



# SOUTHINGTON PUBLIC SCHOOLS

PARAEDUCATOR / ABA THERAPISTS / EL TUTORS  
CLASSROOM COVERAGE

DAY	DATE	TIME COVERAGE STARTED	TIME COVERAGE ENDED	TOTAL HOURS WORKED	Indication of BACHELOR'S DEGREE
Monday					Check Yes or No
Tuesday					Yes <input type="checkbox"/>
Wednesday					
Thursday					No <input type="checkbox"/>
Friday					
<b>Weekly Total</b>	If exceeds three (3) hours, please present to building principal for their signature and forward to the Payroll Office.				

### Article III, Protection of Employees

Article III, Item c. in the Collective Bargaining Agreement by and between the Southington Board of Education and the Unites Public Service Employees Union (UPSEU) Southington Paraeducators/ABA Therapists/EL Tutors states:

*Whenever possible, a qualified substitute will be hired when a teacher is absent or required to attend to school business outside of the classroom. When a teacher is absent or required to conduct school business outside of the classroom, and a substitute is not available, an employee may be asked to provide coverage for the classroom for a time not to exceed three (3) hours in one week. In the event the time exceeds three hours in one work week, the employee will receive fifty (\$50) dollars in addition to his or her normal pay. Under no circumstances, shall the employee provide direct academic instruction to student at that time.*

*In addition to above, if an employee with a bachelor's degree is asked to provide sub coverage for a full school day, the employee will be paid \$4 an hour, in addition to their normal hourly rate for the day.*

**Please provide proof of transcripts to HR for verification of bachelor's degree prior to payment.**

**Print Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

I acknowledge that the time exceeds three (3) hours in one (1) work week, or the employee has a bachelor's degree and was asked to provide sub coverage for a teacher for a full school day:

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_