



**Prince George's County Public Schools  
PAYROLL SERVICES DEPARTMENT**

*Signature Required*  
**FILE COPY KEPT IN SCHOOL FOR 5 YEARS**

**PGCEA Unit I Members Classroom/Workload/Caseload Coverage**

**Use for TRACKING time to be entered on Oracle timecard**  
**(Please read the instruction page prior to completing this form)**

Pay Period End Date: \_\_\_\_\_

School/Office Name: \_\_\_\_\_

*Hours Type: PGCEA Substitute Coverage*

| Coverage Performed by    |     | Provided Coverage For    |     | Start and End Time of Coverage                          | Total Hours Worked Per Day   | Date(s) Coverage Provided                                  | Employee's Initials | Entered On Time Card (Y/N) |
|--------------------------|-----|--------------------------|-----|---|--|--|---------------------|----------------------------|
| PGCEA Unit 1 Member Name | EIN | PGCEA Unit 1 Member Name | EIN | Example:<br>7:15 am-12:15 pm<br>&<br>1:15 pm to 2:15 pm | Teachers maximum of 6 hrs;<br>All others up to a maximum of the employee's standards daily hours | List each day worked individually; do not group the dates. |                     |                            |
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Principal/Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Guidelines**

1. This document is intended to capture hours that may have been worked by PGCEA Unit 1 members to provide coverage for an absent Unit 1 member or vacant Unit 1 position. Principals/Supervisor should indicate the name of the absent staff for which coverage is being provided. If there is a vacant position, please indicate "VACANCY" in the PGCEA Unit 1 Member Name box. An EIN is not needed for this situation.
2. Each PGCEA Unit 1 members who receive students/workloads/caseloads will be paid \$30 an hour in FY23; \$32 in FY24; and \$34 in FY25. Each member will be paid based on the number of hours worked (the maximum number of hours teachers can receive pay for is 6 hours). Coverage hours should not be divided amongst staff providing coverage.

# PGCEA Unit I Members Classroom Coverage/Workload/Caseload Tracking Form

This form should be used to track an employee who covers a classroom/workload/caseload. The timekeeper will use this form to enter the time on the Oracle Timecard on a biweekly basis using the "PGCEA Substitute Coverage Pay" hours type element.

## Instructions

The document is designed to submit time for one pay period for PGCEA Unit I members covering for an absent PGCEA Unit 1 member or vacant position.

1. Fill in the Pay Period Ending Date and School name at top of form.
  2. Fill in the name(s) and employee identification number (EIN) of the PGCEA Unit 1 member(s) who provided coverage. This should be a single line for each date the PGCEA Unit 1 member provided coverage.
  3. Fill in the name(s) of the PGCEA Unit 1 members for whom coverage was provided on the lines provided in the form. If this is for a vacant position, please indicate "VACANCY" in the PGCEA Unit 1 Member Name box. An EIN is not needed for this situation.
  4. Provide the start and end times that the coverage was provided in the column designated for this information.
  5. Provide the total number of hours worked in increments of half hour or hour per contract (reference contract language below).
    - Any Unit I member who volunteers or is assigned to cover or teach a class other than their regular scheduled assignment shall be compensated, in addition to their regular pay. **Payable in no less than one (1) hour increments.**
    - In the event that a Unit I member is absent and no substitute is available and the principal divides a class between staff members, the unit members to whom the students are assigned shall be compensated, in addition to their regular pay. **Payable in no less than one (1) hour increments.**
    - When a Unit I member assigned to a co-taught class is absent and no substitute teacher is available the remaining co-teacher shall be compensated, in addition to their regular pay. **Payable in no less than half (0.5) hour increments.**
    - In the event a Unit I member is designated by an assigned supervisor to cover the caseload/work of another Unit I position in addition to their regular assignment, the Unit I member shall be compensated in addition to their regular pay. **Payable in no less than one (1) hour increments.**
    - In the event a non-classroom-based educator is absent, and the principal/ supervisor divides the work/caseload between multiple staff members, the unit members to whom the work is assigned shall be compensated, in addition to their regular pay. **Payable in no less than one (1) hour increments.**
    - Should an unscheduled emergency require that a Unit I member does not receive all or a portion of his/her planning time for the purpose of lunch/recess duty coverage, the member will be compensated, in addition to their regular pay. **Payable in no less than half (0.5) hour increments.**
- In each of the situations noted above, the Unit I member is entitled to \$30.00 per hour for FY 2023, in addition to their regular biweekly pay. These rates will increase to \$32.00 per hour in FY 2024 and \$34.00 per hour in FY 2025.
6. Provide the date(s) that the coverage was provided for in the column designated for this information.
  7. Each PGCEA Unit 1 member who provided coverage should initial the dates worked, if required by the timekeeper/time approver.
  8. Steps 1 – 7 should be completed and entered on the Oracle timecards on a daily basis.
  9. Principals/Supervisors must review and approve the assignments coverage, the dates of the coverage and the hours worked
  10. The document must be kept along with other relevant payroll documentation and held for period of 5 years.