

COMPENSATION FOR CLASS COVERAGE

The agreement between Montgomery County Public Schools and SEIU Local 500 regarding compensation for class coverage for paraeducators is in effect for the 2007–2010 school years. The language, as stated in the agreement, is attached for your information.

The agreement highlights are as follows:

- Compensation to paraeducators for class coverage for qualifying assignments
- Teachers must be out of the room or absent
- No qualified substitute is available
- Qualifying assignments must include the paraeducators working from a prescribed lesson plan and actually involved in instructional activities with the students
- Coverage must be for a minimum of two hours in a given day (this is a change)
- If coverage extends to the following day for a qualified assignment, the class coverage premium continues with the first hour of the second day of qualified assignment
- Coverage for a qualified assignment does not have to be for the same teacher
- Premium is paid at \$7.50 per hour (new rate effective July 1, 2007)
- Other qualified support staff (in addition to paraeducators) may provide class coverage and be compensated.

Class coverage for Educational Management Team/Admissions, Review, and Dismissal Committee; staff development; and other times that teachers are out of the room, but in the building are eligible as qualifying assignments by the paraeducators if all of the coverage is a “qualifying assignment;” i.e., the paraeducator is working in all of the coverage activities from a prescribed lesson plan. Activities such as reading a book to a class or taking a class to recess are not qualifying assignments. If a paraeducator is engaged in a qualifying assignment for less than two hours and this is followed by non-qualifying activities, such as covering a class without any prescribed lesson plans, then the paraeducator is not eligible to receive the \$7.50 per hour for additional pay for this day.

Extended class coverage by paraeducators should be the exception to the process for covering classes rather than the standard operating procedure. It should be approved only when a substitute teacher is not available through the substitute calling system or it is not possible to assign a teacher to provide the coverage during their planning time or their instructionally related activity period in secondary schools. There may be emergency situations when this type of extended coverage by paraeducators also is required.

All class coverage hours worked by a paraeducator must fall within their assigned duty hours and are not to extend beyond the number of hours of their daily assignment. No overtime may be authorized for a paraeducator providing class coverage.

In the event that a paraeducator is not available, the principal may designate another support staff employee qualified to perform such work. All requirements of the class coverage agreement apply to this designated employee as well.

Principals will be responsible for verifying for timekeepers the number of hours per pay period that a paraeducator is to be paid the \$7.50 per hour for a qualifying assignment for class coverage. Additionally, principals are to maintain a record of the number of hours each paraeducator is paid the premium rate for class coverage and the number of hours each paraeducator covers classes without being paid the premium rate of pay. This information will be collected and will be used in collaboration with SEIU Local 500 to monitor the utilization of paraeducators for class coverage. Information on the Payroll Attendance and Collection System regarding the reporting of hours for class coverage for paraeducators is available on the Employee and Retiree Service Center (ERSC) Website at <http://www.mcps.k12.md.us/departments/ersc>

If you have any questions, please contact Ms. Susan F. Marks, associate superintendent, Office of Human Resources, at 301-279-3270; or Mr. Donald Kopp, director, Department of Association Relations, at 301-279-3511.

Compensation for Class Coverage (Article 7, Section F, of 2007-2010 Agreement between SEIU Local 500 and Board of Education of Montgomery County)

Paraeducator Compensation for Class Coverage—Paraeducators will be compensated for class coverage when such coverage involves having the paraeducator work from a prescribed lesson plan designed to assure continuity of instruction in the absence of a teacher, and when such coverage is provided for a minimum of two hours in a given day. Should a paraeducator cover a class or classes without a regular teacher or a substitute teacher present, and such coverage is for the required total amount of time, whether for a consecutive period(s) of time or not, the paraeducator shall receive a class coverage premium of \$7.50 per hour for all time spent providing such coverage for that day. Should the coverage for a qualifying assignment be continuous into the following school day, the class coverage premium shall continue, beginning with the first hour of continuous coverage the following school day. Routine recess, lunch hour, and bus duty responsibilities will not constitute a break in class coverage assignments. All class coverage hours worked by a paraeducator must fall within his/her assigned duty hours and are not to extend beyond the number of hours of his/her daily assignment. It is further understood that it is the responsibility of the paraeducator's supervisor to ensure that work is assigned to the employee within the employee's assigned duty hours. Nothing in this section is intended to allow a paraeducator to perform class coverage duties without compensation as provided for above. The parties agree to jointly monitor the utilization of paraeducators for class coverage. Where a paraeducator is not available the principal may designate another support staff employee qualified to perform such work. In such instances, the class coverage premium shall apply when the class coverage work meets the requirements of this section.