

# Emergency Class Coverage

## Know Your Rights!

### Can my boss make me cover my co-worker's class during *my* preparation period?

Yes, but only in an emergency. Administrators sometimes like to broadly apply the term "emergency," but the union contract says an emergency is any situation which could not reasonably be anticipated. The number of prep periods spent doing emergency class coverage should be "reasonable and equitable" (section 8.9). Only the principal – not an administrative assistant and not your co-worker – can "request" that you perform emergency class coverage. The contract rights on emergency class coverage apply to elementary and secondary teachers equally.

### What about Visiting Teachers? What are our rights on Emergency Class Coverage?

Visiting Teachers are part of SDEA and have the same rights on emergency class coverage as all other SDEA members. This includes the right to extra compensation if you spend more than 3 hours in 1 academic year performing emergency class coverage during prep periods (regardless of whether it was performed across multiple schools). If you're a Visiting Teacher and the teacher that you're substituting for has a regularly scheduled prep period on that day, you are entitled to that prep period as well. If the principal directs you to provide class coverage during your prep period, keep track of it!

### What if it's not really an emergency?

If the situation could have reasonably been anticipated – like a scheduling conflict for a meeting, for example – it's not an emergency! Document it and take the facts to the Association Representative (AR) at your site right away. You may be entitled to extra compensation, extra prep time, or some other remedy to the violation of your union rights.

### What if Emergency Class Coverage duties aren't distributed equitably among staff?

Document what's been happening, maybe even on a calendar. Take the facts to the AR at your site right away. At the very least you may be entitled to a resolution where there is equity in the distribution of these duties, but you may also be entitled to extra compensation or extra prep time.

*Source: Collective Negotiations Contract, July 1, 2006 – June 30, 2008 (Section 8.9)*

### GET PAID!

If you spend more than 3 hours in 1 academic year performing class coverage, you have the right to **extra pay** at the prorate day-to-day Visiting Teacher rate (currently \$134.64). Keep a small log with this information:

- Date and time of emergency class coverage
- Who you covered for
- The emergency (to the best of your knowledge)

When you surpass 3 hours, submit the information to your supervisor for payment.