

DIVISION OF ADULT AND CAREER EDUCATION

PERSONNEL GUIDE



for Teachers

LOS ANGELES UNIFIED SCHOOL DISTRICT

2004 EDITION



LOS ANGELES UNIFIED SCHOOL DISTRICT

333 S. Beaudry Avenue
Los Angeles, CA 90017

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This guide is designed to answer personnel questions frequently asked by Division of Adult and Career Education teachers. Emphasis is placed on providing concise and general information. If you need further information on a particular subject, the first person to contact is your school principal or the SAA (School Administrative Assistant). Call the Adult and Career Personnel office at (213) 241-3174, DACE Administrative Offices, 333 South Beaudry Avenue, 18th Floor, Los Angeles, CA 90017 if you have any additional questions.

We hope you will find this guide clear and useful.

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**LOS ANGELES UNIFIED SCHOOL DISTRICT**333 S. Beaudry Avenue
Los Angeles, CA 90017**DIRECTORY OF SCHOOLS – Division of Adult and Career Education**

Loc. Code	School	Address	Telephone No.	
COMMUNITY ADULT SCHOOLS				
9039	Belmont CAS	1575 W. 2 nd Street, L.A. 90026	(213)	250-9133
9088	El Camino Real CAS	5440 Valley Circle Blvd., Woodland Hills 91367	(818)	888-1491
9092	Evans CAS	717 N. Figueroa St., L.A. 90012	(213)	626-7151
9115	Franklin CAS	820 N. Avenue 54, L.A. 90042	(323)	256-2144
9154	Fremont-Washington CAS	7676 S. San Pedro St., L.A. 90003	(323)	778-1651
9164	Gardena-Carson CAS	18120 S. Normandie Ave., Gardena 90248	(310)	323-2686
9173	Garfield CAS	5101 E. 6 th Street, L.A. 90022	(323)	262-5163
9385	Harbor CAS	950 W. Santa Cruz St., San Pedro 90731	(310)	547-4425
9192	Hollywood CAS	1521 N. Highland Ave., L.A. 90028	(323)	467-6191
9211	Huntington Park CAS	6020 Miles Ave., Huntington Park 90255	(323)	581-0168
9308	Jefferson CAS	1319 E. 41 st St., L.A. 90011	(323)	231-1166
9250	Jordan-Locke CAS	325 E. 111 th St., L.A. 90061	(323)	757-8296
9365	Kennedy-San Fernando CAS	11254 Gothic Ave., Granada Hills 91344	(818)	368-3702
9288	Los Angeles CAS	4650 W. Olympic Blvd, L.A. 90019	(323)	931-1026
9289	Los Angeles Tech. Center	3721 W. Washington Blvd., L.A. 90018	(323)	732-0153
9307	Manual Arts-Crenshaw CAS	4131 S. Vermont Ave., L.A. 90037	(323)	234-9177
9327	North Hollywood CAS	12431 Roscoe Blvd., Sun Valley 91352	(818)	252-5627
9337	Reseda CAS	18230 Kittridge St., Reseda 91335	(818)	343-1977
9346	Roosevelt CAS	456 S. Matthews St., L.A. 90033	(323)	263-9388
9404	South Gate CAS	3351 Firestone Blvd., South Gate 90280	(323)	569-7104
9442	Van Nuys CAS	6535 Cedros Ave., Van Nuys 91411	(818)	785-5427
9423	Venice CAS/SC	13000 Venice Blvd., L.A. 90066	(310)	306-8111
9495	Westchester-Emerson CAS	7400 W. Manchester Ave., L.A. 90045	(310)	258-2000
9096	Westside CAS	7850 Melrose Ave., L.A. 90046	(323)	653-4085
9269	Wilson-Lincoln CAS	4500 Multnomah St., L.A. 90032	(323)	223-3311
REGIONAL OCCUPATIONAL CENTERS				
9058	Abram Friedman OC	1646 S. Olive St., L.A. 90015	(213)	745-2013
9080	East Los Angeles OC	2100 Marengo St., L.A. 90031	(323)	223-1283
9180	Harbor OC	740 N. Pacific Ave., San Pedro 90731	(310)	547-5551
9329	North Valley OC	11450 Sharp Ave., Mission Hills 91345	(818)	365-9645
8704	R.O.P. Center	333 S. Beaudry Avenue, 18 th Floor, L.A. 90017	(213)	241-3162
9010	West Valley OC	6200 Winnetka Ave., Woodland Hills 91364	(818)	346-3540
SKILLS CENTERS				
1683	East Los Angeles SC	3921 Selig Place, L.A. 90032	(323)	227-0018
1685	Maxine Waters EPC	10925 S. Central Ave., L.A. 90059	(323)	564-1431
1689	Metropolitan SC	2806 W. 6 th St., L.A. 90057	(213)	386-7269
1684	Pacoima SC	13545 Van Nuys Blvd., Pacoima 91331	(818)	896-9558
1687	San Pedro-Wilmington SC	920 W. 36 th St., Bldg. 950, San Pedro 90731	(310)	831-0295
1686	Venice SC	611 5 th Avenue, Venice 90291	(310)	392-4153

