

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

SUBJECT: ADULT SCHOOL/CENTER MULTIPLE TEACHING ASSIGNMENTS - CLASSIFIED PERSONNEL

- I. Background Information
- II. Guidelines

I. BACKGROUND INFORMATION

Board Rule 1910, Administrative Regulation 1910-1, and Personnel Policy Guide A7, permit qualified classified employees to have, in addition to a full-time classified assignment, a multiple assignment as an adult education teacher. The multiple assignment may not exceed 40 hours per pay period.

II. GUIDELINES

The Division of Adult and Career Education has established the following guidelines for approving multiple assignments as adult education teachers for classified personnel:

- A. Any service in a multiple assignment must be during hours other than those for which pay is received for service on the regular full-time assignment. Hours of the full-time assignment should not be changed to accommodate the extra assignment.
- B. Any certificated (multiple) assignment including substitute assignments must be at a location other than the location of the current, full-time regular classified assignment. **EXCEPTION:** Those employees who have earned a Bachelor's Degree and have a teaching credential may substitute at the same location during hours other than their regularly assigned classified hours.
- C. An employee who resigns from the classified service to become a certificated employee will not be initially assigned to any location in which the employee was previously assigned as a classified employee. Such an employee must wait one year before returning to that location. **EXCEPTION:** Those employees who have earned a Bachelor's Degree and have a teaching credential may remain at the same location in a certificated position.
- D. The concurrent assignment shall be limited to not more than the equivalent of one full-time classified assignment plus 40 teaching assignment hours in any one four-week pay period.
- E. If a classified employee obtains a certificated assignment exceeding 10 hours per week, the employee must resign from the classified service.

For assistance, please call Roberta Nathanson, Coordinator, Adult Personnel Unit, at (213) 241-3174.

APPROVED:  Santiago Jackson, Assistant Superintendent

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Division of Adult and Career Education