

# Special Circumstance Waiver

## 2020-2021

This waiver application is for the following non-union Berkeley Unified School District Substitute teacher who has special skills or credentials that make this substitute teacher the best possible choice for the assignment.

**This form is to be completed by an ADMINISTRATOR (not the sub).**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

This request is for: \_\_\_\_\_ to be pre-assigned to the teacher(s), school(s) or subject(s) listed below for the 2020-2021 school year:

School(s)/Subject(s): \_\_\_\_\_

Teachers (if applicable): \_\_\_\_\_

Department: \_\_\_\_\_

The **SITE ADMINISTRATOR** or designee needs to explain the special circumstances for which this substitute should be allowed to be pre-assigned:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Principal or designee's signature: \_\_\_\_\_

It is the responsibility of the substitute teacher or administrator to send this form to the Berkeley Federation of Teachers at [vicepresident@berkeleyteachers.org](mailto:vicepresident@berkeleyteachers.org) for approval by the BFT Union President. All special circumstance waiver substitutes are part of the BFT bargaining unit.

-----The boxes below are for BFT and Human Resources use only-----

**BFT:** Approved  Not Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Human Resources:** Approved  Not Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the Special Circumstance Waiver is approved, the substitute will be assigned a Request Code. Special Circumstance waivers must be applied for each school year.

## Instructions for Administrators

### Submitting a Special Circumstance Waiver Request

**Updated 08/07/19**

NOTE: This form is to be filled out by the administrator.

1) Before completing a SCW Request it should be ascertained that:

- There are no BFT Bargaining Unit subs interested and qualified for the position.
- The possible SCW sub has the necessary credential, if applicable.
- The possible SCW sub has unique skills or credentials that make them the best possible choice for the assignment.

2) Complete the 2018-2019 form (be sure you are using the current form), including the possible sub's address, phone number and email address.

3) In describing the "special circumstances" for which this substitute should be allowed to be pre-assigned ***please be as specific as possible.***

You need to describe in detail the special circumstances, skills, experience, training, credentials, etc. that make this person more qualified than a current BFT Bargaining Unit sub. **General familiarity with a school and its staff and students is not a special circumstance.**

4) Deliver the form to BFT by scanning it into an email to [president@berkeleyteachers.org](mailto:president@berkeleyteachers.org) or faxing to 549-2308. Be sure to keep a copy for your own records.

5) BFT will deliver the form to HR for approval, with a cc to the requesting administrator. The waiver is not approved until HR signs off.

6) Once HR signs off they will contact the administrator requesting the waiver.