

**SAINT PAUL FEDERATION OF EDUCATORS  
PROPOSAL #19  
November 18, 2021**

LICENSED STAFF CONTRACT

LOSS OF PREPARATION PERIOD

ARTICLE 9

SECTION 9. CONTRACT TEACHERS AS SUBSTITUTES

Subd. 1. Contract teachers assigned by the principal to serve as occasional substitutes during their preparation period shall be compensated at the hourly rate stated in Appendix D per class hour. **Teachers will be paid the hourly rate in 15 minute increments based on the number of minutes of prep that were lost and partial quarters of an hour will be treated as full quarter hours.** ~~When less than a full preparation period is required, but a major part of a half-period or full period is used, half or full payment shall be allowed.~~

Subd. 2. Conditions for reimbursement include situations which, in the judgment of the building principal, require a teacher to relinquish a preparation period for the purposes of class coverage. In the event of a building emergency, teachers shall provide such supervision without compensation.

Subd. 3. When a teacher is absent, and a substitute is not available, TOSAs shall be assigned to cover the classroom of the absent teacher as part of a regular rotation with other licensed staff in the building. If necessary, classes will be covered by teachers during their preparation times and those teachers **shall be compensated at the hourly rate stated in Appendix D** ~~will receive \$35.35~~ for missing their preparation time.