

Memorandum of Understanding  
between  
The Baltimore County Public Schools (BCPS)  
and the  
Education Support Professionals of Baltimore County (ESPBC)

Class Coverage and Substituting

The Board of Education of Baltimore County (“Board”) and the Education Support Professionals of Baltimore County (“ESPBC”) (hereinafter jointly referred to as “Parties”) hereby enter in this Memorandum of Understanding (“MOU”) which addresses substituting, coverages, and compensatory services as a supplement to the Parties’ 2024-2027 Master Agreement (MA).

**WHEREAS** the Parties understand that their primary mission is the education of the county’s students, and

**WHEREAS** the Parties agree that, where applicable, all terms of the MA between the Board and the Association remain in full force.

Now therefore, the Parties agree to the following:

**Substituting and Coverage**

A. ESPBC Represented Employees Substituting and Providing Coverage for Classroom Teachers

1. Article 6.19.2 of the ESPBC Master Agreement allows for paraeducators to be used to “cover for teachers involved in such activities as team conferences for short periods of time, i.e., up to a maximum of three (3) hours during the duty day.” Paraeducators who volunteer to provide coverage beyond the three (3) hours are eligible for ten dollars (\$10) per hour in addition to their regular hourly rate.
2. ESPBC represented school-based employees includes instructional paraeducators, interpreters, occupational and physical therapy assistants, school- and non-school based office professionals and other ESPBC represented employees.
3. ESPBC represented employees who volunteer to substitute for a teacher during their regular schedule at their assigned location are eligible to be compensated ten dollars (\$10) per hour in addition to their regular hourly rate.
4. ESPBC represented employees who volunteer to cover a class(es) for a teacher, beyond the three (3) hour period shall be compensated ten dollars (\$10) per hour in addition to their hourly rate.
5. ESPBC staff funded by restricted grants, such as IDEA and Title I, may only receive increased compensation for voluntarily substituting or voluntarily providing coverage related to their current job description. Grant funded paraeducators may volunteer to

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provide limited coverage, as necessary, for classroom teachers only, using content developed by a certified teacher to reinforce learning and skill development.

6. ESPBC represented employees who are deployed or who, with supervisor approval, volunteer to provide support to schools shall be paid ten dollars (\$10) per hour in addition to their regular hourly rate. ESPBC represented employees may be used to provide classroom coverage.
7. Health assistants, who cover a health suite for ten (10) or more full school days, without a nurse substitute, are eligible for ten dollars (\$10) per hour in addition to their regular hourly rate. Health Assistants who are filling a vacancy for a school nurse are eligible for ten dollars (\$10) per hour in addition to their regular hourly rate.

B. General Consideration

1. Employees who are less than a 1.0 FTE are NOT eligible to receive additional pay for time worked outside of their regular schedule.
2. Long-term substitutes who work full time may NOT be used for coverage. Long-term substitutes receive compensation for six (6) hours and forty-five (45) minutes daily and cannot exceed this time worked.
3. Long term substitutes who work less than a full day schedule may volunteer to cover classes outside of their schedule.
4. Long term substitutes who volunteer outside their schedule shall not be paid at the class coverage approved additional hourly rate. They shall be paid at the appropriate long-term rate.
5. Long-term substitutes cannot volunteer to give up their thirty (30) minutes unpaid lunch to cover classes.

If necessary, the Parties agree to meet to discuss the need to modify and reissue this memorandum. Otherwise, this memorandum will be effective Monday, September 16, 2024, through Monday, June 16, 2025.

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ESPBC: **Jeannette Young**  
Printed Name

*Jeannette Young* 09/12/2024  
Signature Date

BOARD: **Joelle Bielski**  
Printed Name

*Joelle Bielski* 9/12/24  
Signature