

6TH Period Processing Process & Procedures

UPDATED NOVEMBER 9, 2023

- For the purpose of vacancies or a teacher goes out on a Leave of Absence, a 6th Period assignment may be offered to teachers certified in the subject to cover that vacancy. Principals will work in collaboration with the Subject Area Directors, determine coverage and communicate with Human Resources.
- Subject Area Directors will offer the vacancy in seniority order:
 - First teachers in the building that hold a certification in vacant subject area
 - Second teachers outside of the building that hold a certification in vacant subject area
 - **6th Periods should not be offered to teachers outside of a subject area.** (Note: World Languages may offer 6th period assignments to teachers that do not hold a World Languages Certification if they can verify they are proficient in the language).
- Subject Area Director will submit the 6th Period information to Human Resources (acrenzoni@buffaloschools.org) with the following information:
 - Employee Name and E# covering the 6th Period
 - School Location of vacancy
 - PC# of the 0.2FTE coverage
 - Start Date
 - Employee Name and E# of teacher on leave (if applicable)
- Subject Line of the email must be: **6th Period Assignment**
- When 6th Period ends the Subject Area Director will email Human Resources informing the assignment has ended.
- **It is understood that teachers the elect to teach a 6th period will receive 20% of his/her salary for the period of time in which they teach the course. Teachers shall not receive this additional pay during any period when he/she is on Workers' Compensation or on any leave of absence, including the use of accruals, that extends beyond 20 days.**
- **When teachers elect to teach a 6th period assignment, it shall be in lieu of a duty period. The teacher shall still maintain his/her preparation and lunch period.**