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**ARTICLE SIX
GENERAL EMPLOYMENT PRACTICES**

- D. **Covering Classes:** Employees shall not be required to substitute for absent employees. Where substitutes cannot be obtained for an absent employee, temporary coverage will be worked out mutually by the principal and the affected employee. The principal shall establish a list of volunteers and shall rotate requests for coverage among those who volunteer. Where said lists have not been established, teachers shall not be subject to disciplinary action for refusal to cover classes. Employees who volunteer to increase their normal workload by covering the class of an absent employee when no substitute is available shall have their hourly rate increase by ~~twenty-five (\$25)~~ fifty-five (\$55) dollars during the period spent covering a class (rounded to the nearest half hour). Employees who volunteer to increase their normal work load by accepting a portion of the students assigned to an absent employee in order to cover a class when no substitute is available shall have their daily rate increased by ~~twenty-five (\$25)~~ fifty-five (\$55) dollars on those days when they accept a portion of the students assigned to an absent employee. Classes will be proportioned as equally as possible. In elementary schools where sufficient volunteers are available, classes shall be divided equally among at least four (4) employees. When volunteers substitute by covering other classes, they are responsible to provide adequate planning for their own classes for the following school day.

Employees who are in active status as of the date of Board approval will receive their hourly/daily rate increase from twenty-five (\$25) to fifty-five (\$55) dollars retroactive to January 9, 2023.