

TITLE: Gilmer County Schools Faculty Covering Policy
State Board of Education Ref: 18-A-13

The principal shall make every attempt to secure a substitute for faculty members who are or will be absent. If attempts to secure a substitute teacher have failed, then the principal shall ask teachers who have agreed to participate in the covering program to cover classes during their planning periods.

The office shall secure faculty for coverage, maintain the covering log and submit the appropriate forms to the Board Office.

A waiver agreement must be signed by the principal, employee, and superintendent.

Approved for Review: 12/11/00
Approval of Policy: 01/08/01

WAIVER AGREEMENT

Pursuant to 18A-4-14(3) of the West Virginia Code, the Gilmer County Board of Education and _____, a regularly employed teacher, agree to the following terms concerning compensation in exchange for duties performed during planning period.

_____ \$16 per hour for classes covered during planning period paid to the employee.

Date Employee

Date Principal

Date Superintendent