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PALO ALTO UNIFIED SCHOOL DISTRICT Memorandum of Understanding

December 11, 2023

The Palo Alto Unified School District (District) and the Palo Alto Educators Association CTA (PAEA) “the parties” herein, have reached the following understandings, related to teachers taking additional students or covering classes when a teacher absence is entered into the Frontline Absence Management system and a substitute teacher is not available.

Teachers shall not be compelled to receive students from the classes of absent teachers during their regular instructional **and prep** times, ~~unless in the case of sudden illness, accident, or emergency.~~

~~In the absence of a substitute in other circumstances,~~ Teachers may volunteer to accommodate additional students in their classrooms.

Site and District Administrators

All Credentialed Site and District Administrators will be requested to fill in as the substitute teacher before Combination Class Coverage or Specialized Teachers are requested to cover classes.

(Note: Rationale - this would be great for administrators to get back into the classrooms)

Combined Class Coverage

If a unit member receives students from the class of an absent teacher during their instructional time, compensation shall be determined by the following formula:

- The classroom without a substitute will be divided among ~~one (1)~~ **two (2)** to no more than three (3) teachers.
- Each teacher involved will receive the hourly rate specified in Appendix H, equivalent to **the ½ full** ~~of the time the additional students were added to the class.~~

Specialized Teachers

Teachers without a rostered class (e.g. Reading Specialists, ~~teacher Librarians~~, and EL Specialists) may be ~~required (as explained in the second paragraph above) or~~ requested to substitute and will receive compensation at the hourly rate listed in Appendix H equivalent to **½ the full** ~~of the time they substitute. This payment will begin prospectively after the teacher(s) have covered a class(es) for a total of 12 hours throughout the current school year.~~

Prep Time Substitution

Teachers substituting during their preparation time will be compensated at the teacher hourly rate specified in Appendix H.

This MOU will expire on June 30, 2024 ~~unless both parties mutually agree to extend this agreement in writing.~~ **This MOU will go into the Collective Bargaining Agreement in Article XIII as a new section titled L. Elementary Class Coverage upon expiration.**

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Trent Bahadursingh
Date
Deputy Superintendent

Date

Teri Baldwin
PAEA President