SECONDARY COMBINED CLASS COMPENSATION FORM

As per the certified master contract, "On those occasions in Secondary schools when all three of the following conditions are met:

a. A substitute teacher is requested through AESOP (substitute tracking system) due to a teacher absence; and
b. The requested substitute teacher position is not filled; and
c. Another teacher is required by the building administrator to teach some or all of the students from the absent teacher's class in addition to his/her own regularly scheduled students;

It is agreed that the teacher required by the building administrator to teach some or all of the students from the absent teacher's class shall be paid $15 per class period for Middle School and Junior High and $20 per class period for High School."

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.

SITE:_____ TEACHER ABSENT:_____ DATE OF ABSENCE:_____

REASON FOR ABSENCE ☐ Sick/Personal Leave ☐ Student Activity ☐ Admin Assign ☐ Bereavement ☐ Other

CLASSROOM TEACHER ASSIGNED ADDITIONAL STUDENTS:

TEACHER NAME	NUMBER OF ADDITIONAL STUDENTS ASSIGNED	CLASS PERIOD (CIRCLE ONE OR MORE)	AMOUNT (CALCULATED BY HR)
_____	_____	1 2 3 4 5 6	_____

INCOMPLETE FORMS WILL BE RETURNED TO PRINCIPAL

TEACHER SIGNATURE:_____ DATE:_____

PRINCIPAL SIGNATURE:_____ DATE:_____

Principals, Send this completed form to Bree Taylor, CO Receptionist, immediately upon your signature for timely processing.

TO BE COMPLETED BY THE HUMAN RESOURCES DEPARTMENT

WAS SUBSTITUTE REQUESTED THROUGH AESOP? YES NO
WAS SUBSTITUTE POSITION FILLED? YES NO

SIGNED: _____ DATE: _____
HR Director

August 13, 2020