

## TABCO MASTER AGREEMENT

# HOT TOPICS

ISSUE 22

### Substitutes

**10.5** *The responsibility for the selection, orientation and employment of substitutes rests at the local school level. The principal, or his/her designee, shall be responsible for obtaining qualified substitutes. Teachers shall not be required to obtain their own substitutes.*

### Preparation, Planning, and Duty-free Lunch

**10.6.4** *A teacher who leaves the school building during the duty-free lunch period or prior to the termination of the 15-minute period after school and after completing all other assigned duties shall notify the secretary or other designated person. Upon returning to the school building from a duty-free lunch period, a teacher shall notify the secretary or other designated person.*

**10.12.9** *With the permission of the appropriate administrator or designee, teachers may leave the building during planning periods to conduct business related to their assignments. Teachers must sign out and sign in at the designated school site.*

**So what does this mean for you?**

**Additional questions concerning SEMS have arisen in conversations with members, so we are once again alerting members of the “look fors” regarding SEMS.**

- **You do not need to state a reason for urgent personal business to an administrator, department chair, or SEMS, and you do not need pre-approval to take urgent personal leave as long as it is not before or after a holiday or for consecutive day usage. You only**

- need to notify the administration at least 24 hours in advance.  
(See Master Agreement Article XII for details.)
- Open your pay stub each pay day and keep track of your leave days. If you use a sick day, then 6.5 hours should be subtracted from your sick leave total, not 7.0 hours. (30 minute lunch is unpaid) If you take ½ day off for sick leave and the time you are off includes your lunch, then you should only be charged 3 hours of sick leave.
  - The smallest increment of time you can code out for is ½ hour.
  - You do not need to code yourself out using SEMS when you leave the building for lunch or planning time. Use the building sign in and sign out procedures. (See 10.6.4 and 10.12.9)
  - To determine how many days of sick leave you have accumulated, add the sick leave and family leave hours together, then divide by 6.5. Family illness hours are part of your sick leave. (See Master Agreement Article XII for detailed information.)
  - If you are coding a sick day “family illness,” make certain you have not used up all of your “family illness” time before coding the day as such.
  - You can code absences up to 90 days in advance.
  - Teachers have the opportunity to choose a substitute from a list of those names previously submitted. If using the website, identify the individual by last name.
  - We recommend that everyone keep a copy of the job number or confirmation number at the end of the call or computer entry as documentation. This job number also signifies that the system has registered the absence.
  - If a substitute is arranged, for example, for the purpose of covering during IEP Team meetings, you do not have to call that into SEMS. Your administrator or his/her designee has procedures to obtain that floating substitute.
  - When coding “other board business”, please be sure to read through all options provided on the drop down menu for coding.

If you have questions regarding these items or feel you have been charged additional sick leave time in error, please contact your TABCO UniServ Director at 410-828-6403.

**You are a part of TEAM TABCO and together we are strong!**