

**MEMORANDUM OF UNDERSTANDING**  
**Teachers**

**Four-Track Teachers Substituting in their Same Position**  
**(Policy 4141)**

For the school year 2015 – 2016, a full-time, four-track teacher may substitute for their position during their non-contract time for curriculum pay with administrator approval provided the following three conditions are met:

- a) The teacher would not need to attend meetings nor be assigned the duties they would perform during their contract time while they are substituting.
- b) The teacher would be provided release time to write lesson plans for their off-track substitute assignment. The release time will not be less than a half-day per week of lesson plans (per policy).
- c) If substituting in the position for more than 10 consecutive days, the teacher will be paid at the short-term substituting rate from the first day of the assignment.

Revised: May 25, 2017

Adopted: June 12, 2017

Effective: July 1, 2017