

EMERGENCY CLASS COVERAGE

The collective bargaining agreement between the Montgomery County Board of Education and the Montgomery County Education Association includes a provision to compensate teachers (including substitutes) who are asked to provide emergency class coverage during their planning period. The contract requires that “volunteers shall be called upon first,” but if there are no volunteers, the principal may require a teacher to provide the emergency coverage. The purpose of this emergency class coverage plan is to recognize the impact on teachers for the loss of their planning time.

In order to compensate teachers for this coverage, the following conditions apply:

1. The absent teacher must have attempted to obtain a substitute using the substitute calling system, have a job number from the substitute calling system, and be unable to secure a substitute using the system.
2. A teacher may be compensated for no more than one period per day for such coverage. (It is possible that exceptions may need to be made for some secondary schools using block scheduling.)
3. At the elementary school level, a classroom teacher who is required to keep students for at least 30 minutes due to the absence of a special subject teacher (art, music, physical education), during what would otherwise be a planning time, may be compensated.
4. Class coverage during an IRA period is not eligible for compensation. The teacher cannot have a planning period the day of the coverage and be compensated for coverage.
5. Substitute teachers may be compensated for the one hour only if they have had classes the full day, seven hours.

Compensation and Authorizing Payment for Emergency Class Coverage

Teachers who provide emergency class coverage during their planning time under the conditions described above will be compensated at the rate of \$14.00 per class period (the class I stipend rate). The class coverage online payroll screens will be used to authorize the employee for payment and to approve the amount of the payment for each biweekly pay period.

In order to compensate employees for the class coverage, the attached Payroll Authorization Form for the Emergency Class Coverage Program must be provided. The form uses the school’s schedule to list the names of the teachers providing coverage. This authorization, along with your signature, is required because this is the official payroll record of the school. As with other payroll records, these completed forms need to be maintained in the school for three years. Periodic audits will be completed; therefore, it will be necessary for schools to provide these forms to the auditor of the Emergency Class Coverage Program.

In order for teachers to receive compensation for emergency class coverage, your timekeeper will need to follow the attached procedures.

If you have any questions, please call Mr. Donald Kopp, director of association relations, at 301-279-3511. Questions about payroll procedures may be directed to Payroll Operations at 301-517-8100.