

PARAPROFESSIONAL CLASSROOM SUPERVISORY DUTY TIME

In accordance with the 2013-2014 Nassau Educational Support Personnel Association (NESPA) Contract ratified on December 2, 2014:

Article X – Compensation

Paraprofessionals who are required to supervise a classroom in the absence of the regular teacher for an hour or more shall be paid an additional \$5 per hour.

1.) ADMINISTRATION STATEMENT & APPROVAL

Reason for Coverage: _____

Signature Date

2.) PARAPROFESSIONAL

This report is to be submitted to administration daily, as applicable. Retain a copy of this sheet for your records.

Paraprofessional: _____

Teacher Covered: _____

Date: _____

Times: Start Time: _____ End Time: _____ Total Time: _____
Start Time: _____ End Time: _____ Total Time: _____

I certify that this time is true and correct.

Printed Name Employee Identification Number

Signature Date

3.) SECRETARY / BOOKKEEPERS

Retain this original with school payroll records; do not send this time report to payroll. This time report is for payroll purposes and should be reported on a blue payroll form. Please refer to page 2 for coding examples.

Department Paying: _____

Department Coding: _____
Fund Function Object Center Project Program

4.) IEP MEETING APPROVAL

This form must be faxed to Mrs. Pauline Gregory in the ESE Department for coding and approval if a class was covered due to the teacher attending an IEP meeting.

Administration Approval in Section 1 must be completed **prior** to submitting to the ESE Department.

Signature Date

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CODING EXAMPLES

- If the covered teacher submits a green sheet, coding for the paraprofessional should follow the coding on the teacher's green sheet.
- If the covered teacher is using time under the 2-Hour Rule "White Sheet", the coding follows the teacher's coding printed on the payroll green bar.
- If the coverage is for an IEP Meeting, once approved by the administrator, this form must be faxed to Mrs. Pauline Gregory in the ESE Department for coding and approval. Mrs. Gregory will fax the form back to the secretary/bookkeeper for payroll reporting. The original form and the approved form signed by Mrs. Gregory should be stapled together and saved with the applicable payroll files retained in the school.
- Other examples such as coverage for athletic events, field trips, etc. are to be funded from internal funds.