DACE TEACHER STATUS CLASSIFICATION

- **Under which status may the Division of Adult and Career Education teachers be assigned?**

The following are the status classifications in which adult school teachers may be assigned and the maximum number of hours that may be worked in each classification:

Substitute (ST) – Applies to substitutes. May work a maximum of 59 hours per pay period.

Extra (EX) – Applies to teachers who have a full-time assignment in another division of the District (*elementary, secondary, classified*). May work a maximum of 10 hours per week (*40 hours per pay period*) in the Adult Division.

Limited (LT) – Applies to teachers who work only in the Adult Division. May work a maximum of 18 hours per week (*72 hours per pay period*).

***Limited Contract, Regional Occupational Centers and Regional Occupational Programs** – Applies to teachers working in ROC/ROP programs. May be assigned up to 40 hours per week (*160 hours per pay period*).

***Limited Contract, Specially Funded Programs** – Applies to teachers assigned to programs that are specially funded through public or private contracts. May be assigned up to 40 hours per week (*160 hours per pay period*).

**Because of the funding source of these programs, tenure cannot be earned while working under this contract.*

Probationary (B1, B2) – Applies to teachers who have been selected from an eligibility list and are serving the two-year probationary period necessary to attain permanent status with the District. Assigned 19-30 hours per week (*76-120 hours per pay period*).

Qualifying (Q1, Q2) – Applies to tenured teachers who qualify for tenure in another subject area. Assigned 19-30 hour per pay week (*76-120 hours per pay period*). Must select one tenure area after a two-year qualifying period.

Permanent (CN) – Applies to teachers who have successfully completed the two-year probationary period. Assigned 19-30 hours per week (*76-120 hours per pay period*).

- **What determines the number of hours assigned?**

The number of hours assigned in a particular status is determined by the budget and the schedule at each individual site.

The maximum number of hours allowed in a particular status is determined by the District-UTLA bargaining agreement.

1145 ASSIGNMENT FORM

- What is the 1145 form and why is it necessary?**

The 1145 form is a verification of **all assignments** for an adult teacher. It is important that this form be filled out correctly and completely so that the administrator at each school has a complete record of the **days, clock hours, and the total number of hours** each teacher is working.

Failure to fill out this form, or to fill it out incompletely or inaccurately, may result in payroll problems.

The 1145 form must be filled out by the teacher each time a new assignment is written. The teacher must include **all** assignments at **all** locations, including day and evening, elementary/ secondary, adult, certificated, classified, and professional expert.

All assignments with the clock hours and the **total** number of hours must be on **one** form.

The 1145 must be filled out, signed, and dated by teacher.

VERIFICATION OF ADULT TEACHER'S ASSIGNMENT

Last Name		First Name		Middle		Employee Number	
Adult Ed. Status: Perm. _____		Prob. _____		Limited _____		Extra _____ Temp. _____ Sub. _____	
<u>List below total hours of all classified and certificated assignments in the Los Angeles Unified School District including this assignment.</u>							
DAY HOURS							
School/Center	M	T	W	Th	F	S	Total
1.							
2.							
3.							
EVENING HOURS							
School/Center	M	T	W	Th	F	S	Total
1.							
2.							
3.							
Total hours of assignments							
I verify that the above information accurately reflects my present assignment. I also understand that it is my responsibility to notify the principal of any other Adult School, Regional Occupational Center, Skills Center, or SFP Program of this assignment.							
Signature:				Date:			
NOTE: This form must accompany any new assignment and any increase in hours.							

