PALO ALTO UNIFIED SCHOOL DISTRICT
Memorandum of Understanding

March 1, 2024

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, a substitute teacher is not available, and a site administrator exhausted all available options, including site administrators.

Teachers shall not be compelled to receive students from the classes of absent teachers during their regular instructional and prep times. In the absence of a substitute in other circumstances, teachers may volunteer to accommodate additional students in their 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 no more than the total number of classes per grade level.

- Each teacher receiving additional students will be compensated at the hourly rate specified in Appendix H, divided by the number of classes to which students were added for the time the additional students were added.

Specialized Teachers
Teachers without a rostered class (e.g., Reading Specialists, Teacher Librarians, and EL Specialists) may be requested to substitute and will receive compensation at the hourly rate listed in Appendix H, equivalent to the full-time they substitute.

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. This MOU will go into the Collective Bargaining Agreement in Article XIII as a new section titled L. Class Coverage upon expiration.

Trent Bahadursingh	Date	Teri Baldwin	Date
Deputy Superintendent		PAEA President	