

# MEMORANDUM OF UNDERSTANDING

**Between the  
BEAVERTON SCHOOL DISTRICT  
and the  
BEAVERTON EDUCATION ASSOCIATION  
*Effective October 20, 2021 – June 22nd, 2022***

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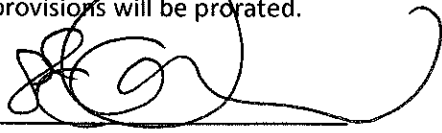
Many districts, including Beaverton, are experiencing substitute shortages resulting in unfilled absences. This impacts teachers who are often called back from professional training or asked to cover for a colleague. To provide greater flexibility in the assignment of substitutes, the District will hire a pool of up to forty (40) contracted substitutes who will work full time at the direction of the District according to the following guidelines.

Hiring will begin in the fall of 2021 with no more than twenty-five (25) contracted substitutes hired before October 30<sup>th</sup>. Hiring will continue gradually as needed, reaching a peak of no more than forty (40) contracted substitutes by spring of 2022. Contracted substitutes selected for these positions will be required to follow District policies, procedures and performance expectations. They will be covered by the 2018-2022 substitute agreement with the following exceptions:

1. Contracted substitutes will work full-time on a 175-day contract\*, sometimes at multiple sites.
2. Mileage will be paid for days substitutes travel between sites.
3. Substitutes in this pool will receive District-paid employee-only Kaiser medical insurance up to the District insurance cap of **\$1726**.
4. Substitutes will pay for medical insurance for additional family members and for the cost of dental insurance if desired.
5. Substitutes in this pool will not be assigned to long-term assignments (10 or more days). Assignments will be short-term assignments only and will be assigned at the District's discretion.
6. One or more school exclusions may result in removal as a contracted substitute and placement in the regular substitute pool, subject to all contractual provisions.
7. Participants will be paid at the premium substitute rate of 5% over the daily rate, waiving the 2880 worked hours required in the contract.
8. Substitutes will have their PEER forms completed by the District for experience only (substitutes will track their PDUs).
9. Participants will earn one (1) day of sick leave per month, up to a maximum of 10 days. These days will be awarded on the first day of the contract year. If the substitute does not complete the full contract but uses more days than earned, final pay will be adjusted accordingly. In the event of a demonstrated need beyond 10 days, up to 3 days of unpaid absences may be approved on a case-by-case basis.
10. Participants shall be credited up to 5 additional days of sick leave as needed (prorated for members who work less than 1.0 FTE). This additional leave is subject to all contractual provisions for sick leave use and will not accrue beyond the 2021-22 school year.
11. One (1) emergency day will be granted per year.
12. Participants are ineligible for PTO days, holiday pay and will not work on grading or staff development days.
13. Substitutes will receive monthly pay spread September through August\*.

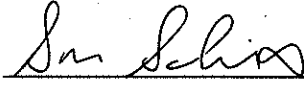
14. Participation in the pool will be by annual application and District selection.

\*These provisions assume a full contract year. For substitutes hired after the school year begins, all provisions will be prorated.



For the District  
Susan Rodriguez  
Chief Human Resource Officer

Date 10-20-2021



For the Association  
Sara Schmitt  
BEA President

Date: 10/20/21