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, a substitute teacher is not available, and a site administrator have exhausted all available options at the school site.

Teachers shall not be compelled to receive students from the classes of absent teachers during their regular instructional and prep 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.

**Site and District Administrators**
All Credentialed Site and District Administrators will be requested to fill in as the substitute teacher before Combination Class Coverage or Specialized Teachers are requested to cover classes.

*Note: Rationale - this would be great for administrators to get back into the 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 the full of the time the additional students were added to the class divided by the number of classes the students were divided by.

**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 the full 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. This MOU will go into the Collective Bargaining Agreement in Article XIII as a new section titled L. Elementary Class Coverage upon expiration.
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<tr>
<th>Date</th>
<th>Position</th>
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<tbody>
<tr>
<td>Trent Bahadursingh</td>
<td>Date</td>
<td>Deputy Superintendent</td>
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<tr>
<td>Teri Baldwin</td>
<td>Date</td>
<td>PAEA President</td>
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