

MEMORANDUM OF UNDERSTANDING
between the
FOLSOM CORDOVA EDUCATION ASSOCIATION
and
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

*Modification/Explanation of Compensation for Substituting and Proctoring MOU Dated 9/9/21
October 13, 2021*

Elementary

- 1.1** *The Parties agree that elementary bargaining unit members who are off duty may substitute for the District during the 2021-2022 school year. The bargaining unit member will be paid their daily per diem rate.*

This only refers to those elementary teachers who share a contract. On their non-duty day, they can substitute for a full day and receive their daily rate.

- 1.1.1** Elementary teachers who lose their prep period and/or their yard duty free time due to a lack of subs will be compensated at seventy-five dollars (\$75/hour).

- 1.2** *The Parties agree that elementary bargaining unit members will not combine classes as it violates COVID-19 related safety protocols for in-person instruction in the event a substitute request cannot be filled.*

If you have a teacher out and no substitute, site admin or designee WILL NOT combine or split classes. This violates COVID-19 related safety protocols.

Secondary

- 1.3** *Secondary bargaining unit members, who in lieu of their scheduled prep time, substitute or proctor shall be paid a daily rate of \$406.25, prorated based on the site's master schedule and the number of periods subbed/proctored per month.*

If a school has a double block period, and one teacher covers the entire block, they will be paid for 2 periods.

Any secondary school with a 6 or 7 period schedule	The calculation for a full day will be 5 periods of prep time equals one day. After subbing during prep for 5 days, a teacher will earn \$406.25.	If a teacher has less than a full day earned in a pay period, the rate will be prorated. If a teacher only subbed 2 periods during a pay period, the teacher will earn $2/5 \times \$406.25 = \$162.50$.
A school with a 4 period schedule	The calculation for a full day will be 3 periods of prep time equals one day. After subbing during prep for 3 days, a teacher will earn \$406.25.	If a teacher has less than a full day earned in a pay period, the rate will be prorated. If the teacher has only subbed for 2 periods during a pay period, the teacher will earn $2/3 \times \$406.25 = \$270.97$.

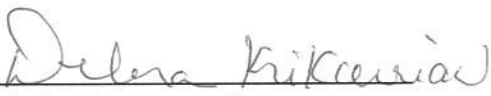
- 1.4 *Duties for proctoring include assisting with technology, managing materials, providing assistance, classroom management, and supporting learning.*

This has not changed from last year when we were in distance learning.

- 1.5 *Ideally, secondary bargaining unit members who are non-rostered and appropriately credentialed will fulfill the duties of their regular job before subbing or proctoring for a class period in their assigned school. In the event that unit members must complete their regular work outside their contracted day, due to subbing or proctoring, unit members shall record and submit a time sheet at \$75 per hour not to exceed two hours daily.*

General Provisions

- 1.6 *Bargaining unit members at Walnutwood, Innovations Academy, and Folsom Cordova Community Charter shall not be required to provide substitute or proctoring coverage. The exception to this practice, if part-time employee(s) are hired to cover additional enrollees at the schools listed, unit members may sub during non-contract time.*
- 1.7 *When calculating differential pay for bargaining unit members, the District shall use the Traditional School Year (2018-2019) Folsom Teacher substitute rates for all unit members.*
- 1.8 *All rates (hourly or period) of substitute or proctor pay are retro-active to August 25, 2021, for the 2021- 2022 school year.*
- 1.9 *Elementary and secondary bargaining unit members will use a site Prep Coverage Form to track COVID subbing or proctoring. Bargaining unit members shall include their employee ID number and verification signature on the site Prep Coverage Form. All prep coverage forms and variable time sheets will be sent to Payroll for coding and processing.*
- 1.10 *The order of filling subs in the classroom: 1) call subs to fill sub requests, 2) ask unit members to volunteer to fill sub requests, and 3) if no on-site volunteers are available, then sub assignments will be made equitably on a rotating basis of unit members available for each period.*
Always use Frontline first to fill a sub request.
- 1.11 *All provisions of this MOU are subject to the negotiated grievance procedure in the CBA.*
- 1.12 *All components of the Parties' current CBA not in conflict with this MOU shall remain in full effect. This agreement is a one-time agreement to navigate the pandemic and is non-precedent setting.*
- 1.13 *This MOU shall remain in full force and effect through June 30, 2022. The Parties may mutually agree to extend or modify the provisions of this MOU in writing.*



Association Representative
Folsom Cordova Education Association

Date 10/14/21



District Representative
Folsom Cordova Unified School District

Date 10/14/21