

Faculty Absences – Class Coverage and Substitutes Policy **Effective September 1, 2019 (rev. 1-20-20)**

Absence Related to Illness or Serious Health Condition

A faculty member who needs to be absent for a class or a day of classes due to a short-term personal illness, injury, and other medical conditions, including those delineated in the Massachusetts Sick Time Law (M.G.L. c. 149, §148C and its accompanying regulations, 940 CMR 33.00) (collectively hereafter referred to as “sick time situation(s)”) is required register the absence.

College classes:

Faculty members who have access to *my.berklee.edu* (predominantly College faculty members):

- Using your OnePass password, log on to *my.berklee.edu* webpage - <https://my.berklee.edu/BKLIVE/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=7002206275>
- Click on Faculty section.
- Click on Class Cancellation (in the Class Cancellation section) to identify and submit the absence for the affected classes. This submission sends a notification to the students in the class(es) and appropriate chairs about the absence.

Boston Conservatory at Berklee classes:

Conservatory faculty members continue to follow the current process at BCB for substitutes for class coverage, which involves working with their Department Chair to arrange for substitutes for class coverage, as well as ensuring compliance with all aspects of the Massachusetts Sick Time Law. For detailed information about the MA Earned Sick Leave, see the Earned Sick Time section of the Mass.gov website at: <https://www.mass.gov/info-details/earned-sick-time>.

For absences of more than one day due to a “sick time situation,” a faculty member is expected to notify their department chair as soon as feasible of their need to be absent. For these longer absences (that also include short-term or long-term disability situations), the chair arranges for the substitute teacher(s). Faculty members are not expected or required to secure their own substitute(s). However, the faculty member may offer suggestions about appropriate substitutes to the chair for consideration, since the faculty member will know the status of the content pacing and may know who would be an appropriate substitute for the particular course or class.

All course material related to a missed class(es) is expected to be made up during the semester in which the absence occurs. Scheduling a make-up class for a single missed class is not required, but is an option for the faculty member if necessary to cover the missed class content. In situations in which multiple meetings of a class are missed and no appropriate substitute can be provided by the Chair, the faculty member should consult with their department chair to reach an agreeable arrangement about how the missed material will be covered. Faculty members should work through their Department Chair on finding an appropriate room for scheduling any makeup class(es).

Any substitute teacher must be a current Berklee faculty member on Berklee's employee payroll and who is teaching in the semester or summer term in which the substitution occurs. The substitute must be approved by the appropriate department chair (and often also division dean).

The substitute will be compensated by Berklee at their hourly rate in accordance to the amount of teaching units regularly assigned to the courses/lessons they are covering. Note that this process has been the approach used for many years. Compensation expenses for substitute teachers will be charged to the home department of the absent faculty member for whom the class coverage has been arranged.

In order for the substitute teacher to be paid, the dean, chair, or department assistant/timekeeper must enter the payment directly in Workday, coded as Subbing, and provide information about the coverage need in the comments. In the event this cannot be done, an email should be sent to the Assistant Director of Faculty Compensation and Budgeting (at facultypayroll@berklee.edu) with the substitute person's name, name of the absent faculty member, general reason for the absence, date of absence, course number of the courses taught by the substitute, and total weighted hours for which the substitute should be paid.

Under no circumstances should a faculty member compensate a substitute teacher directly for their work (i.e., "out of pocket"). Additionally, a faculty member or chair may not engage the services of a substitute teacher who is not a Berklee faculty member currently teaching in the semester or term in which the absence occurs.

If preferred, the faculty member may also notify the chair to not find a substitute for the missed class(es) and, instead, may reschedule makeup classes/lessons to accommodate an absence related to short-duration (1-2 days) illness or injury.

Benefit-eligible faculty members who have been employed by Berklee for at least three months qualify for short-term disability coverage (and subsequently if necessary, long-term disability) in the event that an absence of five or more consecutive days due to illness or injury. Absences of multiple non-consecutive days are addressed in the other parts of this policy.

Faculty who will be absent longer than five consecutive days due to a "sick time situation" must contact the Office of Human Resources to assess alternative leave options (i.e., Family and Medical Leave, short-term disability, long-term disability). In certain circumstances, a special leave may be granted at the discretion of the Senior Vice President for Academic Affairs/Provost. For information on alternative Leaves of Absence please refer to Article 29 in the Faculty Contract Agreement or contact a member of the Benefits team in Human Resources at 617-747-2375.

Berklee's policy of paying faculty members who are absent due to a "sick time situation" complies with the Massachusetts Earned Sick Time law, which is designed to ensure a minimum amount of paid sick time to address certain personal and family needs. For more detailed information about the MA Earned Sick Leave, see the Earned Sick Time section of the Mass.gov website at: <https://www.mass.gov/info-details/earned-sick-time>.

