Substitute teacher coverage

Sample Contract Language

# Anoka-Hennepin Education Minnesota

2017-19 contract

## Article X Basic Schedules and Rates of Pay, Section 11: Miscellaneous

**Subd. 3. Teaching during Prep Time and Substitute Leave Time:** If a teacher is requested by a building/program administrator to teach during assigned preparation time to cover an unfilled absence and the teacher accepts the assignment, the teacher will be compensated at the rate of $22.50 for an elementary school hour preparation time or a six and seven period day school; or $27.00 at a five period per day school.

Upon approval of the principal/program supervisor, teachers may cover time with another teacher to teach during his/her preparation time in lieu of compensation.

In lieu of the payment above and with the approval of the building/program administrator, a teacher may earn substitute leave time. At the high school level, five class periods of substitution will qualify for a full duty day of substitute leave time. At the middle school level, seven class periods will qualify for a full day of substitute leave time. At the elementary level, three hundred and sixty minutes will qualify for a full day of substitute leave time.

A teacher is limited to earning two days of substitute leave time per school year. Any earned days must be taken (1) within the school year earned; and (2) in full day increments. Earned 'substitute leave time days' are considered "personal leave days" for purposes of the limitations imposed in Article XIV, Section 2. Subd. 1 and Subd. 2. In addition, a teacher may not conjoin personal leave days or seniority days to substitute leave days. Teachers may use the two 'substitute leave time days' conjointly.

**Subd. 4**. In the event a substitute teacher is not available to fill the absence of an elementary teacher, and through initiation of the principal, students are placed into other elementary teacher classrooms, those teachers will be compensated at the retiree substitute rate divided by the number of elementary teachers absorbing the students. Where Early Childhood/Special Education (EC/SE) teachers team teach, and a replacement teacher is not available to fill the absence of an EC/SE teacher for a half day or a full day, the other EC/SE teacher will be compensated at the retiree substitute rate.

**Subd 5**. In the event a part-time teacher's primary assignment ends and he/she is requested by the Principal to serve as a substitute, and he/she accepts, he/she will be compensated at his/her hourly rate up to a maximum hourly rate as set forth in Section 6 of this Article.

# Cass Lake Education Association

2017-19 contract

Article

**Section 4. Substitute Teachers**: The School District agrees at all times to maintain a list of substitute teachers. Teachers shall be informed of a telephone number they may call before 7:00 a.m. to report their absence from work. Anytime teachers are asked by the administration to teach and/or supervise a class of another teacher, for over 14 minutes, at the same time they have a class of their own, or during a scheduled preparation time, they shall be compensated at the daily rate of pay or compensation time. This substituting shall be done on a voluntary basis.

Subd. 1. Compensation Time Accrual and Use: If compensation time is chosen the teacher shall receive compensation time in a one-to-one ratio in 30 minute intervals with time rounded off to the next highest 30 minute interval.

Compensation time earned and accumulated shall be used before the end of the last scheduled working day of the school year in which it was earned. Requests for use of compensation time must be made to the teacher's supervising principal via computer or phone at least three days in advance. In emergency situations, the three day limit may be waived by the supervising principal.

In the event compensation time is not used by the end of the last working day of the school year, the School District shall cash out the remaining compensation time at the individual teacher's daily rate of Pay.

**Section 5. Substituting for Dean of Students:** Any teacher substituting in a Dean of Students position shall be paid at a rate of $42.00 per day in addition to his/her normal salary. In the event that a teacher substitutes for less than a full day, he/she shall be compensated on a pro-rated basis. When asked to substitute during his/her preparation period, the teacher shall earn one hour of compensation time.

# Education Minnesota-Edina

2015-17 contract

## 5.07 Supervisory Responsibilities

Periodically, it is necessary for a principal to utilize teachers in a supervisory capacity during their unassigned period. If teachers are assigned direct supervisory responsibilities outside their instructional area in excess of 5 hours during the regular school year, they will be compensated at the rate of 1/1472, or 1/1496, of their annual basic salary for each hour of such assignment beyond the 5 hours.

