

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Division of Adult and Occupational Education**

**BULLETIN NO. 61**  
**August 26, 1988**

**SUBJECT: CONVERSION OF ADULT SCHOOL CLERK POSITIONS TO "RESERVE HOURS"**

I. Background

II. Procedures

This revision supersedes the bulletin of the same number issued on June 17, 1981. The content has been updated to reflect changes in Division organization, policy, or procedure.

**I. BACKGROUND**

To provide adult schools/centers with the flexibility to handle peak student work loads during the school year, a Clerical Conversion Committee was formed to develop a method for converting unfilled Adult School Clerk positions to reserve clerical hours. The option of using reserve hours would permit schools to use additional clerical positions when needed during the school year.

**II. PROCEDURES**

The following procedures have been established to provide a system for converting adult school position (s) to reserve clerical hours:

- A. Is it understood that no more than ONE unfilled Adult School Clerk position shall be converted per center and no more than TWO positions per adult school.
- B. Conversion may be made for a limited period of time or on a permanent basis.
- C. Greenie (request for Personnel Action, Form 8021G) closing out the Adult School Clerk position are to be forwarded with the attached completed form to Liz Farragut, Principal Clerk, Staff Relations and Personnel unit, Division of Adult and Occupational Education, Third Street Annex, Room 822.  
Each greenie shall indicate closing date of the position.
- D. If the position is to be opened again as regular, it must be established as a new position (by greenie ) and sent to the Personnel Commission for classification,
- E. It shall be the responsibility of each school to closely monitor the hours utilized.
- F. The transfer of reserve hours from one school to another will NOT be approved .
- G. When the request has been approved, the attached form will be marked "Approved" and returned to the school. Form 8011G for assigning reserve hours is not to be submitted until the request for conversion has been approved.

Questions regarding the method of converting unfilled Adult School Clerk positions should be referred to Liz Farragut, Principal Clerk, at (213) 625 - 6676

**For assistance, please telephone Liz Farragut, Principal Clerk, Staff Relations and Personnel Unit at (213)625-6676.**

**APPROVED:                    JAMES A. FIGUEROA, Assistant Superintendent**

**Division of Adult and Occupational Education**

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