

**Memorandum of Understanding
Between
Poway Unified School District
And
Poway Federation of Teachers**

**Compensation for Teachers Covering Classrooms
When there is No Substitute Available**

Due to the shortage of available certificated substitutes, secondary teachers may act as a substitute during their preparation period. Secondary teachers substituting on their prep period will be compensated on a time sheet at teacher hourly. Elementary teachers and/or teachers at D39C do not have a preparation period without students within their workday. Therefore, it should be the exception for elementary and/or D39C teachers to cover another teacher's class in either whole or part.

Only after all other options have been exhausted, elementary and D39C teachers, who cover classes in the absence of an available substitute, will be compensated in the following manner:

- Teachers asked to cover a class or a group of five or more students for more than 30 minutes shall be compensated at the current teacher hourly rate.
- Principals shall submit a memo to Personnel Support Services, (with the name of the teacher, date and times of the substitute coverage, number of students covered) to the Payroll Department as the means of processing payment to the teacher.

For the Federation



Signature

03-25-16

Date

For the District



Signature

3-25-16

Date