

**SIDE LETTER OF AGREEMENT**  
**Between**  
**SAN JUAN UNIFIED SCHOOL DISTRICT (District)**  
**and the**  
**SAN JUAN TEACHERS ASSOCIATION (Association)**  
**August 8, 2022**

**Regarding:** Compensation for Missed Elementary/K-8 Preparation Time

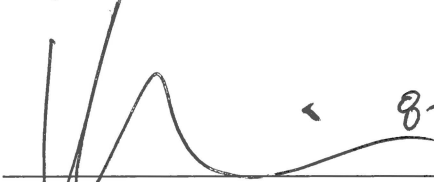
**Background:** The State of California continues to experience a teacher shortage, which in turn, directly affects the number of substitute teachers available. As a result, some teachers are losing their contractual preparation time.

**Intent:** The intent of this Side Letter of Agreement between the District and the Association is to provide compensation for lost elementary/K-8 preparation time to any certificated member who covers a class or loses preparation time due to a lack of a substitute.


**Agreement:** The District and the Association hereby agree to the following:

- Any missed preparation time will be made up within 30 days of the missed date.
- At the time the preparation time is missed, the teacher can decide to either be paid or have an equal amount of make-up preparation time provided.
  - If the choice is made to be paid, it is immediate, e.g., the teacher does not have to wait 30 days to try to have the make-up preparation time provided.
  - Missed preparation time will be compensated at a rate of \$15 for every 15 minute increment (in addition to their regular pay).
    - If the teacher chooses a make-up preparation time, and if after 30 days the make-up has not occurred, the default is pay at the rate referenced above.

This Side Letter of Agreement is non-precedential, effective August 11, 2022 through June 30, 2023. The parties may extend the letter an additional year by mutual agreement.

  
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Daniel Thigpen                      Date  
Senior Director, Labor Relations  
San Juan Unified School District

8-8-22

  
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Dr. Edward F. Burgess IX                      Date  
Associate Executive Director  
San Juan Teachers Association

8/8/2022