

OESPA Contract Clarifier – UPDATED

March 8, 2022

The OESPA Contract Clarifier was created to assist both managers and staff in understanding portions of the contract where the language may not include intent, context or background information. The Concordance is a living document maintained by the office of Labor Relations. If you have any questions, please contact LeighAnn Blackmore, Director of Labor Relations or Scott Lindsey, Senior Administrator of Labor Relations, at 407 317-3337.

Article V.D. 2 – Union Leave

There are two types of Union Leave. There is Union Leave for an employee released to attend a meeting where both union and management are participating. Examples of this union leave include, but are not limited to, Union Management Meetings (UMM), Collaborative Bargaining Leadership Team Meetings (CBLT), Fringe Benefits Meetings and other committee meetings referenced in the contract. This Article does not apply to these meetings.

There is another Union Leave for employees released to attend a meeting or training where only union members are present. These are the meetings covered by this Article.

Both types of Union Leave are to be reported as Union Leave however, this is NOT a leave type available to the employee inside the Employee Self-serve Portal. Union Leave is authorized by Labor Relations via email to the work location. Union leave must be reported by **the work location's payroll preparer**. For specific instructions on the correct way to enter UnionLeave, the work location's payroll preparer must contact the Payroll Department at the District office for instructions. At no time is the employee's leave balance (annual or personal) to be charged for Union Leave.

Labor Relations is responsible for maintaining the records to ensure compliance with the 105 days per year/5 days per employee limitations of this Article.

Article X.C.5 – Reassignment (18-Hour Substitute Teacher Course)

In compliance with Article XVI.O., the District offers an 18-Hour Substitute Teacher Course. The course is available through Canvas and located in the OCPS PD Catalog, Noninstructional.

In accordance with Article X.C.5., employees who take this class will receive supplemental pay in the amount of \$30 per day. If the employee has not taken the class, the supplemental pay is \$20 per day. Both supplements are in addition to the employee's regular hourly wages.

The employee must be assigned to the class by the principal. The 2 ½ hours may be achieved by covering a single class or by covering several classes where the cumulative total of student contact time is at least 2 ½ hours.

Employees whose job title is within the Educational Para-professional (Ed-para) job family may be assigned the coverage of a class when a teacher is out with or without the 18-hour Substitute Teacher training because working with students and supporting teachers inside a classroom is within the scope of duties for job titles in the Ed-para job family.

Employees whose job title is outside the Ed-para job family must take the 18-hour Substitute Class before they can be assigned classroom coverage. Working with students and supporting teachers inside the classroom is outside the scope of duties for job titles **not** in the Ed-para job family. Taking the 18-hour Substitute Teacher training equips the non-Ed-para employee to assume the classroom duties otherwise unique to the Ed-para job titles. In taking the class, the employee agrees to accept a classroom assignment, even if their job title is outside the Ed-para family.

An employee is eligible for an additional \$20 per day supplement if the principal (designee) assigns him/her to cover a class for a teacher that is out and that coverage is at least 2 ½ hours of student contact time. The student contact time may be from covering a single teacher's class or it may be an accumulation of student contact time from multiple classes. Provided the minimum student contact time is at least 2 ½ hours, the employee is eligible for the supplement.

If the employee completes the 18-hour Substitute Teacher class, the supplement amount for the above-described scenario is \$30 per day. These supplements are in addition to the employee's regular hourly wages.

The link for the 18-Hour Substitute Teacher In-service Training Course is:

<https://ocps.instructure.com/courses/1618001>