

Memorandum of Understanding

St. Johns County School District and
St. Johns Education Association
2023-2024 School Year


"Teachers Providing Emergency Class Coverage"

This memorandum is written to serve as an agreement between the St. Johns County School District and St. Johns Education Association. Due to the difficulty in securing substitutes and the number of unfilled positions on any given day, the intent of this memorandum is to compensate instructional personnel when providing the necessary class coverage and instruction, so students can continue to learn in the absence of the teacher. This memorandum will become effective from August 10, 2023, and expire May 24, 2024.

1. In all cases, every effort shall be made to secure a substitute in the event of a classroom teacher's absence. Any unfilled substitute assignments shall be rotated equitably among all professional employees; volunteers will be sought first.
2. Classroom teachers and media specialists into whose class additional students are placed by the principal/designee due to another teacher's absence, shall receive their hourly rate of pay as follows:
 - a. Up to one half-day: 1 hour at the teacher's hourly rate of pay
 - b. Over one half-day: 2 hours at the teacher's hourly rate of pay
3. Middle and high school level classroom teachers who are assigned to substitute during their designated planning period shall be paid one hour at the teacher's hourly rate of pay. Those assigned a block-schedule period shall be paid two hours at the teacher's hourly rate of pay.
4. Associate Teachers who take on the responsibility of lead teacher due to the absence of the lead teacher in their assigned classroom **or another classroom**, shall receive their hourly rate of pay as follows:
 - a. Up to one half-day: 1 hour at the Associate Teacher's rate of pay
 - b. Over one half-day: 2 hours at the Associate Teacher's rate of pay
5. **Deans, ILCs, Testing Coordinators, School Counselors, and other non-classroom who are assigned to substitute shall be paid as designated in number two (2) above.**
6. Except in emergencies, VE teachers should not be pulled from support facilitation duties. If pulled during their designated planning period, #2 or #3 above still apply.
7. Instructional personnel who have covered classrooms and met Steps 2, 3 or 4 since August 10, 2023, shall work with their school administrators regarding submission of hours of coverage. School administrators will submit the district approved documentation on behalf of the employee to both the human resources department and payroll departments for payment processing.


Wayne King
Chief Negotiator, SJCS D

aug 7th, 23
Date


Morgan Mousley
Chief Negotiator, SJEA

8/7/23
Date