

Santa Cruz City Schools Guest Teachers

Agreement between:

Greater Santa Cruz Federation of Teachers

And

Santa Cruz City Schools

Agreement effective July 1, 2024 – June 30, 2027

Co-GSCFT President:

Matt Bruner & Jody Kropholler

Date: _____

Assistant Superintendent, Human Resources

Molly Parks

Date: _____

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ARTICLE I - RECOGNITION

1. The Santa Cruz City Schools (the "District") recognizes the Greater Santa Cruz Federation of Teachers (GSCFT), Local 2030, Guest Teacher Unit (the "Guest Teacher Unit"), as the exclusive representative for guest teachers.
2. Unit members will be notified of their inclusion in the unit at the time of their first assignment or as soon as possible. Union contact will be made available at all school site.
3. Excluded from the Guest Teacher Unit are management, supervisory, and confidential employees, whether full-time, part-time, regular, or substitute..
4. Employees have the right to representation in any conference or disciplinary proceeding. The administrator will work with the employee and GSCFT union representatives to schedule a meeting at which union representation can be provided.

ARTICLE II – HOURS AND TERMS OF EMPLOYMENT

A. Hours

1. The assignment of guest teachers, including the number of hours, work site, grade level, or subject area, is at the sole discretion of the District. Assignments include arrival 15 minutes before the first class and departure 15 minutes after the last class. Guest teachers may refuse a class or assignment at their discretion through Absence Management..
2. The current school year" refers to the period from the first working day with students to the last working day with students.
3. Guest teachers will not be intentionally terminated from a continuing assignment to prevent long-term status.
4. If a guest teacher is called back for the same assignment within two (2) working days, their pay and assignment status will continue as if there were no break in service, provided the teacher has been in the assignment for 21 or more days.

5. If a guest teacher's service is interrupted by illness and they return to the same assignment within two (2) working days, it will not be considered a break in service.

B. Retention

1. Guest teachers do not have a formal evaluation process. However, administrators may offer suggestions based on input from the classroom teacher. If there is a concern about performance, the administrator will contact the guest teacher. After the contact has been made, the administrator will then decide whether to allow the guest teacher to return to the school.
2. If the decision is made to remove the guest teacher from a school, HR will be notified, and the district will decide whether to remove the guest teacher from the site or from the District as a whole.

C. Termination

1. A guest teacher may be terminated for behaviors and actions, including but not limited to:
 - Inappropriate contact with a student
 - Cell phone use during class time
 - Inappropriate language
 - Violating health and safety codes
 - Repeated attendance concerns
 - Failing to comply with professional expectations and lesson plans
 - Expressing inappropriate personal or political views
 - Not leaving classrooms clean

ARTICLE III – SALARY

1. **New Rates Starting December 16, 2024:**
 - **\$85 per day** (up to 20 days) (Half Day)
 - **\$170 per day** (after 20 days) (Full Day)
 - **\$130 per day** (after 20 days in consecutive long-term sub assignment) (Half Day)
 - **\$260 per day** (after 20 days in consecutive long-term sub assignment) (Full Day)
2. **Definitions:**
 - **"Full Day"**: A guest teacher working more than 3 hours.
 - **"Half Day"**: A guest teacher working less than 3 hours.
 - **"21 Days+"**: Rate for guest teachers who have completed 21 or more consecutive days in an assignment.

ARTICLE IV- FEDERATION DUES/FEES and PAYROLL DEDUCTION

1. Each member of the bargaining unit who joins the Federation, shall maintain his or her membership in good standing for the duration of the school year, authorizing the deduction from their earnings over nine(9) months. If a guest teacher decides at any point during the year to terminate their union membership, they need to contact the union president who will notify the district. The Federation shall indemnify, defend and hold the District harmless from claims, demands, lawsuits, or any other action arising from the organisational security provisions contained in the agreement.
2. The Federation shall submit and notify the District of the appropriate amounts and changes thereto in writing.
3. The Federation shall submit all necessary forms and information to the Payroll division.
4. The District shall remit the appropriate amount deducted to the Federation each month accompanied by a list of names of members of the unit for whom such deductions have been made.
5. The Federation shall indemnify fully and otherwise hold harmless the District in the enforcement of this Article

ARTICLE V – ABSENCE MANAGEMENT SYSTEM

1. The Absence Management will inform the guest teacher of the assignment, location, and times.
2. If more than one guest teacher reports for the same assignment, the guest teacher with the job number will be retained and paid. The guest teacher without a job number may be retained by the site and used wherever is needed in order to be compensated. Guest teachers are responsible for obtaining a job number via Absence Management prior to reporting for assignment.
3. In the event that the job number is not correct and the guest teacher arrives on site and the time stated, compensation will begin effective and ending at the time given by Absence Management

ARTICLE VI – SICK LEAVE

1. In compliance with the CA Healthy Workplace Healthy Family Act, requires California employers to offer paid sick leave to employees who do not currently earn paid sick leave, including substitute teachers. To be eligible for paid sick leave an employee must:
 - a. Work thirty (30) or more days within a school year and
 - b. Satisfy a ninety (90) day employment period before taking any sick leave
2. Once employees have met both requirements, the District will grant forty (40) hours of sick leave. Sick leave can be taken by the employee or a family member, for preventive care or diagnosis, care or treatment of an existing health condition. In addition sick leave can be used for a victim of domestic violence, a crime, sexual assault or stalking. Family members include parents, children, spouse, registered domestic partner, grandparent, grandchildren or siblings.
3. Sick leave must be taken in minimum two (2) hour increments not to exceed seven and a half (7.5) hours in a day. If the use of sick leave is foreseeable, the employee must provide reasonable advance notification. If the need is unforeseeable, the employee must provide notice of the need for the leave as soon as practicable. Unused sick leave will not roll over to the following year.
4. To use sick leave, an employee must be offered a sub job on the day the use of sick leave is requested. To report your absence and use of sick leave:
 - a. Guest teachers must contact Christina Butler, Substitute Coordinator at 831-429-3410 X 48232
 - b. Complete a Healthy Workplace/Health Families Act Absence Request Form and submit the form to Christina Butler

Appendix A – Substitute Rates for Guest Teachers

Salary Schedule [link](#)

This contract provides clear terms and expectations for both the Santa Cruz City Schools Board of Education and the guest teachers represented by GSCFT Local 2030.

Santa Cruz City Schools
2024-2025 Guest Teachers
Effective December 16, 2024

Substitute Rates		
Full Day	(1-20 days)	\$170.00
Half Day	(1-20 days)	\$85.00
Full Day	(21 days +)	\$260.00
Half Day	(21 days +)	\$130.00

Effective 12/16/24



Kris Munro