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SERVICE: Certificated, Unclassified BASIS  
 ISSUED BY: Pers. Research (2-11-08)  
 REPLACES: PG: A 3 (10-30-04)  
 REFERENCE: District/UTLA Agreement, Article IX, Section 10.  
 CHANGES: Eliminate J, L, M, P, R, S, T, W and Y bases. Add D Basis. Include only assignment basis utilized for time reporting in Business Tools for Schools (BTS).

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Assignment Basis

Employees may be assigned or reassigned to any of the assignment bases listed below. Basis is determined by the position, not the incumbent. The basis letter indicates the length of the assignment year (but not the specific days to be worked).

Note: Regardless of the length of the assignment basis, for certificated employees permanent status is gained only for a C basis assignment.

<u>Basis</u>	<u>Definition of Assignment Period</u>
A	261 days, excluding Saturdays and Sundays but including legal holidays, and including school holidays occurring during the period of assigned time from July 1 to June 30, inclusive.
B	221 days, excluding Saturdays and Sundays but including legal holidays, and including school holidays occurring during the period of assigned time as designated by the Superintendent of Schools or his or her authorized representative. Such assignment shall include the period from the first day of the fall semester to the last day of the spring semester, inclusive.
C	204 days, excluding Saturdays and Sundays but including legal holidays, and including school holidays from the first day of the fall semester to the last day of the spring semester, inclusive.
D	226 days, excluding Saturdays and Sundays but including legal holidays, and including school holidays occurring during the period of assigned time as designated by the Superintendent of Schools or his or her authorized representative. Such assignment shall include the period from the first day of the fall semester to the last day of the spring semester, inclusive. Effective 7-1-08, for principals at single track schools previously assigned to B Basis.
E	234 days, excluding Saturdays and Sundays but including legal holidays, and including school holidays occurring during the period of assigned time as designated by the Superintendent or his or her authorized representative. Such assignment shall include the period from the first day of the fall semester to the last day of the spring semester, inclusive.
K	214 days, excluding Saturdays and Sundays, but including legal holidays, and including school holidays occurring during the period of assigned time as designated by the Superintendent or his or her authorized representative. Such assignment shall include the period from the first day of the fall semester to the last day of the spring semester, inclusive.

ASSIGNMENT, BASIS  
A 3 (2-11-08)

<u>Basis</u>	<u>Definition of Assignment Period (Cont'd)</u>
X	<p>Periods of assignment, as needed, outside of the employee's regular assigned time:</p> <ol style="list-style-type: none"><li>(1) When the employee is not performing regular, ongoing duties,</li><li>(2) When the employee is performing regular, ongoing duties and the assignment is 10 consecutive working days or less in length,</li><li>(3) For all Teacher Assistant assignments,</li><li>(4) For all Temporary Certificated Assignments and Professional Expert assignments,</li><li>(5) For Nurses, PSA Counselors, and School Psychologists when the assignment occurs during winter or spring recess,</li><li>(6) For periods of assignment, not otherwise defined, including assignments in substitute, temporary, relief status, and in the unclassified service.</li></ol>
Z	<p>Periods of assignment, as needed, outside of the employee's regular assigned time, restricted to employees whose regular assignment basis is other than A basis: (1) for assignments occurring during the summer session, multi-track intersession periods, or other non-assigned time, (2) when an employee is performing regular duties outside of the employee's regular assigned time, and the assignment is more than 10 consecutive working days in length.</p>