Teachers who are required by the building administrator to substitute for another teacher during their unassigned period (minimum 45 consecutive minutes) are compensated at the rate of 1/1472 of their annual basic salary for each hour of such assignment. Hours for which a teacher is compensated under this provision are not counted towards the 5 hour annual supervisory requirement. The provision of this section shall not apply to substituting responsibilities requested by another teacher, as approved by the building administrator.

If there is no available substitute for a class, and a teacher is assigned to provide coverage, students may be divided among other teachers’ classrooms. The teachers who gain students shall be compensated at the rate of of 1/1472 of their annual basic salary for each hour of such assignment.

If a non-grade level or non-classroom teacher has her/his regular student contract responsibilities cancelled because she/he is re-assigned to provide substitute coverage due to the shift in normal workload, the teacher shall be compensated at the daily sub rate.

# Education Minnesota Inver Grove Heights

2017-19 contract

## ARTICLE X – HOURS OF SERVICE

Section 9.  Split Classroom: In the event the district is unable to secure a substitute teacher for an absent teacher, classroom teachers who take on extra students for the day will be paid the substitute daily rate of pay in addition to their regular salary. If a special assignment is required to substitute teach, they will be paid the substitute daily rate of pay in addition to their regular salary. When a specialist has extra students, they will be paid the rate as outlined in Section 8 of this article in addition to their regular salary.

# Minneapolis Federation of Teachers

2015-17 contract

## Section A. Length of Teacher's Day/Week

**Article 5. Reimbursement for Lost Preparation Time or Duty-Free Lunch:**

All teachers/RSPs are entitled to a preparation time and one-half hour daily duty-free lunch period every day within the defined student day. This time is for individual teachers to use as needed for instructional planning, reflecting on student performance, to plan, prepare, and resource the next steps needed with students. It is not time for conducting special education evaluations, re-evaluations, or complying with procedural requirements. When teachers lose preparation time or duty-free lunch periods due to reserve teachers, Special Education Assistants (SEA’s) or other student support staff who are absent, they shall after the principal/supervisor has had an opportunity to find alternative coverage, be paid at an hourly flat rate of pay for such lost time. Teachers assigned during their preparation period to take the place of reserve teachers who are absent shall be reimbursed at the hourly rate for the lost preparation period. Teachers assigned any students from classes of reserve teachers, Special Education Assistants (SEAs) or other student support staff who are absent shall also be reimbursed at the hourly rate.

Any teacher/RSP required to attend meetings scheduled during their preparation time shall be paid at their direct instruction rate of pay or be provided an alternative preparation time by administration. This includes IEP/504 meetings.

Licensed School nurses are included in the provisions herein and are entitled to a daily duty-free lunch period within the student day. Licensed School nurses will be reimbursed for lost duty-free lunch time at the pro-rated hourly rate.

# Mounds View Education Association

2015-17 contract

## Section 6.10 Additional Assignment

A teacher who agrees to substitute teach during his/her preparation time shall be paid at the rate of thirty dollars

an hour ($30.00) in 2015-2017 per hour of substitution. With preauthorization by the BILT team, use of prep

time for MVTPPS purposes will be paid at the rate of $75.00 per a POP. A teacher who takes another teacher's

students, at the request of the School District, in addition to the teacher's own class, for two (2) or more

consecutive hours of the student contact day shall be paid at the rate thirty dollars an hour (30.00) in 2015-2017

per hour of substitution.

*Note that this language makes the decision to substitute during prep time the teacher’s decision. Right of refusal is an important part of language on substitute coverage.*

Farmington Education Association

*2015-17 contract*

ARTICLE XI Hours of Service

Section 5. Emergency Substitution:

In instances where a teacher is required to substitute for another teacher during hours where they are not usually scheduled to teach they will be compensated at $60 per hour.

In instances where an elementary or Gateway Academy teacher is absent, was unsuccessful in securing a substitute teacher and the students are split among multiple teacher classrooms, those teachers will split the regular daily substitute rate of pay that would have otherwise been paid to the substitute teacher.

(Current daily rate for a sub is $132.44)

*Lead negotiators comments:*

*At one point and time it was the daily rate of pay, but it was costing the district a lot of money for senior teachers that would cover, so a negotiated cap was put in, we increased it recently to $60.*