

## Bargaining Unit Members May Be Asked to Cover Classes

### What is the Thrice Rule?

Elementary and Intermediate (Article IV. Hours and Assignments Section F.6. page 5)

Any TK-8 Bargaining Unit member (including ALL teachers, TO-SAs, and IS teachers) who is assigned a portion of another Bargaining Unit member's class shall be additionally **compensated at his or her per diem rate of pay proportionate to the time and number of the students involved.**



The Principal can assign students to a Bargaining Unit member **without consent three times** during the same school year. The principal requires the Bargaining Unit members' **consent on the fourth and subsequent occurrences.**

**Keep track of dates you are assigned students when substitute teachers are not available.** Occurrences four and beyond will be compensated at the same rate as the first three (your per diem proportionate rate.)

High School (Article IV. Hours and Assignments Section H.2 page 5)

At the Principal's discretion, any Bargaining Unit member may be given an additional teaching assignment, substituting assignment, or special duty assignment during preparation time provided that the principal deems such assignment necessary in the best interests of the instructional program. Any Bargaining Unit member given an additional temporary teaching assignment during preparation time shall be compensated at one-sixth their per diem rate of pay. This provision must be utilized on an equitable basis at all levels. This provision cannot be used to supplant the employment of substitutes.

### Requests to Advance on the Salary Schedule Due October 1 & December 31

Bargaining Unit members have two opportunities each year to file an intent to qualify for a change in salary with the Human Resources Department: **October 1 and December 31.** In addition, official transcripts verifying course work completed must be filed with the Human Resources Department prior to a change in salary classification.

#### HR Looking to Fill Vacancies Recommend a Candidate

If you know someone who is considering teaching, you can personally make a recommendation to Director Jose Alarcon. The District will help candidates with intern permits and emergency credentials. Advise candidates to apply via EdJoin. You can then follow-up the application with a personal email to [Alarcon\\_Jose@Montebello.k12.ca.us](mailto:Alarcon_Jose@Montebello.k12.ca.us).