COACE AGREEMENT

Elementary Substitution Compensation Form

Article 10.2 F. When a teacher is absent or is not available to teach in their assigned classes, the school shall make every effort to obtain a substitute teacher for those classes. If no substitute teacher is available, thereby causing a preemption of conference periods for the classroom teacher, **the classroom teacher may be asked to substitute for the absent teacher for his/her conference period to a maximum of five (5) substitutions each year. Each teacher shall thereafter be compensated twenty-five ($25) dollars per substitution for the conference period.** If a teacher has served five (5) substitutions, no additional substitutions shall be requested, unless there is no other teacher available who has served fewer preempted periods. It is the responsibility of the Principal to maintain and publish an accurate record of all substitutions.

Teacher's Name _____

School _____

Date of Substitution	Class Substituting	Class Time/Period	Reason