

ESPBC MOU Updates Regarding Coverage Pay

Many questions remain around coverage/substituting. Below are a few highlights to be aware.

If there is a TABCO or ESPBC FTE vacancy and an ESPBC represented employee is covering that vacancy, the employee is eligible for twenty dollars (\$20) per hour in addition to the employee's regular hourly rate. The additional compensation of twenty dollars (\$20) per hour supersedes the language in Article 16.2., Acting Positions and Article 16.3, Extended Absences of the ESPBC MA. Upon filling of the vacancy, the Master Agreement language will go back into effect.

There is currently language in the ESPBC MA on Acting Positions and Extended Absences. The language in the MA is as follows:

“16.2 Acting Positions When an employee is voluntarily assigned duties of a higher skill or responsibility than is normally associated with his/her job classification during a temporary emergency he/she shall be compensated at the appropriate rate for the assigned job when such an assignment is for one (1) calendar week or longer, retroactive to the date of assignment. The employee's records shall reflect placement in the higher classification in an “acting” capacity. Such an assignment must be made in writing to the Division of Human Resources by an appropriate administrator/supervisor authorized to recommend a salary change. Emergency temporary assignments do not need to be posted. Should the position develop into one of a permanent nature or the emergency temporary assignment exceeds six (6) months, the job must be posted, and a selection made in accordance with promotional procedures.

16.3 Extended Absences When, due to an absence or vacancy, an employee is assigned additional duties of an employee of the same or lower grade for one (1) calendar week or longer, the employee shall be paid commensurate with the next higher step in their current grade or with an additional equivalent percentage of one step if the employee is on the highest step within a grade of the salary scale. Such an assignment must be made in writing to the Division of Human Resources by the appropriate administrator/supervisor authorized to recommend a salary change. Payment shall be retroactive to the start date. If the additional rate of pay was due to a vacant position and, if for any reason, the vacancy ceases to exist, the employee will no longer be eligible for the extended absence pay differential and shall be returned to their regular rate of pay in accordance with their grade and step.”

If a teacher is absent or not in the building, ESPBC represented school-based employees who volunteer to substitute or provide coverage are eligible for twenty dollars (\$20) per hour in addition to the employee's regular hourly rate.

Compensation is not provided when paraeducators provide coverage for recess duty, lunch duty, or for teachers who are involved in activities such as team conferences, IEP meetings, or other meetings. In accordance with Article 6.19.2 of the Master Agreement, this type of coverage can be for up to a maximum period of three (3) hours per day.

Any ESPBC represented employee who provides coverage for a teacher who is not in the building or is absent, or who exceeds the daily maximum coverage period of three (3) hours must complete the [Class Coverage Form](#) which is located on the Office of Payroll Web site.