Absence Related to Berklee Sponsored Initiatives

A faculty member who requires class coverage during time away from the college for an activity that is subsidized with college funds (e.g., traveling for Audition and Interview trips, traveling to accompany off-campus student ensemble performances, traveling to present at a conference, etc.) is responsible for finding an appropriate substitute(s) for the missed classes and submitting that information to their department chair, or working with their chair to ensure for appropriate substitutes. The faculty member should also complete a Faculty Off-Campus Class Coverage form and submit it to the course department chair(s) prior to their departure.

In order for the substitute teacher to be paid, the chair or department assistant/timekeeper must enter the payment for the substitute(s) directly in Workday, coded as Subbing, and provide information about the coverage need in the comments. In the event this cannot be done, an email should be sent to the Assistant Director of Faculty Compensation and Budgeting (at facultypayroll@berklee.edu) with the substitute person's name, name of the absent faculty member, general reason for the absence, date of absence, course number of the courses taught by the substitute, and total weighted hours for which the substitute should be paid.

Any substitute teacher must be a current Berklee faculty member on Berklee's employee payroll and who is teaching in the semester or summer term in which the substitution occurs. The substitute(s) must be approved by the appropriate department chair and, if necessary, also by the appropriate division dean.

Faculty substitutes approved by the department chair to cover classes in these instances will be compensated at their hourly rate in accordance to the amount of teaching units regularly assigned to the courses/lessons they are covering. The Faculty Off-Campus Class Coverage form can be accessed through the following link on the Berklee.edu website: <https://www.berklee.edu/academic-affairs/faculty-payroll-information>. Under Faculty Payroll Information, scroll down to the Class Coverage section for the form.

- Log into Faculty Resources (on the Academic Affairs website) at <https://www.berklee.edu/academic-affairs/faculty-resources>.
- Click on the Class Coverage Form (under the section, *Forms and Other Information*) to download the form that can be completed and submitted to your chair.

Faculty who are absent from class due to their required involvement in an activity that is subsidized with college funds will still receive their regularly scheduled compensation for the period.

Under no circumstances should a faculty member compensate a substitute teacher directly for their work (i.e., "out of pocket"). Additionally, a faculty member or chair may not engage the services of a substitute teacher who is not a Berklee faculty member currently teaching in the semester or term in which the absence occurs.

Absence for Reasons Not Covered by a Leave Program or Not Sponsored by Berklee

A full- or part-time faculty member may request time off for activities not Berklee-related or subsidized by college funds (e.g., artist's performance tour, personal concert tour, personal clinics, etc.). A faculty member should provide their chair with sufficient advance notice, preferably no fewer than two weeks in advance. The request needs to be approved by the department chair.

A faculty member who requires class coverage during time away from the college for activities not Berklee-related or subsidized by college funds is responsible for finding an appropriate substitute(s) for the missed classes and submitting that information to their department chair, or working with their chair to ensure for appropriate substitutes. The faculty member should also complete a Faculty Off-Campus Class Coverage form and submit it to the course department chair(s) prior to their departure.

If the absence is approved by the department chair, and if class coverage by a substitute is required, the absence will be treated as a temporary unpaid-leave. The absent faculty member, full-time or part-time, will not receive compensation for the missed classes that are covered by a substitute teacher during the leave period.

In order for the substitute teacher to be paid, the chair or department assistant/timekeeper must enter the payment for the substitute(s) directly in Workday, coded as Subbing, and provide information about the coverage need in the comments. In the event this cannot be done, an email should be sent to the Assistant Director of Faculty Compensation and Budgeting (at faculty payroll@berklee.edu) with the substitute person's name, name of the absent faculty member, general reason for the absence, date of absence, course number of the courses taught by the substitute, and total weighted hours for which the substitute should be paid.

The substitute teacher will be compensated by Berklee at their hourly rate in accordance to the amount of teaching units regularly assigned to the courses/lessons they are covering.

Additionally, the chair or department assistant/timekeeper should notify the Assistant Director of Faculty Compensation and Budgeting that the absent faculty member should not be compensated for the missed classes.

Any substitute teacher must be a current Berklee faculty member on Berklee's employee payroll and who is teaching in the semester or summer term in which the substitution occurs. The substitute must be approved by the appropriate division dean (or their designee, i.e., the appropriate department chair). The faculty member, in close collaboration with their department chair, may facilitate arrangement of class coverage by a substitute for their personal-time absence.

Under no circumstances should a faculty member compensate a substitute teacher directly for their work (i.e., "out of pocket"). Additionally, a faculty member or chair may not engage the services of a substitute teacher who is not a Berklee faculty member currently teaching in the semester or term in which the absence occurs.

When feasible, the faculty member is permitted to reschedule classes/lessons or otherwise make up course material to accommodate an occasional absence for personal reasons, and in these situations, the absence is treated as a temporary paid leave. A faculty member may also arrange advance class coverage on a reciprocal basis with another Berklee faculty member who is currently teaching at Berklee at the time of the personal-reason absence. The reciprocal arrangement must be first approved by the faculty member's department chair, as well as the course department chair, if the course is in a department other than the faculty member's home department. In those reciprocal arrangement situations, the faculty member's absence will be treated as temporary paid-leave.

This policy is effective as of September 1, 2019 and not retroactive to circumstances prior to that date.