



Anchorage School District

Human Resources Division

5530 E. Northern Lights Blvd. • Anchorage, AK 99504 • 907-742-4007

TO: Principals, Admin Staff

FROM: Martin Lang, Chief Human Resource Officer

DATE: August 7, 2025

SUBJECT: Emergency Classroom Coverage

When attempting to find coverage for an absent classroom teacher, please utilize the following options, in order, for staffing the classroom and additional pay processes:

- 1) Full utilization of buildings subs to cover absences or vacant teacher positions. (Must prioritize sub usage for classroom coverage).
- 2) Attempt to fill job through normal Absence Management sub request process.
- 3) **AEA building staff:** teachers receive \$40/hr for coverage **paid via addenda.** Schools should no longer use the paper form for AEA classroom coverage- enter all AEA classroom coverage payments into the addenda system.
- 4) Available principals
- 5) **ACE:** employees receive an additional \$10/hr for coverage, entered in the addenda system.
- 6) **TOTEM:** employees receive an additional \$10/hr for coverage, entered in EmpCenter as a rate add-on to the employee's timesheet.
 - a. Must observe the attached LOA for guidance on selection of TOTEM staff for these opportunities, especially as it relates to rotating assignments/opportunities among willing/qualified employees.

Please confer with your supervisor(s) or contact the Labor Relations office with any questions on these processes.

Letter of Agreement
Between the
Anchorage School District and the
TOTEM Association of Educational Support Personnel
APEA/AFT (AFL-CIO)

Due to ongoing staffing issues impacting District schools during the 2025/2026 school year, the District (ASD) and TOTEM Association have agreed to the following to address any staffing needs that may involve TOTEM bargaining unit members providing “classroom coverage” during the school day. Any TOTEM bargaining unit member who completes a “classroom coverage” assignment will be provided an additional \$10 per hour of “classroom coverage” pay above their normal hourly wages.

As intended in this Agreement, “classroom coverage” is a voluntary assignment that is outside the scope of a member’s usual student-supervision responsibilities. During a period of “classroom coverage,” the member is the employee with primary responsibility for classroom management during the period of coverage. Instructional delivery, other than activities with incidental benefit, are not part of the member’s responsibility during the period of coverage.

“Classroom coverage” assignments will be voluntary and will be offered to TOTEM bargaining unit members as follows:

- 1) All school-based TOTEM staff will be notified they have the right to decline any classroom coverage opportunity that is offered, and that retaliation is not allowed if they decline a classroom coverage opportunity.**
- 2) Employees generally interested in future classroom coverage opportunities should email their administrative team to express their interest.
- 3) The principal will identify eligible employees by selecting from those employees who expressed interest and assemble a list by seniority. Employees may be excluded from the list due to inexperience with classroom management. Employees who do not normally perform classroom work should identify their classroom experience in their email.
- 4) When a TOTEM employee is needed for a “classroom coverage” assignment, the principal will offer the opportunity to available employees by seniority (working from most senior to least senior) until an employee accepts the assignment. The principal will remove any employee who refuses to accept an assignment from future consideration for “classroom coverage” opportunities.
- 5) An employee who was not able to accept a “classroom coverage” assignment because of an absence or current assignment that rendered them unavailable to accept the assignment, will maintain their order on the list for the next available assignment.

- 6) After each employee on the list has had a “classroom coverage” opportunity, the principal will restart at the top of the list and continue to work through the list, from most senior to least senior.
- 7) In the case of long term “classroom coverage” opportunities, an employee cannot be assigned for more than two weeks at a time. The principal must offer the opportunity to other available employees before allowing the employee to continue the assignment.
- 8) At TOTEM’s request, ASD will require timekeepers to notify the TOTEM Association of each future “classroom coverage” opportunity completed by a TOTEM employee.

Only Article 601.5 is modified by this agreement, all other provisions of the collective bargaining agreement shall remain in full force and effect. The effective date of the LOA is the date signed by the parties.

FOR THE ANCHORAGE SCHOOL DISTRICT

FOR TOTEM APEA/AFT (AFL-CIO)

Andrew Sundboom 08 / 07 / 2025

Barbara Stroug 08 / 07 / 2025

Andrew Sundboom DATE

Barbara Strong DATE

Sr. Director, Labor Relations

For the TOTEM Association