

**LETTER OF UNDERSTANDING BETWEEN  
DEARBORN BOARD OF EDUCATION AND DEARBORN FEDERATION OF  
TEACHERS**

**DFT SUBSTITUTE STIPEND**

The Dearborn Board of Education (hereinafter referred to as the Board), and the Dearborn Federation of Teachers (hereinafter referred to as the D.F.T.), whereas the above mentioned parties agree as follows:

DFT members may earn a \$35 stipend for volunteering to substitute for classroom vacancies due to the substitute shortage. This stipend does not replace the Emergency Substitute plan provided by the Human Resources Department and may not be used to fill vacancies resulting from professional development. Buildings with substitutes for professional development may be required to release their scheduled substitute to fill a teacher absence vacancy. Again, the Emergency Substitute Plan is the primary method to fill vacancies and must be exhausted prior to implementing this opportunity.

In adherence to Article VI. Sections A.2 and B.2, Professional Responsibilities, teachers may volunteer to substitute for additional periods. DFT members would be required to complete and submit time cards including all the details of their substitute assignment(s) each week and the account number for the person they are substituting for. Time cards must be submitted on a weekly basis and retro-pay for delayed time card submission will not be honored.

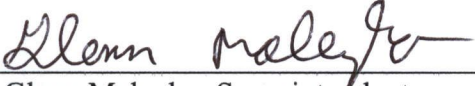
Administrators will post a memo to their building for a minimum of five days requesting volunteers to substitute when the need arises. Submitted names will be randomly selected in the presence of the School Improvement Team and/or Department Heads to determine the order of the volunteer list. Opportunities will be offered according to the staff order on the established volunteer list. DFT members must be Effective or Highly Effective on their most recent year-end evaluation.

Department Chairs that already have an additional department planning period are NOT eligible for additional pay for substituting during a prep. Since some department chairs currently have two paid planning periods per day, this planning period is already included as part of the emergency substitute plan. Ancillary staff are not eligible to substitute for more than one period per day as part of the emergency sub pay unless a State substitute permit is obtained.

This is agreement is effective through June 30, 2020.

For the Board of Education  
Of the School District of the  
City of Dearborn

For the Dearborn Federation of Teachers

  
Dr. Glenn Maleyko, Superintendent

  
Jane Mazza, DFT President

10-22-19  
Date

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Date