LAUSD-DCCE Form 1145 Rev. 10/78

LIMITATION OF HOURS FOR SUBSTITUTES

- ***How many hours may substitute teachers work per pay period?***

Substitute teachers in class codes 0806, 0811, 0835 and 0836 are limited to 59 hours per pay period. If a substitute works in excess of 100 days in a school year or 60 or more hours in one pay period, State Teachers' Retirement System requires the District to enroll the teachers in the System and start taking deductions. Once enrolled, deductions will continue to be taken each pay period regardless of how many hours are worked each pay period.

Teachers are responsible for keeping track of their hours so that they do not exceed the 59 hours per pay period.

SUBSTITUTING

- A. Each school maintains its own substitute list. Employees may be on a substitute list at more than one location.
- B. Substitutes may work a maximum of 59 hours per pay period. Teachers are responsible for keeping track of their substitute hours so as not to exceed the 59 hours per pay period limit.
- C. Substitute pay rate
 - 1) If employed by the Adult Division ***before July 1, 2001***, the substitute pay scale is ***Step 1***, flat rate.
 - 2) If employed by the Adult Division ***on or after July 1, 2001***, the substitute pay scale is ***Step A***, flat rate.

SALARY

STEP PLACEMENT: New hourly rate employees are placed on the first step (*Step A*) of the seven-step schedule. Day to day substitutes who have been employed in Adult Education prior to July 1, 2001 will be paid on *Step 1* of the Adult Hourly Rate Schedule. Day to day substitutes hired July 1, 2001 or after will be paid on *Step A* of the Adult Hourly Rate Schedule. Substitutes will remain on *Step A* or *Step 1*, as appropriate, and will not advance on the salary table.

STEP ADVANCEMENT: Employees may advance one step per school year to the maximum (*Step 3*) of the schedule, provided they have been paid on the Hourly Rate Teacher (*HRT*) Schedule for 734 hours during the previous school year (or two year option). In addition, the employee must complete 30 hours of staff development each year (or two years). See information on Step Advancement

STEP 4: This is a step applicable to all employees with ten consecutive years or more of Adult Education service and who are eligible for step advance.

BREAK IN SERVICE: A teacher who leaves the Division of Adult and Career Education and returns within 39 months shall continue on the Hourly Rate Schedule at the same step at which they left.

DIVISION HOURLY RATE SCHEDULE



- A teacher must work 734 hours in one year (or two year option) in order to advance to the next step, and complete 30 hours of staff development activities.
- Step increases become effective on ***July 1st*** of each year.
- To be eligible for ***Step 4***, a teacher must work 734 hours in each of ten consecutive years.

STRS DEDUCTIONS

Deductions for the State Teachers' Retirement System will automatically be made if employees are assigned a minimum of 60 hours per pay period. Deductions of **8%** of the gross of all assignments are made on all hours worked up to a maximum of 1224 hours per year.

A full year of service credit is based on 1224 hours. If an employee works less hours per year he/she earns that fraction of a year's credit.

RETIREMENT SYSTEMS

To find out specific information about the retirement system you are enrolled in, you may contact the following:

PARS (*Public Agency Retirement System*)
(800) 540-6369

PERS (*Public Employees' Retirement System*)
(877) 720-7377

STRS (*State Teachers' Retirement System*)
(800) 228-5453

BENEFITS

- ***What are the procedures for obtaining benefits?***

If an employee is eligible for health benefits, it is the employee's responsibility to log on to the benefits website www.lausdbenefits.net to view and print the various materials available. Use the following information to access the site:

NAME: Benefits
ID: BEN223333
PASSWORD: 01011970

If you do not have website access, you may dial (800) 527-1482 to obtain materials. Benefits shall go into effect on the first day of the month following the month in which the employee applies.

- ***What are the eligibility requirements for the Part-Time Health Plan?***

The Part-Time Health and Welfare Program includes hospital and medical only for the employee plus one dependent. To qualify, an employee must be assigned for at least seventy-two (72) hours per pay period in one or more class codes, or have been in paid status for seven hundred and twenty (720) hours in one or more class codes during the previous school year.

Those Adult Education employees who qualified during the 2000-2001 school year based upon previous rules, i.e. assigned forty-eight (48) hours per pay period in one or more class codes, or have been in paid status for four hundred and eighty (480) hours during the previous school year will be exempted from the new requirements as long as they maintain their eligibility under the previous rules.

- ***What are the eligibility requirements for the Full Health and Welfare Program?***

The Full Health and Welfare Program includes hospital and medical for the employee and all dependents plus dental and vision care. To qualify, an employee must be assigned one hundred and twenty (120) hours per pay period in one class code other than substitute or temporary, or have been in paid status in one or more class codes for 1200 hours during the previous school year.

