

Class Coverage is used to compensate Teachers and Paraprofessionals who are needed to cover a class for another employee during the school day.

The list of Class Coverages along with a detailed definition has been updated to identify when and how to use the Coverage Codes for accurate reporting of time worked.

Coverage Codes, Descriptions, and Definitions

TEACHERS ONLY		
Class Coverage Code	Descriptions	Definitions
C01	Whole Class, 1 Period	Covers one class for 1 period
C02	Whole Class, All Day	Covers one class for entire day
C03	1/3 Class, All Day	Covers one-third of one class all day
C05	1/3 Class, 1/2 Day	Covers one-third of one class for half of a day
C07	1/2 Class, All Day	Covers half a class for an entire day
C13	1/3 Class, 1 Period	Covers a third of a class for 1 period
C17	Whole class 2 periods or a block	Covers 1 class two periods or block
C19	Para Coverage - Special Ed only	When the regular paraprofessional is out and no substitute paraprofessional is available teacher gets paid = one period

Paraprofessionals Only		
Class Coverage Time Entry Code	Descriptions	Definitions
Sub Para Coverage	Substitute Paraprofessional Coverage	Coverage for another paraprofessional
	1 unit =	Unit = 30-minute increment, Maximum of 14 units per day
	2 units =	31-60 minutes
	3 units =	61-90 minutes
	4 units =	91-120 minutes
	5 units =	121-150 minutes