
SERVICE:	Certificated	PART-TIME
ISSUED BY:	Personnel Research (11-26-18)	(HALF-TIME OR MORE)
REPLACES:	PG: E24 (8-6-13)	
REFERENCE:	California Education Code Section 45025. District-UTLA Collective Bargaining Agreement, Article XIII, Section 1.2 and Article XII, Sections 21.0 and 21.1.	
CHANGES:	Updated to conform to terminology.	

1. Definition.

A part-time certificated employee is one who serves in the regular K-12 program (including magnet schools and centers) in a position budgeted less than full-time, or who shares a full-time position with one or more employees. The minimum number of hours served by a part-time certificated employee in a school year shall not be less than fifty percent of the hours assigned to a full-time position in the class.

NOTE: The procedures in this guide are only applicable to new part-time employment assignments in the regular K-12 program (including magnet schools and centers) and do not cover Children's Center Teachers, or employees on half-time or reduced workload leave.

2. Contract.

For all employees hired effective July 1, 1993 or later:

Terms and conditions of employment are specified in the contract of employment between the employee and the District, and the District-UTLA Agreement (Article XIII, Section 1.2 and Article XII, Section 21.1). To obtain a part-time assignment new employees will be employed full-time and work one-half time with the other one-half time covered by a half-time leave. As such, in addition to the contract of employment, the candidate will be required to complete and submit:

- a. *A Certificated Request for Leave of Absence (Form 1065)*
- b. A statement from the school administrator confirming that a half-time assignment will be programmed
- c. A Half-Time Assignment – Pro-Rated Benefits form

3. Employment Limitations.

Candidates for part-time contract employment must meet District standards for selection at the time of processing. Part-time employees may only be employed in fields in which eligibility lists have been exhausted.

- a. In the event the half-time assignment cannot be arranged, the half-time leave will be cancelled and full-time service shall be required.
- b. If the employee is unable or unwilling to accept a full-time assignment in such circumstances, the employee shall submit a voluntary resignation.

EMPLOYMENT, (PART-TIME)
E 24 (11-26-18)

4. Selection Procedure.

- a. Prospective part-time certificated employees are to be referred to the Certificated Workforce Management Unit. This unit will clear qualified candidates for employment.
- b. The Certificated Contracting and Credentials Unit will issue a contract of employment.
- c. The Certificated Assignments and Support Services Unit will place employees on a half-time assignment.

5. Assignment.

Assignment is made for the convenience of the District. The employee must be available to work hours as needed.

- a. Part-time teachers serving in positions equivalent to 120 hours per pay period may teach for a minimum 60 hours per pay period. No conference period is provided for part-time teachers.
- b. All part-time certificated assignments must be approved by the Director, Certificated Assignments and Support Services Unit.
- c. Processing will be completed at the Certificated Assignments and Support Services Unit.

6. Salary.

Part-time employees earn salary for the hours for which service is rendered and are eligible for salary schedule advancement but are not eligible for step advancement. Upon request of the employee to the Salary Allocation Unit, qualifying experience from any two school years within a period of three consecutive school years may be aggregated to meet the equivalent of 130 full-time days of experience required to obtain credit for step advancement on the Preparation Salary (T and L) Table. Salary points may be earned while on Half-Time Leave.

7. Benefits.

New employees hired on a part-time basis shall receive District paid health benefits pro-rated to the hours of paid service, provided the employee contributes the balance of the full cost pursuant to Article XVI, Section 3.0 c from the 2014-2017 LAUSD / UTLA Bargaining Agreement.

8. STRS Retirement Service Credit.

STRS retirement service credit is earned based on the hours paid in proportion to a full-time assignment.

EMPLOYMENT, (PART-TIME)
E 24 (11-26-18)

9. Transfer or Displacement.

Part-time contract employees (as distinguished from teachers on Half-time Leave and Reduced Workload Leave) shall have no transfer rights. Concerning displacement, such teachers shall have no seniority rights and they shall be retained at a school where a full-time teacher is displaced only when the part-time teacher possesses special instructional skills or qualifications.

10. Tenure.

Part-time probationary employees assigned in the regular K-12 program earn tenure for the fractional prorated time assigned. If such service occurs on 75% of the days school is in session (i.e., an employee assigned three hours per day on Monday, Tuesday, Wednesday, and Thursday would earn tenure, while an employee assigned six hours per day on Monday, Wednesday, and Friday would not earn tenure.). For additional information regarding tenure, see Policy Guide: E21.