

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT'S  
PROPOSED MEMORANDUM OF UNDERSTANDING**

**Between  
Sacramento City Unified School District  
&  
Sacramento City Teachers Association**

MOU Substitute Pay & Extra Work  
2021-2022 School Year

SCTA Proposal, March 27, 2022  
10:30 p.m.

**Proposal**

This Memorandum of Understanding (MOU) is between the Sacramento City Unified School District (District) and the Sacramento City Teachers Association (SCTA), collectively "the Parties," regarding the recruitment and retention of substitutes working in the District, extra work for certificated staff, and for providing transparency regarding the use of substitutes, and the combining of classes.

1. The District will pay assigned substitutes who work in the District an additional 25% over their regular day-to-day (step 1) or long-term (step 2) substitute rates as noted on the salary schedule. Accordingly, the regular day-to-day (step 1) and long-term (step 2) rates are increased to \$182.49 and \$277.24 per day respectively. Substitute teachers working in long term positions at their daily contracted rate will not earn less than Step 2. Regular processes for obtaining substitutes shall be followed.
- ~~2. The District will increase the salary schedules for certificated bargaining unit members so that all employees on K-12 Salary Schedule, Column A, Step 1 will be equal to the Step 2 rate for substitutes. All other step and columns in all other salary schedules will be adjusted accordingly.~~
3. Extra Work for Staff: For staff who substitute during a prep period or free period, and staff filling in and who voluntarily accept an out-of-regular assignment (including accepting additional students on their caseload, **or teaching a combined class that is temporarily combined when a teacher is absent and/or substitute coverage cannot be secured** teaching, or the duties of staff outside of our bargaining unit), the District will pay an additional 25% over the bargaining unit member's regular contractual hourly rate of pay for all time worked related to this work. Teachers providing these services will be paid at the next possible pay date following the submission of their timesheet. In addition, any elementary teacher who is not provided a prep period shall either a) receive an alternative prep period within five (5) working days of the missed prep period or b) receive pay for the missed prep at the bargaining unit member's contractual hourly rate of pay plus an additional 25%.

- ~~4. The District will also compensate special education certificated staff for their extra work. Special education certificated staff who voluntarily agree to accept additional students on their caseload shall receive an additional twenty five percent (25%) over and above the higher rate set forth in Section 17.6.1 (k) of the collective bargaining agreement regarding caseload maximums. [Included in #3 above.]~~
5. In addition to 3 days of sick leave provided for Substitute teachers, the district will provide an additional 14 days of paid sick leave for any substitute teacher who tests positive, is experiencing COVID symptoms or is required to quarantine.
6. When calculating differential pay for bargaining unit members, the District shall use the 2020-21 substitute rates for all unit members.
- ~~7. The District will create fifty (50) full time benefited substitute positions. Positions will be awarded according to the provisions of the collective bargaining agreement. Benefited substitutes will be employed for each instructional day of the school year, although their work site may vary based on staffing needs.~~
8. The district will make all efforts to reach out to prior substitute teachers who were removed from the substitute list in the summer of 2021 and upon request, immediately reinstate them to the substitute list.
9. Teachers holding a substitute teaching credential may be assigned, when necessary, to serve in an assignment for up to 60 cumulative days for any one assignment until July 2022. The district will work with SCTA to support eligible and interested substitute teachers to acquire their Career Substitute Permit.
- ~~10. No bargaining unit member shall be required to teach a combined class. Bargaining unit members who voluntarily agree to teach combined classes will be compensated for \$100 per hour for the time worked instructing the combined class, times the number of classes combined over and above the bargaining unit members current assignment. [Incorporated in # 3 above.]~~
11. The District will notify parents or guardians of affected students when unfilled teaching vacancies are filled by substitute teachers.
12. The District will notify parents or guardians of affected students when classes have been combined.

13. This MOU will be applied retroactively to the first day of school in the year 2021-22.

**For the District:**

\_\_\_\_\_  
Superintendent  
Jorge A. Aguilar

Date: \_\_\_\_\_

**For SCTA:**

\_\_\_\_\_  
President  
David Fisher

Date: \_\_\_\_\_