

# UniServ Update

## COVERAGE PAY 2024-25 School Year

If you are asked to cover a class or take on the role of "Teacher of Record" for classes outside your original job assignment, there are a few important changes to our contract for you to know. The headline: track your hours and submit for bluesheet stipend pay. Below is a draft email you can use to inform your supervisor of the contractually mandated compensation:

I am writing to inform you that, based on the attached tracking of my work time this week, I am nearing my contractual maximum of 37.5 hours worked. As a result, the following tasks cannot be accomplished this week: [List specific tasks and duties here].

Please advise on which option you direct me to execute from the following:

1. Adjust/reduce my duties this week to fit within the 37.5 hour maximum.
2. Reschedule certain duties to next week.
3. Work over my 37.5 hour contractual limit for additional "bluesheet" hourly stipend pay. If you direct me to execute this option, please specify how many hours I am approved to work beyond my contractual maximum.

Thank you for your attention to this matter.

## Memorandum of Understanding for Teacher of Record Pay

The following will apply to school-based Unit I employees who volunteer to teach an additional class will be compensated in the following manner:

1. A high school Unit I who teaches 4 out of 4 periods, as the teacher of record will receive the following stipend for the semester. The amount will be pro-rated if the teacher is removed or the vacancy for which they are covering is filled.
2. A middle school Unit I who teaches 5 out of 6 periods, as the teacher of record will receive the following stipend for the semester. The amount will be pro-rated if the teacher is removed or the vacancy for which they are covering is filled.

High School Course | \$3,200 per semester

Middle School Course | \$3,200 per semester

Middle School – Every Other Day | \$1,850 per semester

Contingent upon Blueprint requirements, Unit I employee coverage opportunities may be limited.

## Article 15 - Substitute Teachers - B. When Provided

Substitutes shall normally be provided for all teachers absent from their regular teaching assignment including art, music, media specialists and physical education. Only after reasonable but unsuccessful efforts to obtain substitutes Unit 1 employees shall be compensated for each period they are called upon to provide emergency class coverage during their scheduled planning time pending funding appropriation in the following manner:

1. A high school teacher who covers for a class during their individual planning period will be paid \$30.00. Unit I employees will be limited to compensation for, and assignment to, one class coverage a day.
2. A middle school teacher who covers for a class during their individual planning period will be paid \$30.00. Unit I employees will be limited to compensation for, and assignment to, two class coverages a day.
3. In the event a Unit 1 elementary school-based employee is absent, and no substitute is available, and the principal divides a class between staff or covered by a teacher using their planning period, the Unit I employees to whom the students are assigned shall be paid \$30.00 for the day.

Use this QR code to track your hours to send to your admin and school secretary.



If you have specific questions or concerns, please contact your UniServ Director at (410)224-3330.