

The purpose of this form is to track the all instances of emergency class coverage, as all instances must be paid by the site at which they occur. Whenever you exceed one (1) hour of emergency class coverage during your prep time, document that instance on this form, and then submit this form to the site's timekeeper for payment.

Full Name: _____ **District ID or Last 4 of Social:** _____

Number of Hours Covering Class: _____

Site/Program: _____

Name of teacher you covered for: _____

Emergency (as described by administration):

Signature of administrator or witness: _____

Make a copy and submit this form to the time keeper/secretary at the site/program you are currently assigned to. If the timekeeper has questions regarding payment for emergency class coverage they can contact their SDUSD payroll specialist.

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