Those Adult and Career Education employees who qualified during the 2000-2001 school year based upon previous rules, i.e. assigned eighty (80) hours per pay period in one class code or have been in paid status for eight hundred (800) hours during the previous school year will be exempted from the new requirements as long as they maintain their eligibility under the previous rules.

Those Adult and Career Education employees who qualified during 1979-80 school year for full health and welfare benefits based on 10 hours per week are grandfathered into the program as long as they maintain an assignment of a minimum of ten (10) hours per week.

HOLIDAY PAY POLICY

- ***How is holiday pay determined?***

An employee shall receive pay in a regular assignment for holidays listed in Board Rule 1101 and any school holiday or other holidays declared by the Board of Education which are part of the employee's regular assigned days (or nights). The employee must have been in paid status during any portion of the last working day of the assignment preceding the holiday, or during any portion of the first working day of the assignment following the holiday.

Adult Education employees may combine hours in different class codes to qualify for holiday pay as follows: No pay for a holiday period exceeding two (2) days shall be allowed an hourly rate employee assigned for 40 hours or less per pay period. **[EXCEPTION]**: If a winter holiday period exceeds the ten days and January 1 falls on Sunday or Monday, such employee if regularly assigned on Monday shall receive holiday pay for the number of hours assigned on Monday, January 1, or Monday, January 2.

- ***Can class codes be combined for holiday pay (winter and spring recess).***

Yes. The employee must be assigned for more than 40 hours per pay period in one or more class codes to be eligible for holiday pay.

LEAVES

- ***What kinds of leaves are available?***

MANDATORY LEAVES: (*Paid*) Certain leaves shall be granted to those eligible. Such leaves are: Bereavement, Government Orders, Illness, Personal Necessity, Industrial Injury or Illness (including act(s) of violence), and Pregnancy and Related Disability.

PERMISSIVE LEAVE: (*Unpaid*) All other leaves may or may not be granted depending on the service and status of the employee; the reason for the leave and verification of same; date of application; and the effect of the leave on the programs at the employee's work location.

FORMAL LEAVE: If absence will be more than twenty (20) working days, a Certificated Request for Leave of Absence (*Form 1065*) must be submitted to the immediate administrator and forwarded to the Adult and Career Personnel office, 333 South Beaudry Avenue, 18th Floor, Los Angeles, CA 90017.

EMPLOYEES RESPONSIBILITIES BEFORE RETURNING

- **What are the employee's responsibilities before returning to work?**

NOTIFICATION OF INTENT TO RETURN: An absent employee must notify the school or office of intention to return at least one hour before the end of the working day before the day of return. If such notification is not given and both employee and substitute report for duty, the substitute is entitled to work and be paid.

PHYSICAL CERTIFICATION: An employee absent from duty for any illness, pregnancy, disability, or industrial injury including act(s) of violence for 6 to 20 consecutive working days shall be required to submit to the immediate administrator, either of the following (Original; no photocopy):

1. Certificate of Illness or Injury (*Form 60.82 B or C*) signed by the employee and his/her physician, or
2. An illness certification statement from the physician on letterhead stationery attached to Form 60.82 B or C. Form 60.82 B or C shall be signed by the employee.

Employees absent from duty for more than twenty (20) consecutive working days due to any of the aforementioned disabilities shall submit to the Adult and Career Personnel office a Request to Return Authorization (*Form 1038*) signed by the employee's physician prior to return to work.

ACCRUAL AND ACCUMULATION OF ILLNESS HOURS

- **How is illness absence credit accrued?**

Each regular employee (*Excluding day-to-day substitutes*) shall accrue 0.05 hour of full-pay illness absence credit for each hour for which salary is received in a certificated assignment except for Auxiliary Teacher, Replacement Teacher, an assignment for which a lump sum payment is or could be received, or Sabbatical Leaves.

EXAMPLE A: A teacher who works 5 hours per week (*20 hours per pay period*) would receive 10 hours of illness credit during the traditional school year (*10 pay periods*) September through June.

EXAMPLE B: A teacher who works 12 hours per week (*48 hours per pay period*) would receive 24 hours of illness credit during the traditional school year (*10 pay periods*) September through June.

