

MEMORANDUM OF UNDERSTANDING (MOU)
Between
PAJARO VALLEY FEDERATION OF TEACHERS (Union)
And
PAJARO VALLEY UNIFIED SCHOOL DISTRICT (District)

COVID-19 Distance Learning Substitute Process 2020-2021

For the 2020-2021 school year, while in Distance Learning, the following procedures will be followed to provide instruction to students:

- 1) Enter your absence into the substitute request system (Smart Find Express)
- 2) For the week of August 17, 2020. If a substitute is not available, the site will assign other qualified certificated faculty, who are on site assigned out of the classroom, to provide the instruction (this excludes Counselors and Release/VAPA). If there are not any on site out of classroom staff available, district office certificated faculty who are assigned out of the classroom will provide instruction (this excludes Tech TOSA's). These teachers will only cover the Synchronous learning time up to one hour each day.
- 3) Classroom teachers will need to have at least two days of emergency lessons in advance in their site's google folder created by the site administrator that other unit members or substitute teachers could use to provide instruction to students.
 - a) In the case of non-emergency absences, teachers need to provide a lesson plan for the day of absence.
- 4) Beginning on August 24, 2020:
 - a) Elementary - If a substitute is not available, Intervention and Release/VAPA teachers will cover the 8:45-9:15 (TK/K) and 9:00-9:30 (Grades 1-5) Synchronous Whole Class SEL learning on a rotational basis. From 9:30-11:45 (TK/K) and 9:45-12:20 (Grades 1-5) the CBA language outlined in Article IV section D-8 will be in effect.
 - b) Secondary - If a substitute is not available, volunteers will be asked to cover the periods, if no volunteers are available teachers will cover the periods during their prep periods as per the CBA Article IV section D-8.
 - c) Contract language applies in Article IV Section D-8:
 - i) Creation of lists.
 - (1) Volunteer list. At the beginning of each school year, the site administrator shall ask all certificated staff at the site if they wish to be called to substitute during their preparation period and shall develop a list of volunteer certificated employees.
 - (2) Rotational List of Certificated Employees at Site. At the beginning of each school year, the site administrator will develop a list of all available

certificated employees at the site who will be assigned substitution duties on a rotational basis.

ii) Assignment Process.

- (1) The site administrator shall first assign an available substitute teacher who is on site to teach the class.
- (2) If no substitute is available, the site administrator shall call for volunteers.
- (3) If there are no volunteers, the site administrator shall contact certificated employees in the rotational order, based on the list referred to in the paragraph above (8, a, ii).
- (4) A daily record of certificated staff who substituted will be maintained and made available for review.

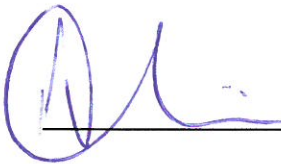
5) Compensation for covering due to an absence or vacancy will be in alignment with the CBA Article VII section I.

6) This MOU shall be in effect for the 2020-2021 school year.

7) This MOU shall not be precedent setting and shall not constitute a past practice.

For Pajaro Valley Unified School District

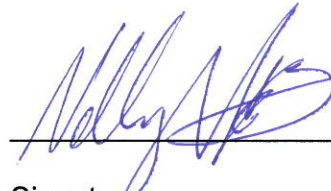
For Pajaro Valley Federation of Teachers



8/14/2020

Signature

Date



8/14/2020

Signature

Date