

FAQ: Loss of P&D, Loss of SEIMS, and Missing Substitute Teachers

The BTU contract provides help with a number of coverage issues, for example, loss of P&D time, having to cover an unscheduled class or adding students to your class because of a missing substitute teacher, and loss of SEIMS time. Let's go over some of them:

General Instructions

The following forms — [Class Coverage](#), [Planning & Development](#) and [Administrative Sped Periods](#) — are used for payouts twice a year: in January and June, for all instances where there has been a loss of time as described above. These forms should be submitted in January and June (prior to the end of school and no later than June 30). Here is a [letter of instruction](#) that has gone out to principals and headmasters.

A. Class Coverage

Class coverage is used to compensate Paraprofessional and Teachers who are needed to cover a class for another teacher during the course of the school day. The class coverage form is not intended for missed P&D's (there is a separate form for that purpose). Substitutes do not receive Class Coverage; they should be compensated through a stipend. This form is also used for teachers who are asked to accept students from an unassigned class which has been broken up because of a missing substitute teacher.

B. Planning & Development and Administrative Sped Periods

The forms for Planning & Development and Administrative Sped Periods are used to compensate those teachers who miss their P&D period(s) and administrative period(s) for Sped. These forms are to be used for teachers only; Substitute teachers do not receive compensation for missed P&D periods or Administrative Sped Periods. Substitutes should be compensated through a stipend.

What should I do if I lose my P&D?

Those who lose their P&D are almost always entitled to compensations. Keep good records — missed P&Ds are worth \$28.30 per session.

What if I don't lose my P&D but the principal places students from another class into my room because a substitute to cover that class is not available, for whatever reason?

As above, you are entitled to receive compensation under a wide range of circumstances. [Fill out this form](#), and keep records on how many students are assigned to your class and for how long. Many administrators routinely break up classes instead of calling for substitutes because it saves them money. Certainly schools need more resources, and it's always good to save where one can, but it shouldn't come at the expense of loading up "receiving" classes, which helps no one. The arbitration cited, which can compensate individuals up to \$141.52 in the aggregate, is meant to be a deterrent to this practice. See "A" above.

What should I do if I lose my SEIMS period?

As above, those who lose their SEIMS time are almost entitled to compensation. Keep good records.

I am asked to be present or to otherwise participate in a Special Ed CORE meeting. Does that time come out of my SEIMS time?

No, it does not. That time must be provided you in addition to your SEIMS time. See the burgundy contract booklet, p 38 1a. (Do you need a contract booklet? Ask your building representative to pick one up for you at next week's membership meeting.)

What if the principal says that there's no money in the school budget to hire substitutes for either the absence of a teacher or a missing SEIMS period?

Respectfully, that's not a true statement. There is money in every school's budget for the aforementioned coverage items, although school leaders often choose to use their resources elsewhere. Schools are required to provide coverage for each of the above.

What if my principal does not call for substitutes as a matter of policy?

The BTU contract mandates that "it is the policy of the Committee that substitutes be hired to cover classes of regularly assigned teachers when they are absent." (Burgundy booklet, p 33, 8b). If your school is not calling for substitutes when needed, please speak with either [Caren](#) or [Michael](#).

What if I have other questions?

Email your field representative, [Michael](#) or [Caren](#).
Which field representative should I call? [See here](#).