For further information on types of leaves and other information pertaining to various leaves, the employee may consult the Personnel Policy Guide at the school location, or contact the Adult and Career Personnel office at (213) 241-3174.

SUMMER SCHOOL ELIGIBILITY CRITERIA

- ***How are teachers selected for summer school assignments?***

Only teachers who taught in the Division of Adult and Career Education during the past school year are eligible to apply for a summer school assignment. Teachers on a non-illness leave from the District during the spring semester, quarter, or trimester are ineligible for a summer school assignment. New employees shall not be recruited to teach summer school as long as qualified applicants remain unassigned.

Employees shall be selected from the regular faculties of the adult schools, regional occupational centers/programs, and specially funded programs in the Division of Adult and Career Education. Teachers must be available to serve for the entire summer school session.

Teachers shall be selected at each school by priority in three ranks. Selection within each priority shall be made by longevity. Longevity is measured by the number of consecutive years of satisfactory service in a particular subject field in the Division of Adult and Career Education. To qualify for a year of longevity service, the employee shall have served at least 734 hours in the subject field excluding inter-sessions.

Priority 1- Those teachers whose sole regular LAUSD assignment is with DACE and who have taught the course at least one semester/trimester in the past three years and did not teach the last summer session.

Priority 2- Those teachers whose sole regular LAUSD assignments is with DACE and who have taught the course at least one semester/trimester in the past three years and did teach the last summer session.

Priority 3- All other eligible LAUSD applicants.

Priority 4- All other eligible applicants.

JURY DUTY

- ***Is absence pay available for teachers on jury duty?***

Because the District's policy is to grant paid absence for jury services provided certain employee responsibilities have been satisfied, employer certification for financial excuse is not applicable. Employees (*including those with "A" basis assignments*) may seek a postponement of jury service, if necessary. Employees who wish to be excused for reasons other than for financial hardship are advised to call (800) 778-5879 to speak with a court agent.

JURY SERVICE IN A STATE COURT (Includes Superior and Municipal Courts)

It is the policy of the District to encourage employees to provide jury service during periods when the continuity of instruction and District operations will not be adversely affected.

JURY DUTY (Cont.)

Accordingly, paid absence for jury duty shall be provided to certificated employees for up to twenty working days for involuntarily jury service under the following conditions, as provided under Board Rule 4611 and Article XII, Section 18.4 of the District-UTLA Agreement:

- Certificated Employees Assigned To Less Than A 12-Month Work Year (*i.e., all bases except "A" basis*)
- An employee summoned to involuntarily jury duty, which is to commence during the employee's assigned or "on-track" period (*including summer school/off-track/intersession assignments previously offered and accepted*), shall notify the immediate administrator of such summons. As a condition for paid absence, the employee shall seek postponement of the jury service to the employee's upcoming recess or "off-track" period. Employees summoned to a Los Angeles County Superior or municipal Court may call (800) 778-5879 (*SRV-JURY*) Monday through Friday from 6:00 a.m. to Midnight, and Saturday 8:00 a.m. to 5:00 p.m. for automated telephone service to request postponement for up to 90 days.
- To request postponement beyond 90 days or to request an excuse (*for other than financial hardship*) or transfer, agents are available from Monday – Friday, 8 a.m. to 5 p.m. Employees will need to provide information contained in their summons and be prepared with a calendar to designate a specific report date during which they are on recess or "off-track" and can begin jury service.
- Involuntary jury service commenced during the employee's recess or "off-track" period which inadvertently extends into the employee's assigned or "on-track" period shall qualify as paid absence for up to twenty working days from the start of the assignment or track. The twenty days limit shall be subject only to such exceptions which may be agreed upon by the District and respective employee bargaining units.
- An employee who does not wish to request postponement of the jury summons to a recess or "off-track" period will be granted unpaid absence for the jury service.

JURY SERVICE IN A FEDERAL COURT

An employee summoned to involuntary jury duty in a federal court which is to commence during the employee's assigned or "on-track" period shall notify the immediate administrator of such summons.

The employee shall seek postponement of the jury service to the employee's recess or "off-track" period.

Certificated employees assigned to "A" basis shall seek postponement to a date mutually agreed upon with the immediate administrator if the summoned date is disruptive to the continuity of instruction or District Operations.

If federal court denies the request for postponement, paid absence shall be granted for the term of the service.

JURY FEES

All jury fees received by the employee while on District-paid status shall be remitted to the Accounting and Disbursement Division.

