

ESP – Teacher Differential Coverage Form

THIS BACK UP SHEET MUST BE INCLUDED WITH CORRESPONDING TIMESHEET

1. Complete this backup sheet as follows:
 - a) Each period (30 mins or greater) that you cover. 6 periods covered equals 1 day differential. One day differential pays \$40.00, unless ESP is a certified teacher then one day differential pays \$115 or the current rate. Submit once all 6 periods are covered. **If covering one period, please mark "1" in periods covered column; and/or If covering a double block, please mark as "2" periods or Double Block (DBL);**
 - b) Each full day of coverage. Each full day pays \$40, unless ESP is a certified teacher then one full day differential pays \$115 or the current rate. **Please mark the date and state "Full Day" in period covered column.** If multiple full coverage days are within same week, one sheet can be used for that week but each day must be dated and state "Full Day" in period covered column.
2. If within one week there is a mixture of full day coverage and period coverage, one sheet should only show full coverage days and period coverage should be on a separate sheet.

School: _____

Printed Staff Name: _____ Staff Signature: _____

| <u>Date</u> | <u>Periods covered or Full Day</u> | <u>Name of Teacher covered & Reason</u> |
|-------------|--|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |

Total Full Coverage Days: _____

Supervisor/Principals signature: _____

Pay period submitted: _____ Pay date: _____