

## **Class Coverage, Planning & Development, Administrative SPED Periods Forms**

The enclosed forms; Class Coverage, Planning & Development and Administrative Sped Periods are paid out twice a year; in January and June. These forms should be submitted in January and June (prior to the end of school and **no later than June 30<sup>th</sup>**).

### **Class Coverage**

Class coverage is used to compensate **Paraprofessional and Teachers** who are needed to cover a class for another teacher during the course of the school day. The class coverage form is not intended for missed P & D's (there is a separate form for that purpose). **Substitutes do not receive Class Coverage**; they should be compensated through a stipend.

### **Planning & Development and Administrative Sped Periods**

The forms for Planning & Development and Administrative Sped Periods are used to compensate those teachers who miss their P&D period(s) and administrative period(s) for Sped. **These forms are to be used for teachers only; Substitute teachers do not receive compensation for missed P&D periods or Administrative Sped Periods.** Substitutes should be compensated through a stipend.

Listed below are guidelines for completing the class coverage form.

- 1. The form must be signed by the Principal/Headmaster.**
2. Ensure you are using the correct class coverage form for school year 2015-2016.
3. Verify the accuracy of the employee name and employee id number.
4. Class coverage is paid by the number of *periods* the Paraprofessional or Teacher is covering; not by the day or hour.
5. When completing the form enter **the total number of periods for each employee as one line item.** Do not enter the same employee multiple times on one sheet.
6. Be sure to enter the total dollar amount for each employee.
7. Any/all forms not filled out properly will be returned to you if not filled out according to these instructions.
8. Please contact your Payroll Unit Lead with any questions.

**Completed forms may be faxed to Payroll at 617-635-9003.**