TENURE

- **What is tenure?**

Tenure is the right to continuity of Employment in the District. Tenure is earned during “C” basis only. In the Division of Adult and Career Education, tenure is granted according to budget and need from 19 to 30 hours per week. Selection of teachers for tenure positions is made from a ranked eligible list. This list is established after a process in which the teacher is evaluated on training and experience, a written exam, and an oral interview.

- **In what subject areas may tenure be earned?**

Tenure may be earned in the following subject areas:

<u>SUBJECT</u>	<u>CLASS CODE</u>
ESL	0803
ACADEMIC	0805
ADULTS WITH DISABILITIES	0804
PARENT EDUCATION	0808
GERONTOLOGY	0809

- **What is the interview/selection procedure for tenure earning positions?**

Article XXI, Section 5.1a, of the District-UTLA Agreement states that in filing a posted position, “...the site administrator shall interview not more than three (3) transfer applicants and not more than three (3) candidates from the Division’s eligibility list for that subject area. The eligibility list interviewees shall consist of the two highest ranking candidates on the list and the highest ranking candidate currently assigned to the site at which the opening occurs.”

Offers to interview for a tenured position

- A. A teacher on an eligible list may turn down two offers from principals to interview for a tenure-earning position. If the teacher fails to accept the third offer to interview, his/her name is removed from the eligibility list.
- B. Up to the point that employment is offered, a teacher may continue to be interviewed any number of times.

Offers of employment

Article XIII, Section 1.3, of the Agreement which deals with granting of probationary contracts states:

“If any offer of probationary employment is not accepted, the person’s name shall be removed from the District Eligibility lists and the person shall not be eligible for probationary status by virtue of any other assignment or substitute service.”

Thus, whenever an offer of probationary employment is made, the offer must be accepted or the teacher’s name is removed from the eligible list.

TENURE (Cont.)

- ***How long does it take to obtain tenure?***

Two (2) years.

- ***How many hours can a teacher be tenured for?***

Tenured shall be earned at any number of hours greater than sixty percent of the *FTE (*full time equivalent*) or more than eighteen hours per week (*more than 72 hours per pay period*). The Division acknowledges that once tenure is acquired, it shall have an on-going obligation to offer assignments at the number of hours held by the employee when tenured. After completing the probationary period, employees may increase the number of hours for which they are tenured, not to exceed thirty hour per week (*120 hours per pay period*). A reasonable effort shall be made to offer assignments to interested and qualified employees who are tenured at less than thirty hours with additional hours that become available over their tenured hours, up to the thirty hours FTE (*full time equivalent*).

- ***What is considered a “year” toward tenure?***

In order for service to count toward district tenure, an employee must have been assigned between 76 and 120 hours per pay period and served during one (1) school year, in one tenure area, for at least 75% of the days the schools of the district were open, therefore, it is necessary for an employee to be assigned to serve at least 4 nights (*days*) per week for the entire school year and to serve not less than 135 nights (*days*) in order for any service for that school year to count toward permanent status.

- ***Will an employee receive credit toward his/her probationary period if he/she is assigned in the middle of the year?***

No, because the employee will be working less than 75% of the year. However, seniority will begin with the date the employee first rendered paid service in probationary status.

- ***What happens if an employee serves one year of probation and the following year (due to paid or unpaid leaves or absences) does not work 75% of the school year?***

If an employee does not complete a full year of probation as defined above, the following year the employee will remain in the same status rather than advancing.

- ***If an employee works during summer school, will it count toward a year of tenure?***

No.

- ***Can an employee request to transfer to another school while he/she is in probationary status?***

No.

- ***Can an employee request to transfer to another school once he/she has obtained tenure?***

Yes. The employee must fill out an application, signed by the current administrator, indicating up to three (3) schools to which he/she would like to transfer. This application must be sent to the Adult Personnel Unit at Third Street Annex.

- ***What is the date of permanency?***

An employee who has completed the required probationary period shall be classified as permanent at the beginning of the following school year (*July 1*).

TENURE (Cont.)

- ***What happens if a teacher cannot accept any tenure earning assignment?***

If a teacher on an eligible list cannot, for personal reasons, accept any tenure earning assignment, the teacher should request, in writing, that unavailable status be granted for a specific period of time. Such requests must indicate the reason(s) such status is needed and the length of time that is needed. Requests for such status should be directed to the Administrator, Adult School Operations.

