

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

BULLETIN NO. 22
September 15, 1993

SUBJECT: PROFESSIONAL EXPERT ASSIGNMENT GUIDELINES

- I. Philosophy and Background
- II. Guidelines

I. PHILOSOPHY AND BACKGROUND

In adult education it has been the philosophy that most workshops are presented and attended on a voluntary basis.

In order to accomplish specific, short-term projects, professional expert assignments are appropriate. In general, these assignments are not on-going from month-to-month. At the time of assignment, the estimated number of hours required to complete the task will be stated. Each month, a progress report will be submitted along with the payroll card verification to the appropriate Division of Adult and Career Education Administrator or the Coordinator of Adult Education Services who will then forward approved payroll cards to the division time reporter.

II. GUIDELINES

Because of the large number of individuals who are involved in various division projects, the following guidelines will be observed:

- A. All professional expert hours require prior approval by one of the Administrators of Adult and Career Education or the Coordinator of Adult Education Services, regardless of the funding source.
- B. Professional expert assignments are not "overtime."
- C. Professional expert time may not be used to "augment" an hourly rate
- D. Classified/certificated staff whose primary assignment is in the central office are not eligible for professional expert assignments.
- E. Professional expert hours cannot exceed 40 hours per pay period.
- F. Individuals presenting workshops may be compensated at \$16.00 per hour when the workshops are pre-approved by the Administrators of Adult and Career Education or the Coordinator of Adult Education Services.
- G. Professional expert contracts will terminate no later than June 30 of the school year in which they are written.
- H. Requests for professional experts must be submitted a minimum of ten working days prior to the beginning assignment date of assignment. Required paperwork must be submitted as a complete packet at the time of request.
- I. Master salary employees are not eligible for professional expert assignments.
- J. A list of "reasonable costs" will be adopted so that similar functions will be compensated at a similar rate (i.e., development of course outlines).
- K. When payroll for professional expert time is submitted, it will represent only hours worked and will not be projected. All requests for payment are to be accompanied by a form that indicates specific work that has been completed for each discrete pay period.

- L. Any exceptions to these regulations must be approved in writing by one of the Directors of Adult or Career Education or the Coordinator of Adult Education Services *and* signed by the DACE Assistant Superintendent.

For assistance, please telephone Dale McIntire, Coordinator, Adult Education Services Unit, at 213/625-4632

**APPROVED: JAMES A. FIGUEROA, Assistant Superintendent
Division of Adult and Career Education**

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