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

**District-Declared Sub Emergencies MOU**

**The following provisions shall go into effect on July 1, 2024 and shall be incorporated into the next collective bargaining agreement upon ratification.**

**4.11 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.

4.11.1 "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.

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

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

4.11.4 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