

**USEP Proposal**  
**MEMORANDUM OF UNDERSTANDING**  
**Compensation for Voluntary Coverage**  
**August 23, 2021**

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,~~ recognition that the ongoing Covid 19 pandemic continues to complicate the district's ability to provide an adequate amount of substitute teachers, the Board and Union agree to ~~continue a Voluntary Coverage process for~~ provide supplemental compensation to teachers that provide voluntary coverage during the 2020-2021 2021-2022 school year. It is understood that the funding source for this additional compensation will be Elementary and Secondary School Emergency Relief Funds. This process will allow the Board and Union to acknowledge teachers who agree to provide voluntary class coverage during their planning period or who assume additional responsibilities by receiving students from split classes 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.~~

1. Teachers providing voluntary class coverage during their planning period in classes for which substitutes are not secured shall receive supplemental compensation at a rate of \$25 per complete planning period of coverage provided. This process anticipates that coverage

is being provided for the entire duration of the volunteering teacher's planning period, and that there shall be no financial compensation for partial periods covered.

2. Teachers receiving additional students for the purpose of providing coverage when a substitute has not been secured shall be provided \$15 for each half-day of coverage.

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. 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 2021-2022 school year, and will meet to review the process and propose recommended changes, if any are needed.

\_\_\_\_\_  
For the Board

Date \_\_\_\_\_

\_\_\_\_\_  
For the Union

Date \_\_\_\_\_