

Clarification of Contractual Measures to Address Educator Workload and Loss of Time Due to Absences and Unfilled Positions*

Working Condition	Mitigation	Who Needs Mitigation	How to Access Mitigation
Loss of planning time due to emergency coverage for another teacher.	\$100/planning period (31-60 minutes) for additional responsibility during planning time.	Classroom Teachers who are not receiving their contractual planning time. This includes CO Specialists serving as a daily guest teacher and long-term substitutes who lose planning time.	Submit the documentation/ESC paperwork to the office manager.
Loss of duty-free lunch. (Educators should not be missing their lunch to cover the job duties of a para who is not there without first problem solving with their administrator.)	ESC in emergency situations when missing legally-mandated duty-free lunch is genuinely unavoidable.	Special Education Teachers Any other certificated staff should contact HEA.	ESC signed by the principal and submitted to the office manager.
Loss of WAC (Educators should not be missing their WAC to cover the job duties of a para who is not there without first problem solving with their administrator.)	Duties may be assigned by their administrator to use flex time. After compiling 20 hours of flextime, subsequent administrator-assigned work should be paid at the ESC rate for actual time if outside instructional day.	Educators who have documented that 20 administrator-assigned flex hours have been used up, and this is the solution for compensation that is worked out with their administrator.	ESC signed by the principal and submitted to the office manager.
Loss of planning time due to para tasks that must be carried out by the teacher when the para is absent, or a para position has not been filled.	\$100/planning period for additional responsibility during planning time.	Special Education Teachers who are missing their contractual number of paras including the 1-1s required for specific students.	Submit the documentation/ESC paperwork to the office manager,
Makeup time needed when work is pushed outside the school day for special positions (e.g. specialists, interventionists, deans) when substituting.	With pre-approval from their administrator, ESC for the number of documented hours (up to 5/day) for time-sensitive work that must be moved outside the contracted workday.	In-building specialists/Non-supervisory certificated staff Central Office Specialists	ESC signed by the principal and submitted to the office manager.
Daily substitutes who have worked in the same classroom 5 consecutive days or less should NOT be assigned to cover during a plan period.	If a substitute's assigned planning time has been cancelled (such as in the elementary classroom teacher context), ESC for additional responsibility during planning time.	Daily substitutes working in the same assignment for 5 days or LESS.	Submit the documentation/ESC paperwork to the office manager.
Substitutes who have worked in the same assignment for more than 5 days will follow the coverage expectations assigned to the person whose job they are filling.	\$100 for additional responsibility during planning time for the assignment that they are filling.	Daily substitutes assigned to the same vacancy for MORE than 5 days. Long term substitutes join the coverage rotation in place of the teacher on leave. Their status as a substitute should not increase or decrease the frequency in which they are assigned to cover another class in lieu of planning.	Submit the documentation/ESC paperwork to the office manager.

Makeup time needed when work is pushed outside the contract day due to an unfilled para position mandated by CBA.	Contact HEA Leadership to arrange mitigation on a case-specific basis.	Kindergarten Teachers Librarians	Contact HEA Leadership to arrange mitigation on a case-specific basis.
Makeup time needed when work is pushed outside the contract day due to an unfilled SpEd para position mandated by CBA.	Contact Gaye or Darren to discuss options for managing workload or receiving ESC if adjusting workload is not possible.	Special Education Teachers	Contact Gaye or Darren to discuss options for managing workload or receiving ESC if adjusting workload is not possible.
Lack of substitute coverage when one of the co-teachers is absent.	Contact Gaye or Darren (depending on the model, this situation could be mitigated through an added responsibility ESC.)	Co-teachers who are teaching without their partner teacher	ESC signed by the principal and submitted to the office manager.
Students from one teacher's class are assigned to join another class or group of classes for a portion or all of a day. Specialist classes are doubled up.	ESC will be paid for up to five hours per day. If the students are divided between 2+ classrooms, the ESC will be apportioned equally among the receiving teachers.	Classroom teachers and Elementary Specialists who receive students from a class where a teacher (or specialist) is absent.	ESC signed by the principal and submitted to the office manager.

Collective Bargaining Agreement between HEA and HSD*

Article 4. Working Conditions

- Section 4.1 Length of the Work Day
- Section 4.1.C-D Flex hours
- Section 4.3 Non-Instructional Time and Class Coverage
- Section 4.5.A Equitable Class Coverage
- Section 4.5.B.1 Substitute Unavailability: i-pay for lost planning time (MOU has increase rate to \$100/hr with review of coverage data monthly)
- Section 4.5.B.1 Substitute Unavailability: ii-Elementary PE and Music and Librarians
- Section 4.5.B.1 Substitute Unavailability: iii-Make up time (for non-classroom teachers)
- Section 4.5.B.1 Substitute Unavailability: iv-added responsibility
- Section 4.14.E Co-teaching (definition)
- Section 4.15.E Special Education Instructional Assistant Time
- Section 4.15.F Learning Resource Centers Caseload Mitigation
- Section 4.15.G ILC, EBC, DHH, IA, ECE, CBS, RTP (Caseload and Mitigation)
- Section 4.15.J Librarians (including library assistant times)
- Section 4.18 All Day Kindergarten (instructional assistant time)

Article 15. Substitutes