

Memorandum of Understanding

This Memorandum of Understanding (MOU) is between the Ankeny Community School District ("District") and the Ankeny Education Association ("AEA") concerning certified staff coverage for teachers due to ongoing substitute teacher shortages. The parties agree the following is necessary in order to minimize unexpected schedule disruptions and to compensate teachers for planning and preparation time spent providing coverage to classes for which a substitute teacher is unavailable.

Therefore, the parties agree to the following:

1. Subject to the terms of this provision, any certified staff member covered by the terms of the District's current *Master Contract* with the AEA who, between the first day of the 2021-2022 academic year and December 7, 2021, provided class coverage in lieu of a substitute teacher when the assigned teacher was unavailable to work, shall, upon verification of that coverage, be entitled to "Coverage Leave."
 - a. One-half day of Coverage Leave shall be earned after the first hour/period, the fifth hour/period, the ninth hour/period, the thirteenth hour/period of verified classroom coverage, and the seventeenth hour/period of verified classroom coverage (i.e., a certified staff member will earn one-half day of Coverage Leave for providing 1, 2, 3, or 4 hours/periods of verified coverage, another one-half day for providing 5, 6, 7, or 8 hours/periods of verified coverage).
 - b. Coverage shall only be considered "verified" and, thus, count toward the accrual of Coverage Leave, upon authorization by the relevant building principal/program administrator and Human Resources. A process for seeking this authorization will be communicated to certified staff by Human Resources.
 - c. Coverage Leave shall only be available for coverage provided for classes for which a certified staff member is required to lead instruction (e.g., coverage leave shall not be available for coverage provided for homeroom or seminar). Additionally, Coverage Leave shall not be available for co-teachers who provide "single coverage" (teaching without their co-teacher due to that teacher's absence) for a class that they normally co-teach.
 - d. Coverage Leave shall not be available for coverage provided to cover the absence of a certified staff member when said absence is taken pursuant to a provision of the current *Master Contract* between the AEA and District that allows leave *if* the certified staff member can secure coverage.
 - e. For purposes of this provision, verified coverage time shall be measured in the following units:
 - (1) Elementary: clock hours (60 minutes of verified coverage = 1 hour of verified coverage);
 - (2) Secondary: class periods (1 class period of verified coverage = 1 class period of verified coverage).
 - f. Coverage Leave earned pursuant to this agreement may only be used on Tuesdays, Wednesdays, and/or Thursdays. No more than two certified staff members in a building/program may access Coverage Leave on any school day; this leave shall be approved by the building principal/program administrator on a first-come, first-served basis.

- g. Any Coverage Leave earned pursuant to this agreement that remains unused by the end of the 2021-2022 academic year will expire and will not roll forward and/or be subject to payout.
 - h. Coverage Leave earned pursuant to this agreement shall be separately coded and banked in the District's payroll and absence management systems and shall not be subject to the definitions, terms, and/or parameters of any other form of leave available to certified staff members.
2. Subject to the terms of this provision, any certified staff member covered by the terms of the District's current *Master Contract* with the AEA who, between December 8, 2021 and the last day of the 2021-2022 academic year, provides class coverage in lieu of a substitute teacher when the assigned teacher was unavailable to work, shall, upon verification of that coverage, be compensated with payment at a rate of \$20 per hour/period.
- a. Coverage shall only be considered "verified" and, thus, be available for compensation, upon authorization by the relevant building principal/program administrator and Human Resources. A process for seeking this authorization will be communicated to certified staff members by Human Resources.
 - b. For purposes of this provision, verified coverage time shall be measured in the following units: (1) Elementary: clock hours (60 minutes of verified coverage = 1 hour of verified coverage); (2) Secondary: class periods (1 class period of verified coverage = 1 class period of verified coverage).
 - c. Compensation earned pursuant to this provision shall only be available for coverage provided for classes for which a certified staff member is required to lead instruction (e.g., compensation shall not be earned for coverage provided for homeroom or seminar). Additionally, compensation earned pursuant to this provision shall not be available for co-teachers who provide "single coverage" (teaching without their co-teacher due to that teacher's absence) for a class that they normally co-teach.
 - d. Compensation earned pursuant to this provision shall not be available for coverage provided to cover the absence of a certified staff member when said absence is taken pursuant to a provision of the current *Master Contract* between the AEA and District that allows leave *if* the certified staff member can secure coverage.
 - e. Pay earned via this provision shall be pro-rated based upon minutes covered and shall be paid monthly.
3. For the period between December 8, 2021 and the end of the 2021-2022 academic year, each of the District's building principals shall establish a rotation schedule for certified staff members who will provide classroom coverage in lieu of substitute teachers when the assigned teacher is unavailable. Every individual assigned to the building who is on a contract that makes them appropriately certified to provide coverage shall be included in the schedule.
4. For the period between December 8, 2021 and the end of the 2021-2022 academic year, no certified staff member shall be asked or allowed to provide classroom coverage in lieu of a substitute teacher for more than eight total class periods (at the secondary level) or eight total clock hours (at the elementary level) in a school week.

5. For the period between December 8, 2021 and the end of the 2021-2022 academic year, no certified staff member shall be asked to provide coverage for two classes at once ("doubling up") as a means of providing coverage in lieu of a substitute when the assigned teacher is unavailable to work.
6. For the period between December 8, 2021 and the end of the 2021-2022 academic year, the administration from each of the District's attendance centers and/or programs (e.g., Summit, Beyond) shall maintain meticulous records to support implementation of this MOU. For each certified staff member providing coverage, building/program documentation shall, at a minimum, include: (1) the date(s) the certified staff member provided coverage; (2) the time(s) the certified staff member provided coverage; and (3) the number of minutes the certified staff member provided coverage.
7. For the period between December 8, 2021 and the end of the 2021-2022 academic year, the District shall establish a process whereby each certified staff member providing coverage shall verify the accuracy of their accrued compensation.

This MOU shall expire on June 30, 2022. All other provisions of the current collective bargaining agreement remain in full effect, and this MOU shall not be construed as a precedent for future negotiations.

Ankeny Education Association

Ankeny Community School District



By: Jason Dagel

Chief Negotiator

By: Trent Murphy

President, Board of Education

Date: 12/3/2021

Date: _____