

**Series 3000 Personnel**

**Section 3200 Professional Personnel**

**Policy 3202 Teacher Cover Planning Period**

**3202.1 Procedures**

3202.1.1 Teachers who chose to participate in the waiver process may be given the option of waiving the right to a duty-free planning period as provided in West Virginia Code 18A-4-14. Teachers who agree to waive their planning period shall be compensated at the rate of \$20.00 for a traditional class period or \$40.00 for a full block

3202.1.2 Any teacher who chooses to participate in the waiver process must sign an agreement to that effect as provided by the school. Teachers may sign a waiver agreement and be added to the list at any time. Except in the event of an emergency, each teacher has the right to keep his/her planning period on any particular day without being removed from the waiver list. Teachers who have been asked to waive their planning period for compensation and refused more than three (3) times will be removed from the waiver agreement list.

3202.1.3 Teachers who have signed the waiver agreement shall be listed, selected and rotated by seniority. This list shall be maintained by the principal.

3202.1.4 A signed time sheet for each particular participating teacher shall be maintained by the teacher and shall accurately state the time worked under the agreement. This sheet shall be given to the principal for signature and then for submission to the finance office at the end of each calendar month. Failure to submit the timesheet within 20 days of the end of a calendar month shall constitute waiver of any claim for compensation.

3202.2      **Emergency Situations**

In an emergency situation a principal or designee may assign any teacher to cover a class. Principals must never allow students to be unsupervised regardless of the availability of approved teachers on the waiver list. Principals shall document that substitutes were not available through the call-out system, that administrators were not available as determined by the principal and that no central office personnel were reasonably available before assigning a teacher to cover a class who has not agreed in writing to waive his or her planning period. Said teacher, if assigned and who otherwise complies with this policy, shall be compensated according to this policy.

3202.3      **Applicability**

This policy does not apply to teachers who cover classes for other teachers as a favor for short periods of time when teacher absences are not recorded. These teachers shall not be compensated by the board for these voluntary actions to cover a class or classes. Volunteering to cover a class is not prohibited by this policy.

3202.4      **Substitute Teachers**

Substitute teachers are not entitled to receive a planning period until after serving two consecutive days in the same position. Consequently, substitutes shall not be paid for covering a class in another teacher's absence until after the second consecutive day of substituting in the same position.

