

**Letter of Agreement  
between the  
Novi Community School District  
and the  
Novi Education Association**

**Covering a Colleague's Class(es): Overage Calculations**

When a staff member provides sub coverage for a colleague by combining their classes, there are different compensation models depending on the scenario.

- Combining Two Full Classes (4 or fewer days): The Teacher covering the additional class in combination with their own shall be compensated at one hundred percent (100%) of the hourly rate calculated on the Master's Salary Schedule tract (Appendix B-1), Step 1. (Article 24, Section P).
- Combining a Full Class with a Portion of Another Class (4 or fewer days): In the event that a class is divided and added to other teachers' classes for coverage, the covering teacher(s) will receive the percentage of the hourly sub rate commensurate with the percentage of the class they covered (eg: 50% of the class added to their own= 50% of the hourly sub rate).

A staff member who qualifies for compensation as stated above (four (4) or fewer days), should complete a Supplemental Pay Form and submit it to their building administrator for approval.

- Combining Two Full Classes (5 Or more days): In the event a staff member provides sub coverage for a colleague for five days or longer for students that are not assigned to the subbing teacher in PowerSchool, the staff member would be eligible for overages calculated at the contractual rates (Article 15, Section L). The number of days and hours the coverage takes place would be used to calculate the overage.
- Combining Two Full Classes (Semester or All Year): If the coverage lasts for a semester or the entire year and the students are not officially assigned to the subbing teacher in PowerSchool, the dates used for district overage calculations would be used (Article 15, Section L). Overage payments for these two scenarios would occur at the same time that traditional overage compensation occurs (following the first and second semesters).

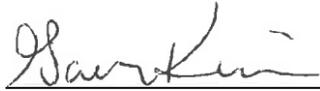
A staff member who qualifies for compensation as stated above (five (5) or more days), should email their building administrator at the completion of the assignment and should include the chart below.

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	Your Class (Section Name)	Colleague's Class (Section Name)	Number of Students in Your Class	# of Students in Colleague's Class	Dates of Coverage	Total Number of Days
1st Hr						
2nd Hr						
3rd Hr						
4th Hr						
5th Hr						
6th Hr						

Once the building administrator approves the completed chart, the email should be forwarded to the Assistant Superintendent for Human Resources, the Association President, and the administrative assistant tasked with paying overages in the Payroll department.

**Novi Community School District**



Gary Kinzer

1-6-22

Date

**Novi Education Association**



Heather Burnside

1-6-22

Date