

Memorandum of Understanding
VUEA Incentive for Covering Classes where
no Substitute is Available and Coverage List
Ventura Unified School District (VUSD) and Ventura Unified Education Association (VUEA)
DATE XX, 2025

The Ventura Unified School District acknowledges a county-wide shortage of substitute teachers, which continues to impact our ability to cover all classes during the 2025-26 school year. VUSD will incentivize VUEA members (who are authorized to substitute and listed below) to take on the additional work by volunteering to cover classes of teachers who are absent where there is no substitute teacher available. Only in emergency situations will members be required to cover classes.

A. Elementary School:

1. A TK-5 teacher, intervention teacher or elementary counselor (who has a substitute permit) who agrees to take additional students for the school day, up to 15 students per day, ~~will be paid~~ will be paid at the district hourly rate (DHR) up to 2 hours.
 - a. For half-day to full day coverage two (2) hours.
 - b. For less than half day coverage one (1) hour. This is intended for short periods of time while waiting for a substitute teacher to arrive.
 - c. Intervention teachers shall be used ~~as a last resort~~ when other options have been exhausted, and will be returned to their regular non-coverage schedule as soon as possible.
- ~~2. Kindergarten teachers during their intervention time will be paid 2 hours of planning time at the DHR.~~

B. Middle School:

1. A 6th-8th grade teacher or middle school counselor (who has a substitute permit) who agrees to take additional students during the school day will be paid at the DHR for covering extra students up to 2 hours each day. Coverage assignments should be offered on a rotating basis.
2. Middle School counselors (who have a substitute permit) or Teacher Librarians who substitute a class shall also be paid (2) hours of planning time at the DHR.
 - a. MS libraries are used ~~as a last resort~~ when other options have been exhausted for student coverage. If a class is uncovered (no teacher or substitute teacher available) and all or a majority of the class is sent to the library, that is considered the Teacher Librarian covering the class. When a Teacher Librarian is supervising students with free/unscheduled periods in the library that shall not be considered a Teacher Librarian covering a class.
 - b. If more than one class is sent to the middle school library, Teacher Librarians will be compensated up to 3 (three) hours at the DHR.
 - c. It is the intention of this article that the library and Teacher Librarian will be used ~~as a last resort~~ when other options have been exhausted. The library may be used for up to two (2) class periods per day with just the Teacher Librarian. If the Teacher Librarian must continue to cover a class then additional personnel support must be provided. This support may be a principal, assistant principal, para professional, or other that can similarly support supervision of the students.
3. In some cases a MS teacher may teach a schedule that allows them to cover a class during the regular school day (periods one through six). This is most likely members who teach a zero period. In this case, if needed, the member with the available period shall be asked to cover the uncovered class. Members who agree shall be compensated at 16.66% of their daily rate.

4. If a MS PE class is split to allow a MS PE Teacher to cover a class or because a PE Teacher is out, then:
 - a. If a class is split to other PE teachers, the teachers who absorb the students shall be paid at 2 (two) hours of the DHR for the day (covering from 1 to 6 periods).

C. High School

1. For High Schools Grade 9-12 this MOU shall refer to Article 8: Section G of the Agreement Between Ventura Unified School District and Ventura Unified Education Association.
2. HS Teacher Librarians **or counselors** who substitute a class shall also be paid (2) hours of planning time at the DHR.
 - a. HS libraries are used ~~as a last resort~~ **when other options have been exhausted** for student coverage. If a class is uncovered (no teacher or substitute teacher available) and all or a majority of the class is sent to the library, that is considered the Teacher Librarian covering the class. When a Teacher Librarian is supervising students with free/unscheduled periods in the library that shall not be considered a Teacher Librarian covering a class.
 - b. If more than one class is sent to the high school library, Teacher Librarians will be compensated up to 3 (three) hours at the DHR.

- D. ~~Teachers on Special Assignment (TOSA) shall not be required to substitute classes.~~
~~1. If a TOSA volunteers to cover a class they shall only cover up to two half days per week.~~
~~TOSAs will be paid 3 (three) hours at the DHR for the time they are covering classes.~~

- E. For grades TK-8 VUSD will monitor the monthly status of substitutes.

This MOU is in place starting August 1, **2025** and shall sunset at the conclusion of the **2025-26** school year. This MOU may be modified or extended by the mutual consent of the VUEA and VUSD.

Agreed to this **XX day of MONTH, 2025**.