



MEMORANDUM OF UNDERSTANDING

Between the
BEAVERTON SCHOOL DISTRICT
and the
BEAVERTON EDUCATION ASSOCIATION
Effective October 28, 2022 - June 2022

Process for Substitute Shortage

BEA and BSD will continue to reinforce the need for all substitutes to be available throughout the entire school year. The BSD will make a diligent effort to hire an adequate number of substitutes. The parties will proceed as outlined below.

1. School administration will collaborate with staff to create a proactive plan for covering unfilled substitute positions when there is a sub shortage. Ideally, this plan will be created prior to a sub shortage occurring. This plan will rotate responsibilities for different available non-classroom staff including administrators.
2. Sub desk will call schools with unfilled positions. The Sub Desk declares when it is a "Sub Shortage Day".
3. Principal/Secretary will seek solutions to cover the unfilled position according to the school's plan from the following options:
 - a. Available licensed staff who are willing to accept the additional assignment
 - b. Classroom teachers with non-assigned periods who are willing to accept the assignment
 - c. Substitutes already in the building for other assignments
 - d. School staff away at District Professional Development called back to help fill positions
 - e. Administrators helping to fill positions
 - f. Eligible student teachers used to cover classes under licensed supervision
 - g. Classes or groups canceled to free up licensed staff to fill positions

District Goal: WE empower all students to achieve post-high school success.

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.


- h. Classes or groups recombined in order to allow for licensed staff to fill unfilled sub positions*. If students are reconfigured in the event of an educator shortage all safety protocols shall be adhered to including recommended distancing measures.

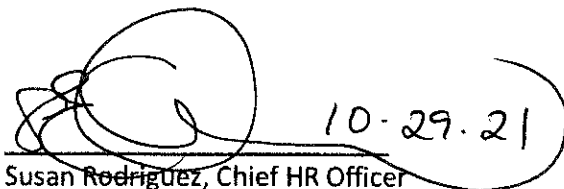
*This option should only be considered for whole class groups if other options are not viable.

- 4. On a district-declared Sub Shortage Day, the Principal/Secretary may assign an on-site substitute to fill an unfilled vacancy during an otherwise scheduled planning time for additional compensation at the sub rate. No substitute will be denied a 30 minute lunch period, nor a minimum of 15 minutes before and after the full-day teaching schedule begins and ends.
- 5. Long-term substitutes will be considered for substitute shortages in the same manner as the member they are replacing.
- 6. Any regular licensed staff member who volunteers to cover an unfilled vacancy will be paid for the additional work. The Principal/Secretary will fill out the Sub Shortage form, have the substitute or licensed staff member sign it, and submit it to HR.
- 7. Compensation for licensed staff assisting to cover unfilled classes will be accessible as follows:
 - a. Licensed staff who help cover an unfilled sub position on their plan time can submit for pay for the displaced plan time at the per diem rate.
 - b. Available licensed staff who can assist with unfilled positions by rearranging their own work can submit for pay for the displaced time at the per diem rate.
- 8. BSD will communicate the process to substitutes and schools.

For the Association:

For the District:

 10-29-21
Sara Schmitt, BEA President

 10-29-21
Susan Rodriguez, Chief HR Officer