

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA
AND
THE PALM BEACH COUNTY CLASSROOM TEACHERS ASSOCIATION, INC.**

Employee Substitute Coverage

The School District of Palm Beach County ("District") and the Palm Beach County Classroom Teachers Association, Inc. ("CTA") as evidenced by the respective signatures below, agree to this Memorandum of Understanding ("MOU") related to Substitute Coverage payment to members of the T-Bargaining Unit ("bargaining unit members") as more specifically set forth herein.

Employee Substitute Coverage

Effective the first payroll following approval of this MOU through the end of the current school year, the Parties agree to increase the Employee Substitute Coverage payments as follows:

Secondary Schools: Employees shall be paid twenty-five (\$25) per period or thirty-seven dollars and fifty cents (\$37.50) per block in secondary schools each time he/she substitutes for a teacher who is either unavailable or absent. Any employee who absorbs a portion of a class will be compensated based on the number of students absorbed as it relates to the total number of students in the divided class, up to a maximum of \$25 per period and \$37.50 per block.

Example of payment when secondary students are absorbed by another teacher:

Total Students in Divided Class	Number of Students Absorbed	% of Class	Period / Block	Payment Period / Block
25	10	.40	\$25 / \$37.50	\$10 / \$15

Elementary Schools: Employees at elementary schools shall be paid a total of one hundred and twenty-five dollars (\$125) per day and will be apportioned equitably between or among employees covering an absent employee's class in the event the employee is absent or unavailable for a full day. In the event an elementary employee is absent or unavailable for a half day, the apportioned amount will be sixty-two dollars and fifty cents (\$62.50).

General Provisions

The Parties agree to the following provisions:

- the maximum payment a secondary employee may earn per period is \$25
- the maximum payment a secondary employee may earn per block is \$37.50
- the maximum payment a secondary employee may earn per day is \$125
- the maximum payment an elementary employee may earn per day is \$125
- an employee may only absorb one (1) additional class per period or block

The Parties agree that either Party may request a meeting in writing to discuss any possible changes to this MOU. The Parties agree that this MOU will expire at the end of the 2024-2025 school year. The Parties agree that if language regarding employee substitute coverage is added to the collective bargaining agreement during the 2024 negotiations reopens, this MOU will become null and void.

**For the Palm Beach County
Classroom Teachers Association, Inc.**



Gordan Longhofer, President

Date: 6/24/2024



Justin Katz, Executive Director

**For the School District of
Palm Beach County, Florida**



Michael J. Burke, Superintendent

Date: 7/8/24


Jamie Wyatt (Jul 2, 2024 09:33 EDT)

Jamie Wyatt, Chief of Staff



Heather Frederick, Chief Financial Officer


Timothy Kubrick (Jul 2, 2024 15:34 EDT)

Tim Kubrick, Chief of Human Resources /
Chief Negotiator