

PTA Proposal D-3

Substituting & Coverage

Presented by PTA Tuesday, June 3, 2025

PTA makes the following proposal related to Unit D:

Move language underlined below from Article IV General, Subsection 2 to create a new article -

2. *Paraprofessional personnel are responsible for all duties connected with their employment in and around the school building as designated by the School Administration designee. Paraprofessionals required to serve as a substitute teacher for the entire day, including library paraprofessionals, will be paid a stipend of seventy-five (\$75.00) and no/100 dollars for each day on which they are so assigned. Anything less than one entire day but more than thirty (30) minutes shall be paid at a rate of \$15.00/hour in fifteen (15) minute increments not to exceed \$75.00 per day in addition to his/her regular pay. If more than one paraprofessional is assigned to the room in which substitute coverage is needed, only one would be the assigned substitute. Paraprofessionals required to serve as a substitute secretary for the entire day will be paid a stipend of twenty-five (\$25.00) and no/100 dollars for each consecutive day after the first day on which they are so assigned. In the event the School Administration determines there is a need for a long term substitute secretary and there are no applicants from Unit C, any clerical paraprofessional applicants will be given preference for the position with those most closely assigned to the hiring department or building given highest preference for the position.*

Article ____: Substitution and Coverage

1. ~~Paraprofessionals~~ **Members** required to serve as a substitute teacher ~~or secretary~~ for the entire day, ~~including library paraprofessionals, will shall~~ be paid a ~~supplemental~~ stipend of ~~seventy-five (\$75.00) and no/100 one hundred and twenty-five~~ dollars **(\$125.00)** for each day on which they are so assigned.
2. **Members required to serve as a substitute teacher for the entire day shall have the right to the same preparation time as the teacher would have received, and they shall fulfill the same duties as the teacher related to bus drop off and pick up, lunches, and recess.**
3. Anything less than one **(1)** entire day ~~but more than thirty (30) minutes~~ shall be paid at a rate of ~~\$15.00/hour~~ **twenty-five dollars per hour (\$25.00/hour)** ~~in fifteen (15)~~

~~minute increments for real time served and reported on a timesheet,~~ not to exceed ~~\$75.00 one hundred and twenty-five dollars (\$125.00)~~ per day in addition to ~~his/her~~ their regular pay.

- ~~4. If more than one paraprofessional is assigned to the room in which substitute coverage is needed, only one would be the assigned substitute.~~
- ~~5. Paraprofessionals required to serve as a substitute secretary for the entire day will be paid a stipend of twenty-five (\$25.00) and no/100 dollars for each consecutive day after the first day on which they are so assigned.~~
4. In the event the School Administration determines there is a need for a long term substitute secretary and there are no applicants from Unit C, any clerical paraprofessional applicants ~~will~~ shall be given preference for the position with those most closely assigned to the hiring department or building given highest preference for the position.
5. When Members who are employed less than full time and full-time Members who are assigned to work four (4) days per week are required to work beyond their normally assigned work hours, they shall earn their normal hourly rate for the additional time worked. If these Members are fulfilling a substitute assignment, they shall earn the same supplemental compensation as a full-time member as outlined above and in addition to their hourly rate of pay.
6. The District shall provide a digital tracker for reporting substitution time.¹
7. At the end of each school year and no later than June 30, Members shall receive a report of the compensation earned for all types of substitution in the school year which has just ended.

¹ This was promised to resolve a grievance over a year ago and never acted upon by the District.