

**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 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.

**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) to no more than three (3) teachers.
- Each teacher involved will receive the hourly rate specified in Appendix H, equivalent to ½ 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 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.

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Trent Bahadursingh  
Date  
Deputy Superintendent

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Date Teri Baldwin  
PAEA President