

SERVICE: Certificated TEMPORARY ADVISER: Out-of-Classroom Assignment
ISSUED BY: Pers. Research (3-11-11)
REPLACES: PG: A 12 (5-1-88)
REFERENCE: District-UTLA Agreement, Article IX, Sections 4, 5.1, 6.0, and 7.0 and Article XIV, Sections 1.1 and 24.
CHANGES: A12 revised and separated into A12a Temporary Adviser Out-Of-Classroom Assignment and A 12b Temporary Adviser Non-School Assignment

1. Definition. A temporary adviser is a permanent certificated contract employee who is given a temporary out-of-classroom assignment. In order to be eligible for a non-classroom temporary advisor assignment, a teacher must have permanent status, must have received “meets standard” performance ratings and, in the immediately preceding four years, must not have received any Notices of Unsatisfactory Service and no more than one Notice of Unsatisfactory Act. For purposes of this guide, the term non-classroom teacher refers to those full-time employees whose classroom teaching assignment, if any, is fewer than three periods per day in secondary or less than half time in elementary schools.
2. Credential. Only the credential required for the employee’s regular classification is needed for service as a temporary adviser.
3. Assignment. The employee is placed on a position leave from his/her regular classroom assignment and assigned as temporary adviser. Non-classroom Temporary Adviser positions include but are not limited to the following list:
 - a. Categorical Program Adviser (former Class Code 0704, now Job Code 19100704)
 - b. Non-classroom Assignment, Preparation Table (former Class Code 0706, now Job Code 19100706)
4. Basis.
 - a. The basis of the temporary assignment will be based on the actual assignment, and approval by the appropriate administrator. If the assignment is in addition to and concurrent with the regular assignment, and the employee is not performing regular duties, (temporary or extra), the basis is “X”. Salary differentials are not authorized. X-basis shall also be used in cases where the employee is performing regular, ongoing duties and the assignment is ten working days or less.
 - b. If the assignment is outside the employee’s regular basis and a temporary assignment, the basis is “X” (holiday/illness benefits are not received); or, if the assignment is outside the employee’s regular basis, is a regular assignment, and the employee is performing regular, ongoing duties, the basis is “Z” (holiday/illness benefits are received in accordance with UTLA Agreement).
5. Hours of Work
 - a. For non-classroom temporary advisers assigned to a school site and paid on the Preparation Salary Table who do not receive a salary differential, the regular minimum on-site obligation shall be six hours per day, notwithstanding completion of the assigned duties of the position and the appropriate professional obligations of Article IX, Section 4 of the District-UTLA Agreement.

6. Salary

- a. Temporary advisers in non-classroom assignments who are paid on the Preparation Salary Table will receive their regular salary rates and may receive a salary differential. A salary differential for such an assignment is granted in recognition of the assignment of different or additional duties and/or assignment to other than the normal work location.

This differential is not a part of the employee's regular pay period rate, and does not count toward tenure or salary allocation upon promotion, but counts toward retirement.

- b. For additional information and current salary differential rates see PG: S 25 and the UTLA Agreement Appendix E and AALA agreement Appendix B.

7. Status. Non-classroom temporary advisers are in limited status. No status or rights to the position are acquired in a temporary non-classroom/non-school assignment. The employee retains status in the regular classification(s) for which the employee has previously qualified, and may be returned to that class any time according to District need.

8. Selection Procedure. Schools must adhere to policies set forth by the collective bargaining agreement and/or Human Resources policy when creating and assigning non-classroom temporary advisers. Requirements are as follows:

Coordinators:

- a. Prior to selection, notice of the available position(s) and corresponding duty statements must be shared with all employees at the respective school site.
- b. The site administrator shall request that eligible candidates submit a statement of interest.
- c. The site administrator shall select an individual from the group that submitted letters of interest. The site administrator shall make public to all school staff, the names of the candidates who submitted statements of interest, as well as the name of the candidate he/she selected.
- d. Bargaining unit members shall determine, by confidential ballot, either to confirm or not confirm each candidate selected by the site administrator. This election shall be jointly supervised and conducted by the site administrator and the chapter chair.
1. Each employee's vote shall be proportionate to the number of hours/days the voter is assigned to the school site.
- e. If the candidate selected by the site administrator receives a majority of the votes cast (at least 50% + 1), the candidate is confirmed and may be assigned to the position.
- f. If the candidate is not confirmed by a majority vote, the site administrator and chapter chair shall immediately inform faculty members that the position is still open. If the non-confirmed candidate received 40%-50% of the votes, that candidate and other interested candidates may submit statements of interest. This must be completed within 24 hours in a single track school and within 72 hours in a multi-track school.
- g. The site administrator and chapter chair shall then seek to mutually agree upon the coordinator selection from among the candidates who submitted statements of interest within the designated time limits.

8. Selection Procedure: Coordinators (Cont'd):

- h. If the administrator and chapter chair do not reach an agreement within a period of three (3) days following the submission of statements of interest, the selection authority will be delegated to a two member team from the District/UTLA Dispute Resolution Panel .They will make the decision within three (3) days . They shall review all statements of interest and be permitted to seek further information regarding the candidates from the site administrator, chapter chair, and from the school faculty prior to making the final decision.

Deans

- a. Bargaining unit members at the school location shall elect Deans in the Spring prior to the preparation of the matrix. Bargaining unit member deans shall be selected from among the qualified candidates who submit statements of interest.
- b. Election to a dean position requires a majority of the votes cast.
 - 1. Each employee's vote shall be proportionate to the number of hours/days the voter is assigned to at the school site.
- c. These elections are to be supervised jointly by the site administrator and chapter chair.

9. Limitations

- a. There is a five-year limitation on out-of-classroom temporary advisor assignments. However, this does not establish a minimum term or a right to serve for any given term.
- b. If an employee wishes to extend their out-of-classroom assignment beyond the five-year limit, he/she must advise their administrator, after which time two qualifying elections will take place. The first election will determine candidacy to fill the position. The employee must receive approval of 2/3 of the employees voting in this election. In the subsequent confidential election for the position, the candidate who receives a simple majority of those voting shall be considered elected and a new five-year maximum limit will be run from the effective date of the assignment.