

Class Coverage, Planning & Development, Administrative SPED Periods Forms

The enclosed forms; Class Coverage, Planning & Development and Administrative Sped Periods are to be submitted on the first of each month beginning with October 1, 2020. The completed and submitted forms should be for the previous month's coverage and planning periods. For example; all class coverage for the month of September should be submitted on or about October 1st and so on.

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. **Community Field Coordinators are not eligible to receive class coverage.**

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 forms for school year 2019-2020.
3. Verify the accuracy of the employee name and employee id number.
4. Class coverage is paid by the number of *hours* the Paraprofessional or Teacher is covering; not by the period.
5. When completing the form enter **the total number of hours 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 or emailed to OHCpayroll@bostonpublicschools.org