

<b>Time <u>TRACKING</u> for ACE AFSCME LOCAL 2250 Members (PARAPROFESSIONAL Only)</b> <b>Substitute Teacher Coverage</b>
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Pay Period End Date: \_\_\_\_\_

School Name: \_\_\_\_\_

**Hours Type: Local 2250 Acting Pay**

Coverage By (Paraprofessional)		Coverage For (Teacher)		Start and End Time Coverage Provided	Hour(s) Coverage Provided	Dates Coverage Provided	Initials	Entered On Time Card
Name	EIN	Name	EIN					
				<i>Ex:</i> 7:15 am -12:15 pm & 1:15 pm to 2:15 pm	<i>(Hours per day- max 6 hours)</i>		<i>Para Professional Initials</i>	

Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

**Guidelines**

1. As outlined in the negotiated agreement, paraprofessional educators will not be required to substitute for teachers except in emergency situations and for a limited and reasonable duration.
2. Paraprofessionals who serve as a substitute teacher(in their regular assigned classroom or another classroom) shall receive an hourly rate equivalent to fifty percent (50%) of the daily substitute teacher rate (degreed or non-degreed). Ex. \$102 per pay divided by 2 = \$51 divided by 7.5 hours = \$6.80 per hour. This amount will be in addition to the Paraprofessional's regular pay and will begin on the first day that the individual provides substitute teacher coverage.

## ACE AFSCME Local 2250 Members (Paraprofessionals) covering for Teacher

This form should only be used to track Classroom coverage pay due to paraprofessionals covering for an absent teacher in their own or another classroom. Timekeepers should report classroom coverage pay for paraprofessionals on a biweekly basis on the OTL Timecards using the "Local 2250 Acting Pay" hours type.

### Instructions

The document is designed to track time for ACE AFSCME Local 2250 Members (paraprofessionals)

1. Fill in the Pay Period End Date and school for which time is being reported
2. Fill in the name and EIN of the paraprofessional who provided classroom coverage. One line per para per day coverage is provided.
3. Fill in the name(s) of the teacher(s) that classroom coverage was provided for on the lines provided in the chart. If this is for a vacant position, designate **Vacancy** on the "Coverage For" line.
4. Provide the date or dates that the coverage was provided in the column designated for this information. This must be a single date such as 10/16/07 for each line.
5. Enter the start and end times of the hours worked each day coverage is provided.
6. Provide the number of hours worked each day (maximum of 6 hours) in the column designated for this information according to the requirements list below.
7. Para must initial each line each day
8. Timekeeper checks off "On Time Card" column once the time has been entered on the Oracle Online Timecard.
9. These 7 steps should be done daily, and the time entered on the online timecard daily.
10. Principals must review and approve the assignments covered, the dates of the coverage and the hours worked.
11. The union contract says:
  - I. Paraprofessional educators will not be required to substitute for teachers except in emergency situations and for a limited and reasonable duration. Paraprofessionals who serve as a substitute teacher shall receive fifty percent (50%) of the daily substitute teacher rate. This amount will be in addition to the Paraprofessional's regular pay and will begin on the first day that the individual provides substitute teacher coverage.
12. The document must be kept along with other payroll documents for the pay period and held for period of 5 years.