



**Request for LATE Payment for PGCEA Unit I Members
 Providing Classroom/Caseload/Workload Coverage**
 (Please read the instruction page prior to completing this form)

TO: Payroll Services

PGCEA Unit 1 member Name (print): _____

PGCEA Unit 1 member EIN: _____

School/Office Name: _____

Hours Type: PGCEA Substitute Coverage

Providing Coverage For		Date(s) of Coverage	Total Hours Worked
PGCEA Unit 1 Member Name	EIN	List each day worked individually; do not group the dates.	Teachers - maximum of 6 hours; All others - up to a maximum of the employee's standards daily hours

Principal/Supervisor Signature (REQUIRED): _____ **Date:** _____

Guidelines

1. This document is intended to capture hours that may have been worked by Unit I members to provide coverage in the absence of a regularly assigned Unit 1 member and the unavailability of a substitute teacher. Principals/Supervisors should indicate the name and EIN of the absent Unit 1 member for whom coverage is being provided.
2. 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.
3. Unit I members will be paid \$30 an hour for volunteering, or being assigned to provide coverage.
4. 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).

PGCEA Unit I Members Classroom/Caseload/Workload Coverage

This form should only be used by the timekeeper and approved by time approver for any relevant time worked by an employee in a prior pay period. Please forward all completed requests to your respective payroll specialist in the Payroll Office for processing. Payment will be processed within two pay periods after receipt of the completed and approved form.

Instructions

The document is designed to submit time for one (1) PGCEA Unit I member only.

1. Fill in the employee name, EIN and school name of the PGCEA Unit I member for whom reimbursement is being requested.
2. Fill in the name(s) of the Unit 1 member 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.
3. Provide the date or dates that the coverage was provided in the column designated for this information. This should be a single date for each line.
4. Provide the number of hours worked in the column designated for this information in whole hour increments or half hour increments based on the negotiated agreement language listed below. Teachers can be submitted for up to a maximum of 6 hours; all others can be submitted for up to a maximum of the employee's standards daily hours.
 - 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.

5. Principals/Supervisors must review and approve the assignments covered, the dates of the coverage and the hours worked prior signing and submitting the form to Payroll Services.
6. Submit the PRS 112 - Request for Late Payment for PGCEA Unit I Members Classroom/Caseload/Workload Coverage form to Payroll Services via email to your assigned payroll representative. Payment will be processed within two pay periods after receipt of the completed and approved form.
7. The document must be kept along with other relevant payroll documentation and held for period of 5 years.