

Oklahoma City Public Schools

Classified Substitute Pay Claim Sheet

Last Name: _____ First Name: _____

School Name: _____ ID #: _____

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

A. Teacher Assistants should be used as substitute teachers on an emergency basis only, not as a matter of convenience. An emergency shall be defined as an unforeseen crisis that demands prompt action. The building administrator shall make a reasonable attempt to exhaust the substitute list prior to assigning a Teacher Assistant to substitute. Assistants, who are used as substitutes for teachers who are absent, will be compensation at the following rate:

1. 1 to 3 hours (elementary) or periods (secondary) will be paid at a rate of \$15 per day
2. 3 to 4.5 hours (elementary) or periods (secondary) will be paid at a rate of \$35 per day.
3. More than 4.5 hours (elementary) or (secondary) will be paid at a rate of \$55 per day. (max per day)

B. The Teaching Assistant is responsible for submitting for substitute pay within thirty (30) calendar days of the time of coverage.

****Teaching Assistants who are paid through Federal Title I funding, cannot substitute/cover a class due to the funding source. Therefore, the support employee should not be used as a substitute.****

Form Instructions for Teaching Assistants:

1. Save this form to a folder on your computer with your name and the pay period date or weekending date (example: Thompson, Tina 08.01.17 to 08.15.17) or (example: Thompson, Tina 08.01.17).
2. Once the form is saved please use the computer to type/input all required fields marked with * at the top of the form.
3. Fill in the information requested in the table below, please use the full name of the absent teacher.
4. 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.

Substitute Information:

| Full Name of Absent Teacher | Date | Coverage in hours (1-3 hours, 3 -4.5 hour etc.) | Per day rate (based on the length of coverage hours) |
|-----------------------------|-------|--|---|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

ACKNOWLEDGMENT: By submitting this form, you acknowledge that the above information is accurate and is in accordance with the classified support negotiated agreement for Teaching Assistants as Substitutes.

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TIMEKEEPERS ONLY

Form Instructions for Timekeepers:

1. Once you have received the form from the teacher assistant check the information in the table above. You will make sure the teacher is absent, class coverage did occur with the dates listed, and review the length of time. If the form is incomplete, please send back to Teacher's Assistant to complete.
2. Check one of the status boxes below, approved or denied box that applies to the class coverage dates listed.
3. Next send the form to the Principal to review and approve before each pay period by signing the bottom of the page or electronic signature.
4. Please make sure you are sending the forms in accordance with the payroll cut off schedules.
5. Once the Principal has approved please email the form to ehay@okcps.org. The file name should remain as the same stated above with the teacher assistants last name, first name weekending date. In the subject line in the email please put Class Coverage- Site/School Name. Make sure both pages of the form is sent via email.

Note: The submission date as well as the payroll cutoff date and/or principal approvals will determine when the payment is made. 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.

The HR Substitute Office will enter the substitute pay in for the teaching assistant on the next available pay period.

☐ **Approved.** The above dates and absences are correct. _____ Date form was received

☐ **Denied.** If there is a discrepancy; The dates are not correct or you are not entitled to substitute pay. For example, the dates do not coincide with a teacher's absence, number of students don't match attendance records, etc. Please list the dates and detailed information on the reason for the denial and send back to the teaching assistant to correct and return the claims form.

_____ Date(s) of discrepancy. Why _____

_____ Date(s) of discrepancy. Why _____

_____ Date being returned to Teaching Assistant for corrections

Principal Signature _____ **Date** _____

By signing this form, you are acknowledging that the above information is accurate and is in accordance with the classified negotiated agreement for Teaching Assistants as Substitutes.