

**Memorandum of Understanding
Between
the Vacaville Unified School District
and
the Vacaville Teachers Association**

2022-2023 Sub Crisis MOU

These provisions shall go into effect starting July 1, 2022 and be incorporated into the next collective bargaining agreement upon ratification (Article 4.5, 4.7, 4.9). Additions are in bold, deletions are in strikethrough.

4.5 Substituting on Prep Time

4.5.1 A unit member may substitute during their preparation period and accumulate compensation time or be paid at the per period/**hourly** sub rate. Each five (5) hours of accumulated comp time may be used for a "comp day(s)", with pay.

~~4.5.2~~ **4.5.1.1** In order to request a comp day, the unit member must provide advance notice to their site administrator. The site administrator will promptly review such requests and inform the unit member whether the comp day(s) can be scheduled as requested by the unit member. If the day(s) cannot be scheduled as requested, the site administrator and the unit member will meet to discuss the reasons why the day(s) were not approved and to identify alternate date(s).

~~4.5.3~~ **4.5.1.2** No more than two (2) consecutive comp days may be used at any one time. If a comp day(s) is/are scheduled and there is a substitute teacher shortage, the unit member will be required to report to work, if feasible.

4.5.2 Non-Classroom Unit Members: Because of the nature of their flexible preparation time (see Article 4.7.1), these unit members shall only be available to substitute for one period/hour per day, and be compensated for one (1) hour as delineated on Appendix A, Section K, or receive one (1) hour compensation time.

4.7 Non-Classroom Unit Member Preparation Time

4.7.1 The following positions are considered by the nature of their duties to have preparation time: Counselors, Librarians, Nurses, School Psychologists, Reading Specialists, Speech Language Pathologists, ~~Resource Teachers, Bilingual Specialists, Content Area Specialists, and other certificated support personnel.~~ These unit members will schedule their preparation time within their duty day as needed. ~~Therefore, these unit members are not eligible to substitute for teachers during preparation periods.~~ These unit members shall be allotted at least the same amount of preparation time as the regular classroom teachers of the students they serve. If a unit member serves multiple grade levels, which have differing amounts of preparation time, they shall be allotted at least the greater of the amount of preparation times.

~~4.7.1.1 Each full-time (1.0 FTE) Resource Teacher shall be allotted the following additional hours (in addition to contractual preparation time) within their duty day for testing, IEP writing/maintenance and/or meetings, monitoring of students, scheduling of meetings, scheduling of additional student services and other duties deemed necessary by the unit member. A Resource Teacher with an assignment of more/less than one hundred percent (100%) shall have a proportional amount of additional hours (i.e., 80% FTE (elementary) would have 5.2 hours per week).~~

~~4.7.1.1.1 Elementary: Six and a half (6.5) hours per week~~

~~4.7.1.1.2 Secondary: Five (5) unassigned periods per week~~

~~4.7.2 The above Article does not apply during District declared substitute emergencies. The District Certificated Substitute Shortage Emergency Procedures will be used in emergency situations. The above unit members (in article 4.7.1) shall~~

~~4.7.2.1 only substitute for one period/hour per day, and,~~

~~4.7.2.2 be compensated for one (1) hour, or receive one (1) hour compensation time.~~

New Article:

4.9 Resource Teacher Caseload Management Preparation Time

Each full-time (1.0 FTE) Resource Teacher shall be allotted the following additional hours (in addition to contractual preparation time) within their duty day for testing, IEP writing/maintenance and/or meetings, monitoring of students, scheduling of meetings, scheduling of additional student services and other duties deemed necessary by the unit member. A Resource Teacher with an assignment of more/less than one hundred percent (100%) shall have a proportional amount of additional hours (i.e., 80% FTE (elementary) would have 5.2 hours per week).

4.9.1 Elementary: Six and a half (6.5) hours per week

4.9.2 Secondary: Five (5) unassigned periods per week

The following provisions shall go into effect retroactively to July 1, 2022 and shall expire on June 30, 2023.

The parties agree to meet by May 1, 2023 to discuss an extension of these provisions.

New Article:

4.10 District-Declared Substitute Emergencies

A District-Declared Substitute Emergency shall be declared when there are insufficient substitutes available to cover all leave requests. When a District-Declared Substitute Emergency is declared, all unit members shall be notified by email from Human Resources. The following chart shows the procedures and the order to be followed during a District-Declared Substitute Emergency.

4.10.1 "Available" certificated unit members are those not actively serving students, either through the nature of their position or because they have a preparation period at the time a substitute is needed.

4.10.2 Unit members shall have access to a rotation schedule prior to being directed to substitute during their available time.

4.10.3 Any unit member who does not volunteer at the step deemed Voluntary shall decline without penalty.

4.10.4 The following chart shows the procedures and the order to be followed during a District-Declared Substitute Emergency:

Who	Voluntary/Directed/Limits	Pay
Employees on School Business Leave may be called back to work; unit members on School Business for the purpose of an IEP meeting shall not be recalled.	Directed and at the discretion of Human Resources	N/A
Secondary substitutes shall be assigned to elementary open jobs (including all open jobs at Sierra Vista), if possible. Secondary substitutes shall be asked to cover additional period(s), if possible	N/A	N/A
Available certificated personnel at the site (as referenced in Article 4.10.1)	Voluntary; certificated personnel that are not on prep but are available with administrative approval; limited to no more than eight (8) hours per week	\$54/hour or period
Available certificated personnel within the district (as referenced in Article 4.10.1)	Voluntary; certificated personnel that are not on prep but are available with administrative approval; limited to no more than eight (8) hours per week	\$54/hour or period
Elementary Physical Education Teachers may choose to teach their regular class and an uncovered non-SDC class at the same time	Voluntary	\$54/hour or period
Classroom Teachers may take students from an uncovered class into one of their classes	Voluntary	\$12/day per student for elementary; \$2/student per period for secondary
Site Administrators may be assigned to cover classes	Directed, at sole discretion of Principal	N/A
Available certificated unit members at the site (excluding Speech Language Pathologists, School Psychologists and Nurses)	Directed, on a rotating basis; -Resource Teachers shall not be directed to substitute during their caseload management preparation time -SDC teachers shall not be directed to substitute more than one (1) period per week -Secondary Non-Classroom Unit members are limited by Article 4.5.2. -Elementary Non-Classroom Unit Members are limited by Article 4.5.2, but may be directed to cover five (5) hours of class(es) in one (1) day per week instead of one (1) hour per day	\$54/hour or period
Available certificated unit members within the district (excluding Speech Language Pathologists, School Psychologists and Nurses)	Directed, on a rotating basis, limited to five (5) hours per week, unless they volunteer for more	\$54/hour or period
District Administrators may be assigned to cover classes	Directed and at the discretion of Human Resources	N/A

Signatures for 2022-2023 Sub Crisis MOU:

Manolo Garcia
VUSD Assistant Supt. Human Resources

Todd Blanset
VTA President

date