

Class Coverage Reimbursement Request Form

G. Teachers employed within the school district when giving up their prep time to cover classes of other faculty members will be compensated at the rate of \$15 per hour. Alternatively, teachers may accumulate the time using it as accrued personal leave. This must be used within the current negotiated agreement contract period.

Your Name

Date(s) work performed

Prep time used to cover classes

For which Teacher(s)

Circle one:

Pay **or** **Accumulate Tim**

If choosing pay, amount due

\$ _____

If choosing time, time to be credited in hours

_____ **hours**

Teacher Signature

Superintendent Signature

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