

ARTICLE XIX -- TEMPORARY INSTRUCTORS/INTERIM TEACHERS

Section 1. Use of Temporary Instructors

- A. When students for whom a teacher has assigned duties to instruct or supervise are in attendance, a temporary instructor shall be utilized whenever the teacher is absent from the work location on approved leave, except when no temporary instructor is available, in emergencies, or where on-site personnel have volunteered to cover the absent teacher's duties. In all cases, the principal has the right to provide supervision for students that, in his/her opinion, best provides for their safety.
- B. Employees in this unit shall not be shifted from their regular duties to cover a full-day absence of a teacher, except as noted in A. above. Part-day absences shall be covered at the direction of the principal, provided, however, that every reasonable effort shall be made to utilize temporary instructors in such cases.
- C. Where an emergency temporary instructor has been retained for the next workday and an absent teacher has not notified the supervising administrator (or designee) 30 minutes prior to the scheduled student dismissal time, the emergency temporary instructor shall be the employee entitled to work on the next workday.

Section 2. Interim Teachers (3100s)

- A. When employed for a specific length of time in excess of 30 days, an interim teacher shall receive the same salary as a contract teacher from the 31st day of such assignment. Interim teachers will become eligible for insurance benefits on the first day of the month following 30 calendar days from the first day of paid employment in a full-time position, as long as active employment is continued for those 30 calendar days. Said benefits terminate at the conclusion of the calendar month upon expiration of such assignment. In the event of a break in service, as a result of administrative actions with subsequent reassignment to the same work location and same assignment during the same school year, the number of days worked shall be cumulative for purposes of computing the 30 days. All 3100s who complete the insurance eligibility requirements during the last month of the school year, and where such assignment continues through the last day of the school year shall receive said benefits on the first day of the month of employment (i.e., September 1st or October 1st) of the upcoming school year, if reemployed within 30 days. Interim teachers who have rendered satisfactory service may be given consideration for employment as regular teachers, if vacancies exist.

Interim teachers must be certified in the area of assignment, unless waived by the Chief Personnel Officer for Human Resources. It is the intent of the parties that employment of temporary instructors shall not exceed 10 consecutive days.

Assignments projected to exceed 10 consecutive days require the service of a certified, qualified interim teacher to be placed in the appropriate 3100 job code.

An interim teacher who has served 30 days at a work location, whose assignment terminates and is hired at another or the same work location as an interim teacher, shall, on the 31st day of subsequent employment as an interim teacher, receive the same salary as a regular teacher.

An interim teacher who is assigned to substitute in an allocated and encumbered position which remains vacant for 31 or more workdays shall be entitled to the same rights, privileges, benefits, and salary as accorded to a regular teacher. Any 3100 who works, as described herein, until the last day of school and is re-employed and reassigned to the same encumbered position prior to September 1 of the subsequent school year shall continue to receive, without interruption, the same salary and benefits as a full-time teacher.

Pool temporary instructors who are employed as 3100s shall continue to be paid as pool temporary instructors for the first 30 days of employment.

The status of interim teachers who have an interruption in service or are assigned to another work location shall be in accordance to this Article.

- B. An individual hired as an interim teacher paraprofessional/associate educator or school support personnel shall acknowledge in writing that the position is "temporary" and without any expectation of continued employment beyond that approved by the Chief Personnel Officer, Human Resources, or designee. The term of the temporary appointment shall be until the job incumbent returns from leave or until the position becomes unencumbered, or until the end of the school year.

Interim teachers will become eligible for insurance benefits on the first day of the month following 30 calendar days from the first day of paid employment in the full time position, as long as active employment is continued for those 30 calendar days. Said benefits terminate at the conclusion of the calendar month upon expiration of such assignment.

Salaries for interim teachers shall be adjudicated on the "U1" Salary Schedule in a manner consistent with their classification and years of experience.

Section 3. Pool Temporary Instructor

- A. Pool Temporary Instructor -- A temporary instructor guaranteed a minimum of 180 days of employment during the school year who agrees to perform daily emergency temporary instructor work on a schedule established by the ACCESS Center Assistant Superintendent.
- B. Compensation for pool temporary instructors shall be at the rate set by the AS Salary Schedule (Appendix E) for temporary instructors.

- C. Pool temporary instructors shall be under the overall direction of ACCESS Center Assistant Superintendents and shall be assigned to individual school-site work locations on an as-needed basis.
- D. At individual work-site locations, pool temporary instructors shall be under the direct supervision of the principal and shall be available to cover classes all day, or for segments of the day, and shall perform any other instructional or related duties, as assigned.

Section 4. Emergency Temporary Instructors

Emergency temporary instructors are employees who work on a day-to-day basis, as needed, to temporary instruct for a regular employee.

Section 5. Temporary Instructors for Special Teachers

Every effort shall be made to provide temporary instructors for all special teachers such as art, music, physical education, media specialists, exceptional child teachers, and teachers in the Bilingual Education Program.

Section 6. Use of Special Teachers

Except in emergency situations, special teachers (e.g., art, music, physical education, bilingual education, exceptional child, and media specialists) shall not be utilized as temporary instructors.

Section 7. Emergency/Pool Temporary Instructor Salary Schedule - (AS)

Effective the first day of the school year, emergency, paraprofessional and pool temporary instructors pay rates shall be as follows:

TEMPORARY INSTRUCTORS' SALARY SCHEDULE (AS)

Pool	\$116
Temporary Instructor - Degreed	91
Temporary Instructor - Associate Degree	67
Paraprofessional (High School or Equivalent)	58

Emergency temporary instructors who teach for regular full-time Exceptional Student Education (ESE) teachers, except Gifted, shall be paid an additional \$16 per day.

Section 8. Enhancing Achievement Through Temporary Instructor Teacher Training (EATTI)

The parties agree to establish a joint ad hoc committee which will develop recommendations regarding comprehensive temporary instructor training and orientation programs. Such recommendations will be submitted to the Superintendent of Schools and the UTD President or Designee.