

SUB COVERAGE FORM

Contract Language Regarding Sub Coverage:

9.4.2 No elementary teacher shall be called upon for emergency supervision of a class or part of a class more than three (3) half-days per year and **no secondary teacher shall be called upon for emergency supervision of an extra class more than three (3) periods per year by reason of the administration's inability to obtain a substitute**

Use the below form to keep track of your coverages...

Date	Period	Class	Teacher

If after you have completed three sub coverages and an administrator asks you to cover another class, please inform them that you have done the 3 periods outlined by the contract.

If you are still directed to still do so you should ask the administrator to provide the directive in writing, complete the coverage and then reach out an SFT Building Director.

If the administrator does not provide the directive in writing, you are still to complete the coverage and then reach out to an SFT Building Director.