

**USEP Proposal**  
**MEMORANDUM OF UNDERSTANDING**  
**Additional Compensation for Teachers Covering Absent Teachers**  
**October 26, 2022**

In recognition of the local, state, and national teacher shortage, and to compensate teachers who are willing to assist in providing coverage for absent classroom teachers and/or vacant classroom teacher positions, the Board and Union agree to the following for the 2022-2023 school year only:

1. Secondary teachers who voluntarily substitute for an absent teacher during their planning period shall be provided \$25 per day for such coverage during the 2022-2023 school year. To allow sufficient time for the creation and implementation of the reporting and payment processes associated with this change, this payment will be available for coverage provided between November 1, 2022, and the end of the 2022-2023 student school year. Teachers will be limited to one such payment per student day.
2. Secondary teachers who volunteer to cover for an absent teacher through the distribution of that teacher's students shall be provided 30 minutes of compensatory time for each half day, or portion thereof, coverage provided. The Board and Union agree that classes will be distributed only in emergency situations.
  - a. Compensatory time should only be utilized during non-student contact time and must be approved in advance by the principal.
  - b. 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.
  - c. Site-based administration shall be responsible for tracking the accumulation and use of compensatory time through this process.
3. Elementary teachers who volunteer to cover for an absent teacher through the distribution of that teacher's students shall be provided \$25 per each half-day for such coverage during the 2022-2023 school year. To allow sufficient time for the creation and implementation of the reporting and payment processes associated with this change, this payment will be available for coverage provided between November 1, 2022, and the end of the 2022-2023 student school year. Teachers will be limited to two such payments per student day.

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. The Board and Union agree to review the data surrounding the usage of these provisions and evaluate their efficacy in helping to cover for teacher absences and vacancies. The parties agree that these provisions are designed to serve in tandem with securing normal substitute coverage. School administrators retain the right to secure a traditional substitute for any teacher absence.

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For the Board

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Date

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For the Union

\_\_\_\_\_  
Date