USEP PROPOSAL #1 **June 22, 2017**

MEMORANDUM OF UNDERSTANDING
Voluntary Coverage Process

In recognition of the additional responsibilities that are assumed by instructional staff when they provide voluntary class coverage, and in an effort to better assess the district's utilization of voluntary coverage, the Board and Union agree to implement a Voluntary Coverage process for the 2017-2018 ~~2016-2017~~ school year. This process will allow the Board and Union to acknowledge teachers who agree to provide voluntary class coverage during their planning period without diverting funds away from the money that is available to improve salaries for all teachers.

Teachers providing voluntary class coverage during their planning period in classes for which substitutes are not secured shall be given compensatory time as follows:

1. This process anticipates that coverage is being provided for the entire duration of the volunteering teacher's planning period, and that the amount of compensatory time earned shall be commensurate with the length of the period being covered.
2. Compensatory time should only be utilized during non-student contact time and must be approved in advance by the principal.
3. Compensatory time must be utilized in the increments in which it is earned.
4. Teachers may request, and principals retain the discretion to approve, the use of more than one compensatory time increment at a time.
5. Compensatory time must be used within the school year it is earned and cannot be carried forward from one school year to the next. In addition, compensatory time earned under this plan has no terminal value should a teacher's employment be separated mid-year.
6. Site-based administration shall be responsible for tracking the accumulation and use of compensatory time through this process.
7. Nothing contained in this process prevents individual schools from providing additional recognition to teachers who agree to provide coverage for absent teachers beyond the terms of this process.
8. While no limits currently exist as to how frequently an individual teacher can agree to provide coverage under this process, regular planning and collaboration time is an important part of the teacher workday and should not be missed on a regular basis.

The Board and Union agree to monitor the utilization of this process for ~~the remainder of~~ the 2017-2018 ~~2016-2017~~ school year, and will meet to review the process and propose recommended changes, if any are needed. Both the Board and Union also agree to meet during the 2017-2018 ~~2016-2017~~ school year to discuss concerns relative to and seek remedy for the splitting of classes as a means of coverage at the elementary and secondary levels.

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For the Board Date

_____ _____

For the Union Date