

# Memorandum of Understanding

Between  
Sunnyvale Education Association and  
Sunnyvale School District

January 11, 2018

Re: Emergency Substitute Coverage Plan and Compensation

1. The District and the Sunnyvale Education Association agree that there is a critical shortage of available substitute teachers. We also agree that there may be times, when after all resources have been exhausted, that some staff will provide coverage of unfilled classes. This memorandum applies only to unforeseen circumstances; a last resort.
2. We agree that all sites (K-8) shall have in place an emergency substitute plan that details the actions that will occur in such an event. This plan shall be clearly communicated to all staff. This plan shall outline who will cover first, second, third, and so on. This will be on a volunteer basis. If, by some unforeseen circumstance, classes remain uncovered, the site administrator will assign non-volunteers.
3. We agree and acknowledge that staff will be compensated for coverage of students beyond those on their current class lists.
4. We agree that if the choice to fill a position is between an upper grade or primary class, the upper grade shall be given priority.
5. In order to provide compensation to those who provide coverage to those students not on their class list, the parties agree that:
  - A. Students shall be distributed at the same grade level when possible.
  - B. Students shall be distributed equitably.
  - C. Upper grade teachers (4<sup>th</sup> and 5<sup>th</sup>), who receive any number of students, up to 10 maximum, shall receive \$109.92 for a full day (morning and any portion after lunch) and \$54.96 for a half day (any portion up to lunch). These amounts for the 2017-2018 school year are based on the negotiated hourly pay rate outlined in Article 6.3.5 Extra Duty/Adjunct Compensation. These amounts will be increased with any increases to the base salary for teachers as reflected in Article 6.3.5.

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- D. Primary grade teachers (K-3), same as C above.
- E. Middle school teachers shall receive \$54.96 per class period substitute coverage is provided. This amount for the 2017-2018 school year is based on the negotiated hourly pay rate outlined in Article 6.3.5 Extra Duty/Adjunct Compensation. This amount will be increased with any increases to the base salary for teachers as reflected in Article 6.3.5.
6. It is agreed that this memorandum is in effect beginning the 2017-2018 school year and both parties agree to discuss this issue during negotiations of the next successor agreement. This issue will not count as one of the two (2) reopeners previously agreed to for the 2017-2018 negotiations. If no agreement is reached during the 2017-2018 negotiations, the agreement will remain in effect until June 30, 2019.
7. This MOU is subject to the provisions of Article VII.
8. This MOU replaces and supersedes the previous MOU related to emergency substitutes from 2006 (dated 8/2/06 and 7/24/06).

For Sunnyvale Education Association:

For the District:

Shatter A. Mumy 2-12-18  
Name Date

[Signature] 3/22/18  
Name Date

Wendi Snell 2-15-18  
Name Date

[Signature] 3/21/18  
Name Date