
SERVICE: Certificated

ISSUED BY: Pers. Research (10-02-09)

REPLACES: PG: E 18 (1-27-03)

REFERENCE: Education Code Sections 44911, 44915, 44920, and 44929.21, District-UTLA Agreement, Article XIII, District-AALA Agreement Article IX.

CHANGES: Education Code references updated. Pre-intern status was deleted

The District describes the various employment relationships through the use of the following District Status and Classification Status categories:

DISTRICT STATUS

Permanent is a District status attained after the employee has successfully completed the required probationary period. With earned permanent status, the employee has tenure with the District and is considered a regular (continuing) employee.

Probationary is a District status while the employee is serving the required probationary period necessary to attain permanent status with the District.

District Intern is District status while the employee is teaching under a valid District Intern Certificate. After completion of teacher preparation and induction requirements, those employees who complete three consecutive school years of certificated service, composed of the first 18 months of service as a District Intern followed by at least one complete school year as a probationary employee, and who are reelected for the next school year (year 4) to a certificated position shall, at the commencement of that year 4, be classified as a permanent employee of the District.

Individuals who start the District Intern Program at the beginning of the school year and complete the required 18 months in District Intern status mid year, will serve the remainder of that school year (year 2) as well as all of the next school year (year 3) in probationary status. Permanent status will be earned at the beginning of the fourth school year.

Individuals who start the District Intern Program mid year and complete the required 18 months in District Intern status in June of the second school year will serve the next school year (year 3) in probationary status, earning permanent status at the beginning of the fourth school year.

For District Interns in the Education Specialist (special education) Program, permanent status shall be attained after successful completion of the Level I credential program and one additional full school year of successful probationary service. Permanent status is attained after completion of a minimum of two full years of service with the District.

University Intern is District status while the employee is completing credential requirements by participating in a University Internship program. Upon successful completion of credential requirements and success in the District probationary examination procedure, the University Intern status is changed to probationary status. Permanent status shall be attained upon successful completion of one school year in probationary status.

Temporary Contract is a District status in which a temporary contract of up to one year in duration may, at the discretion of the District, be offered to candidates in shortage fields. The District will only issue temporary contracts equal to or less than the number of employees on leave. At the end of the temporary contract these employees will be notified as to whether they are to be granted probationary status for the ensuing year. (Offered pursuant to EC Section 44920 and the District-UTLA Agreement, Art. XIII, Sec. 1.4.)

DISTRICT STATUS (Cont'd)

Provisional is a District status while the employee is teaching under a Short Term Staff Permit, Provisional Intern Permit or Emergency Permit required for service in the position. Service in provisional status does not count toward permanent status.

Provisional Waiver is a District status while the employee is serving under a special education waiver; service does not count toward permanent status with the District.

CLASSIFICATION STATUS

Regular (Continuing) is a status in a classification after the employee has completed the probationary or qualifying service in such classification.

Qualifying is a classification status for an employee who is serving the equivalent of a two school year probationary period in a classification other than the one in which regular (continuing) status was or would have been attained if the employee were working in his/her contracted classification.

Restricted or AR 4214 (Conditional) For administrative assignments a conditional election may be made when there is no available candidate on a list or when the head of the Human Resources Division finds that a particular position requires an employee with special personal or professional qualifications not a part of the classification description. Such employee must take the examination for the classification and be placed on the eligible list or the employee's services shall be terminated at the end of the current school year in accordance with Education Code.

Limited Acting is status in a management classification when the employee has not qualified by examination nor been given a direct appointment. Status is pending establishment of an eligible list.

Substitute is status in a classification when the employee is serving in a vacant position or in place of another employee absent from a position but not necessarily absent from service. Substitute assignments are not tenure earning.

Limited is status in a classification for an assignment which may be limited as to dates, hours, or benefits and which is not in addition to a basic assignment. Limited classification assignments are not tenure earning (however, some employees may earn District permanency while serving in these assignments).

Temporary is a classification status for an employee who is serving in an interim, acting or short-term basis and do not earn tenure in this classification.

Temporary-extra is status in an Adult Education assignment which is in addition to a basic assignment.