

KNOW YOUR RIGHTS!

Class Coverage



CLASS COVERAGE DURING PREP TIME

The SDEA contract limits when a member can be called on to cover a class "other than [your] own" during your own preparation time. That means that if you *have classes*, you can be called upon to cover other classes, but only during your prep time. Then there are two situations in which you can do class coverage: emergencies and for professional development.

EMERGENCY COVERAGE

You can be called on by the principal to cover another teacher's class in an emergency. An emergency is "any situation which could not be reasonably anticipated." Be careful not to let the principal confuse an important situation with an emergency. There are lots of

important situations that are not emergencies because they could have been "reasonably anticipated."

Reasonable & equitable

When it comes to emergency coverage, the union contract says that the number of classes you're called on to cover for must be "reasonable and equitable."

Pay in excess of 1 hour

If you do more than 1 hour of emergency coverage in a school year, you are entitled to pay at the "Additional Hourly Classroom Assignment" rate in the union contract. That's currently \$57.13 an hour, or your hourly rate of pay, *whichever is higher*.

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PROFESSIONAL DEVELOPMENT COVERAGE

You can be asked to cover another teacher's class for the purpose of professional development or Professional Learning Community activities. In this case, you have to agree to do the coverage, and can say no.

Pay for coverage

If you do say yes, you have the right to be paid for the entire period of coverage rounded to the nearest quarter-hour. You are entitled to pay at the "Additional Hourly Classroom

Assignment" rate in the union contract. That's currently \$57.13 an hour, or your hourly rate of pay, *whichever is higher*.

DISTRICTWIDE SUBSTITUTE SHORTAGE

A long-standing [SDUSD policy](#) allows for certain emergency measures when there is a districtwide shortage of Visiting Teachers. If the District declares an emergency, these are the steps SDUSD can take and the order in which they must be taken:

1. In-service programs, professional development, and other non-illness demands on substitute service are cancelled.
2. Classes are combined "whenever educationally sound."
3. Administrators and certificated non-classroom staff who are assigned to the school are called on to substitute at the school.
4. Central office certificated staff, like supervisors, coordinators, principals on special assignment, and Resource Teachers can be assigned to schools to substitute.

SOURCE:

SDEA Contract, Section 8.9 and Appendix A, Section 7.013; [SDUSD Administrative Procedure No. 7293](#)