

Oklahoma City Public Schools

Classified Substitute Pay Claim Sheet

Last Name: _____

First Name: _____

School Name: _____

ID #: _____

Classified Support Collective Bargaining Agreement Paraprofessionals as Substitutes Per the CBA Section 12:

1. 1 to 3 hours (elementary) or periods (secondary) will be paid at a rate of \$20 per day
2. 3.01 to 4.5 hours (elementary) or periods (secondary) will be paid at a rate of \$40 per day.
3. More than 4.5 hours (elementary) or (secondary) will be paid at a rate of \$60 per day. (max per day)

- A. The paraprofessional is responsible for submitting for substitute pay within thirty (30) calendar days of the time of coverage.
B. Compensation per day is based on the total number of hours of coverage in day. Hours from different assignments will be combined to determine the daily rate, not to exceed \$60.00 per day.

*****Paraprofessionals who are paid through Federal Title I funding, cannot substitute/cover a class due to the funding source. Therefore, federally funded paraprofessional employees should not be used as a substitute.*****

Substitute Information:

Full Name of Absent Teacher	Date	Coverage in hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature Block:

Requestor's Signature _____

Date _____

Principal's Secretary _____

Date _____

Principal Signature _____

Date _____

By signing this form, you are acknowledging that the above information is accurate and is in accordance with the Support CBA for Paraprofessionals as Substitutes.

Oklahoma City Public Schools

For Informational Purposes Only

Form Instructions for Paraprofessionals

1. In an effort to streamline the process we request that you sign and submit your form electronically.
2. Fill in the information requested in the table below, please use the full name of the absent teacher.
3. When recording the length of coverage time please use exact hours and not approximations. If you have covered a class for 2.5 hours please use the exact time and not the approximation of 1-3 hours.
4. Click "Requestor" signature line to sign the form electronically.
5. Email the saved form (PDF) to your school's timekeeper to review.

Note: Emailing the form will provide both you and the timekeeper the specific dates of submission. The form must be filled out completely or the form will be sent back for resubmission which will delay payment. Early submission is encouraged to avoid payment delays.

Timekeeper Processing Instructions

1. Once you have received the form from the paraprofessional the principal's secretary will sign the form prior to sending it to the principal. Prior to signing the form the principal's secretary should review the following:
 - a. Name of absent teacher;
 - b. Date of class coverage matches your records;
 - c. Review the length of time as correct;
 - d. Review your records to make sure it is not a duplicate submission.
 - *Any forms missing any of the required fields, have wrong information, or are a duplicate are to be sent back to the requestor instead of sending it to the principal.**
 2. Once you certify the information on the form is correct. Click the Principal's Secretary signature line. Sign the form electronically.
 3. Click "**Request Signatures**" (typically located on a toolbar on the left hand of your monitor).
 4. Type in your principal's email address and submit for final approval.
 5. Once the administrator signs, Adobe Sign (adodesign@adobesign.com) will send you an email with with all three signatures.
 6. Forward the email with finalized claim sheet to payroll@okcps.org.
 - a. Please make sure you are sending the form in accordance with the payroll cut off schedule.
 7. Coverage payouts will be paid by the compensation team within two pay periods of receiving a completed and fully signed form.
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