

SIDE LETTER OF AGREEMENT
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
AND SAN BERNARDINO TEACHERS ASSOCIATION
Substitute Compensation for Unit Members

This Side Letter of Agreement is made and entered into this 6th day of December between the SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT (hereinafter referred to as "District") and the SAN BERNARDINO TEACHERS ASSOCIATION (hereinafter referred to as "Association".)

WHEREAS: The COVID-19 pandemic has impacted the number of substitutes available to the district; and

WHEREAS: The result is that fewer substitutes are available to the district to cover vacancies as they become available; and


WHEREAS: Unit members have been called on to substitute covering classes that impact and add to their daily workload.

BE IT THEREFORE RESOLVED THAT:

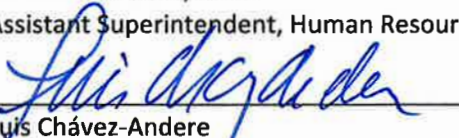
1. A quarterly report shall be provided to the Association listing the unit members by site who have covered classes on their planning period.
2. Assignments shall be shared equitably among the unit members at the site.
3. Bargaining unit members who provide partial or full coverage for another class during their planning period as assigned by the administrator or his/her designee shall be paid beginning August 2, 2021 \$60.80 per period of thirty (30) minutes to eighty-seven (87) minutes and \$109.42 for eighty-eight (88) minutes or more (as defined by Article XI - Wages Section 13D).
4. Payment for services in addition to the unit member's regular assignment shall be made no later than the first (1st) day of the month or aligned with District pay periods.
5. In no case shall substitute coverage extend the unit member's contractual workday.
6. Site Administration shall abide by the "Site Procedures and Priority for Covering Absences when Guest Teachers are Unavailable" document as provided by Human Resources (see attached).
7. The site administrator shall first seek volunteers and then assign any certificated unit members to cover the absence. Any unit member, assigned to a school site, who does not have a daily planning period and has substituted during their workday shall be compensated for subbing effective August 2, 2021. The substitute rate for unit members shall be \$60.80 per period of thirty (30) minutes to eighty-seven (87) minutes and \$109.42 for eighty-eight (88) minutes or more (as defined by Article XI - Wages Section 13D).
8. Payment for past service shall be reflected on the February 9th pay warrant.

Both parties agree to this Side Letter of Agreement shall remain in effect for the 2021-2022 academic year and shall expire on June 30, 2022 unless the parties meet to negotiate an extension as indicated by their signatures set forth below:

SAN BERNARDINO CITY
UNIFIED SCHOOL DISTRICT



Marcus Funchess, Ed.D.
Assistant Superintendent, Human Resources



Luis Chávez-Andere
Director, Labor Relations and Compliance

SAN BERNARDINO
TEACHERS ASSOCIATION



Ashley Bettas-Alcalá
President, SBTA



Michael Peterson
Chair, SBTA Negotiations

Site Procedures and Priority for Daily Covering

Absences

When a classroom vacancy has not secured a Guest Teacher as coverage, refer to the following District guidelines to ensure coverage is provided and interruption to instruction is limited for students. Proceed in the following order, as applicable:

1. Assign Site Resident Guest Teacher to cover the classroom vacancy. This includes Resident Guest Teachers assigned to Learning Centers and other alternative programs on site.
2. Assign Program Facilitator/ Resource Teacher to cover the classroom vacancy (continue to try and acquire a Guest Teacher by contacting the Guest Teacher desk directly)
3. Pull site teacher/s from “non- essential” absence/s, training/s to cover his/ her classroom so a Guest Teacher can be assigned/ reassigned to cover a class with an “essential” absence (continue to try and acquire a Guest Teacher by contacting the Guest Teacher desk directly)
ORDER- ex: 4 teachers out at training, all have Guest Teachers, but two “essential” absences are not covered... what is the priority/ order for requesting teachers to return to the site from training??
4. Pull site teacher/s from “ essential” absence/s (training/s and SBTA Business) to cover his/ her classroom so a Guest Teacher can be assigned/ reassigned to cover a class with an “essential” absence (continue to try and acquire a Guest Teacher by contacting the Guest Teacher desk directly)
5. Assign other credentialed staff (teacher on conference period, TK teacher, Kindergarten teacher) to cover the classroom vacancy (continue to try and acquire a Guest Teacher by contacting the Guest Teacher desk directly)
6. Site counselors to cover the classroom vacancy (continue to try and acquire a Guest Teacher by contacting the Guest Teacher desk directly)
7. Assign assistant administrator to cover the classroom vacancy (continue to try and acquire a Guest Teacher by contacting the Guest Teacher desk directly)

8. Split students and assign them to other classrooms for the day (continue to try and acquire a Guest Teacher by contacting the Guest Teacher desk directly)

Note:

*Splitting students and assigning them to other classrooms should only be considered as a last resort.

*RSP teachers should not be covering classrooms. They have a caseload of students to whom they are responsible for administering services.

Essential

Admin Leave w/ Pay
Admin Leave w/out Pay
Bereavement
Court Obligation/ Jury Duty
Critical Illness
Disability
Extended Illness
Industrial Accident
Light Duty
Military
Personal Necessity
SBTA Business
PBiS Cluster Training
State Mandated District Business
<ul style="list-style-type: none"> • Textbook Adoption
<ul style="list-style-type: none"> • New Teacher Evaluation
AWOL
Unpaid Leave

Non- essential

Testing
School Business
Rtl/ MTSS
LCAP
District/ School Business
District Business