MULTICULTURAL EDUCATION REQUIREMENTS

- ***How are salary advances determined? Are adult and career education teachers required to take multicultural education classes?***

At this time there are no multicultural credit requirements for adult and career education teachers. However, all teachers are encouraged to complete multicultural courses due to the District's diverse ethnic student population. Adult and career education teachers interested in applying for administrative assignment must meet the district multicultural requirement. The completion of an in-depth study of a **SPECIFIC** minority totaling two or more semester units and two or more units of **GENERAL** survey type courses are required.

Several years ago Certificated Salary Allocation established folders for adult and career education teachers. In-service class P-Form documentation is kept on file for adult and career education teachers.

For additional information contact the Adult Certificated Salary Allocation Unit at (213) 241-3178.

PROCESSING GUIDELINES FOR RETIRED TEACHERS

- ***Can a retired employee be hired to teach?***

According to Board Rule 3216 "retired certificated employees shall be employed only when satisfactory qualified certificated employees are not available."

- ***Are there special procedures for retired teachers' assignments?***

Retired employees who are given regular assignments or substitute assignments must be processed back into the District.

The employee must contact the Adult and Career Personnel office at (213) 241-3174 to request a packet with forms and directions for reprocessing as a retired person.

CREDENTIALING

Teachers who have a preliminary Adult Designated Subject or Adult Vocational Credential have two years in which to complete Level 1 coursework. Upon completion of the course work, the teacher must obtain a letter of completion of Level 1 and have it registered with the District by taking the original letter to the credentialing office of the Adult and Career Personnel office.

The teacher then has three years to complete Level 2 of the coursework. Upon completion of Level 2, the teacher applies for a clear credential which must be registered with the credentialing office of the Adult and Career Personnel office.

A copy of all preliminary and clear credentials must also be on file at the school(s) to which the employee is assigned.

PROFESSIONAL GROWTH ACTIVITIES

Teachers who obtain clear credentials after July 1, 1996 must renew them every five (5) years. In addition to submitting an application and paying the fee, proof of completion of professional growth activities must be submitted as follows:

- Adult Designated Subjects Credential – 100 hours of professional growth every five (5) years.
- Adult Vocational Credential – 150 hours of professional growth activities every five (5) years.

For the manual explaining all of the details regarding professional growth activities, please call the Adult and Career Personnel office at (213) 241-3174.

DIRECTORY OF DACE ADMINISTRATIVE OFFICES

DIVISION OF ADULT AND CAREER EDUCATION

333 S. Beaudry Avenue, 18th Floor, Los Angeles, CA 90017

ASSISTANT SUPERINTENDENT'S OFFICE	(213) 241-3150
INSTRUCTIONAL SERVICES	(213) 241-3163
ADULT BASIC STUDIES.....	(213) 241-3164
ACADEMIC INSTRUCTION.....	(213) 241-3165
CURRICULUM.....	(213) 241-3169
ESL/CBET & CITIZENSHIP.....	(213) 241-3166
PARENT EDUCATION/HOME ECONOMICS.....	(213) 241-3168
PROGRAM FOR OLDER ADULTS.....	(213) 241-3167
PUBLIC INFORMATION/62-LEARN	(213) 625-3276
PROGRAM PLANNING AND GRANTS DEVELOPMENT.....	(213) 241-3171
MARKETING AND COMMUNICATIONS.....	(213) 241-3877
SCHOOL OPERATIONS, ADULT EDUCATION	(213) 241-3151
AEWC (ALTERNATIVE EDUCATION AND WORK CENTER).....	(213) 241-3154
SCHOOL OPERATIONS, ROC/P	(213) 241-3153
ADULTS WITH DISABILITIES.....	(213) 241-3159
APPRENTICESHIPS.....	(213) 241-3161
BUSINESS EDUCATION.....	(213) 241-3157
CALWORKS (GAIN).....	(213) 241-3156
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INDUSTRIAL EDUCATION.....	(213) 241-3160
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REGIONAL OCCUPATIONAL PROGRAMS	(213) 241-3162
PERSONNEL/ADULT AND CAREER	(213) 241-3174
CREDENTIALING SERVICES.....	(213) 241-3177
PAYROLL.....	(213) 241-3176
SALARY ALLOCATIONS.....	(213) 241-3178
STAFF RELATIONS/ADULT	(213) 241-3172
SCHOOL FACILITIES/TECHNOLOGY	(213) 241-3173
FISCAL SERVICES/ADULT	(213) 241-3175