



**Human Resource Services**  
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## Conference Period Work

January 2020

### **Contract Teacher Replacement Service during conference period or Teacher of Record\* during conference period**

<u>Assignment details</u>		<u>Avalon Assignment Details</u>	
Title	T HRLY P Schedule	T HRLY P Schedule	
Class Code	30104	30104	
Position Number	319999	319995	
Job Status	031 Hourly, Addn'l Serv	031 Hourly, Addn'l Serv	
Job Code	E	E	
Bargaining Unit	CHHT	CHHT	
Salary	P081A – P082C	P081A – P082C	
Calendar	T	T	
Hours	46	46	
FTE	0	0	
Earn Code	0021	0021	
Pay Periods	12	12	
Sick Leave	Yes - Hourly	Yes - Hourly	

### **Replacement Service**

“Replacement service may be required when another teacher is absent, no substitute is immediately available and, in the judgment of the administrator, no other certificated employee is available. Over the course of the school year the site manager shall distribute these occasional replacement assignments as equitably as possible among all available non-classroom certificated personnel and unit members. A record of equitable assignments shall be accessible to employees. When a unit member is assigned to provide such replacement service, the first two (2) hours, cumulative, per school year of such service shall be deducted from the employee’s maximum expectancy (twenty [20] hours per semester or forty (40) per year) for adjunct duties. When a unit member is assigned to provide replacement service in excess of two (2) hours, cumulative, the unit member shall be paid for such excess service at the substitute hourly rate, Schedule P, and shall be required to remain on-site after his/her duty day for an equivalent number of minutes of preparation.

Efforts will be made to assign non-bargaining unit employees to provide replacement service. If a bargaining unit member who has been asked to provide replacement service is relieved by such an employee within the first twenty (20) minutes of service, the bargaining unit member will be credited with thirty (30) minutes of coverage. If the coverage time is in excess of thirty (30) minutes, the employee shall be provided with one (1) hours of credit for replacement service.”

TALB Contract Article V, A.9

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## **Teacher of Record**

“Historically, the secondary teacher workday is comprised of six periods (one of which is a conference period). If a teacher volunteers to teach an additional class during his/her conference period his/her instructional day is extended approximately one hour before or after the regular instructional day to provide the employee with the conference period allow for in this Agreement.”

TALB Contract Article V, A.3

*\*A Teacher of Record is an educator who is responsible for a specified proportion of a student’s learning activities that are within a subject/course and are aligned to performance measures. This is an ongoing assignment and not replacement coverage.*