

SERVICE: Certificated TEMPORARY ADVISER: Non-School Assignment
ISSUED BY: Pers. Research (3-11-11)
REPLACES: PG: A 12 (5-1-88)
REFERENCE: District-UTLA Agreement, Article IX, Section 3.4 and Article XIV, Sections 1.1 and 24.
District-AALA Agreement, Article XII, Section 7.0.
CHANGES: A12 revised and separated into A 12b Temporary Adviser Non-School Assignment
and A12a Temporary Adviser Out-Of-Classroom Assignment

1. Definition. A temporary adviser is a permanent certificated contract employee who is given a temporary non-school assignment. Such employees work in central office, local district or other regional District offices.
2. Credential. Only the credential required for the employee's regular classification is needed for service as a temporary adviser. The required credential shall be determined by the duties of the position and the salary table on which the position is paid.
3. Assignment. The employee is placed on a position leave from his/her regular classroom assignment and assigned as temporary adviser. Temporary Adviser positions include but are not limited to the following list:
 - a. Non-school Assignment, Preparation Table (former Class Code 0707, now Job Code 13200707)
 - b. Temporary Resource Teacher (former Class Code 0780, now Job Code 19100780)
 - c. Temporary Adviser, Special Services Salary Table (former Class Code 0500, now Job Code 13200500)
 - d. Temporary Adviser, Master Salary Table (former Class Code 0515, now Job Code 13200515)
4. Basis.
 - a. The basis of the temporary assignment will be based on the actual assignment and approval by the appropriate administrator.
 - b. 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.
 - c. 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. Full-time temporary adviser assignments that are non-school based are eight hours per day.
6. Salary.
 - a. Temporary advisers in non-school 8-hour 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

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toward tenure or salary allocation upon promotion, but counts toward retirement.

6. Salary. (Cont'd)

b. Temporary advisers on the Master Salary Table and Special Services table will be paid dependent on the position for which they are applying.

c. 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. 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. Creation of new positions

a. Temporary Adviser, Preparation Salary Table (13200707) and Temporary Resource Teacher (19100780)

1. Offices wishing to create a new non-school assignment, Preparation Table (13200707), or Temporary Resource Teacher (19100780) must develop a duty statement including targeted outcomes and populations served.

2. The Duty Statement and a draft of the announcement shall be submitted to the Human Resources Division, Personnel Research and Analysis (PRA), Beaudry Building, 14th floor, for technical review. If approved, the materials will be returned to the requesting office for forwarding to UTLA for review.

3. The position may be advertised following appropriate sign-off from UTLA.

b. Temporary Adviser, Special Services Salary Table (13200500)

1. The Special Services table was initially created to provide support services to students, e.g., psychologists, psychiatric social workers and speech therapists. The Temporary a proposed salary, in addition to whether the respective position fits the criteria for placement on the Special Services salary table.

2. Upon reviewing the submitted duty statement, staff will assess whether the position is providing special services directly to students. Staff will also make a determination on the appropriateness of the requested salary and whether there is an existing classification that encompasses the functions outlined in the submitted duty statement.

c. Temporary Adviser, Master Salary Table (13200515)

1. Offices wishing to create a new Temporary Adviser position on the Master Salary table must develop a duty statement and submit to PRA, along with the proposed salary level, for approval.

2. PRA staff will then review the duty statement and make a determination with regards to whether the salary level is appropriate for the listed duties. Staff will also make a determination on whether there is an existing classification that encompasses the functions outlined in the submitted duty statement. The Temporary Adviser classification was established for those who were meant to provide student services that were not captured in an existing classification.

9. Selection Procedure

When placing people in Temporary Adviser positions, schools and offices must adhere to policies set forth by the collective bargaining agreement and/or Human Resources policy. Requirements are distinguished by Temporary Adviser classification and are as follows:

- a. Non-school Assignment, Preparation Table (Job Code 13200707) and Temporary Resource Teacher (Job Code 19100780):
 1. PRA staff will work with the requesting office in developing and finalizing the duty statement and recruitment flyer. Upon approval of the flyer and submitted salary, a representative from PRA will sign the Transmittal Form (APPENDIX A). The flyer must then be forward to UTLA for review and approval. After securing approval and signature from the designated UTLA representative, the office may begin the recruitment process. The final flyer shall then be posted on the District's recruitment site for non-classroom vacancies (www.teacherplus.info). The requesting office is required to advertise the position for a period of two weeks.
 2. The requesting office shall then forward a roster of all applicants to the Special Services unit of Certificated Employment Operations. The designated Specialist shall then screen the applicants for minimum requirements and provide the requesting office with a final list of qualified candidates. The names of qualified applicants will be returned to the requesting office. Only qualified applicants should be interviewed.
 3. The requesting office shall then hold interviews and make a selection. The selection process to fill 13200707 and 19100780 positions shall be by committee, 50% to be selection by UTLA and 50% to be selected by the District. The District's 50% shall reflect the customer focus for the position. Agreement must be reached with UTLA regarding the composition of the selection committee.
 4. The committee shall make recommendations to the appointing authority, who will then make the final selection and assignment.
- b. Temporary Adviser, Special Services Salary Table (Job Code 13200500) and Temporary Adviser, Master Salary Table (Job Code 13200515):
 1. PRA staff will work with the requesting office in developing and finalizing the duty statement and recruitment flyer. For 13200515 positions, the final flyer shall be submitted to the Human Resources Division, Administrative Selection Unit, along with the completed Request to Announce Non-School Administrative vacancy (form 9161-A). For 13200500 positions, the final flyer shall be submitted to Certificated Employment Operations, Special Services unit.
 2. The requesting office shall then forward a roster of all applicants to the appropriate HR office. The designated Specialist shall then screen the applicants for minimum qualifications and provide the requesting office with a final list of qualified candidates. The names of qualified applicants will be returned to the requesting office. Only qualified applicants should be interviewed.

10. Restrictions:

- a. Non-school assignment, Preparation Table (13200707) and Temporary Resource Teacher (19100780)
 1. There is a five-year limit on these assignments. Employees placed in these assignments shall not be permitted to continue in such positions for more than five (5) years. There is no assurance of a minimum length for such assignments.