

SERVICE: Certificated  
ISSUED BY: Pers. Research (9-29-00)  
REPLACES: PG: E 23 (6-24-87)  
REFERENCE: Education Code Sections 37200, 44908. Agreement, Article IX, Section 10;  
Article XII, Section 15.0; Article XIV, Section 16.0. Board Rule 1990.  
CHANGES: Sections 5 and 6 revised. Additional sections updated.

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Definition. The meaning of "year" in the certificated service depends upon the purpose for which it is being computed.

1. School Year. A school year is a twelve-month period from July 1 through June 30.
2. Academic Year. An academic year is a period from the first day of the fall semester through the last day of the spring semester. (This period coincides with the Single Track [LEARN] calendar.)
3. Basic Assignment Year. A basic assignment year varies in length depending upon the basis of the position to which an employee is assigned. (See Board Rule 1990 for definitions of assignment bases.)
4. Service Year for Sabbatical Leave. A service year that meets the sabbatical leave service requirement is 130 full days of paid time within a school year or 520 hours of paid time within a school year for hourly-rate employees. (See PG: L15 or District-UTLA Agreement, Article XII, 15.0 for specific requirements.)
5. Service Year for Salary Step Advancement. A service year that meets the requirement for salary step advancement is paid time on the employee's current or higher schedule for the number of hours corresponding to 130 full-time days during the preceding school year. In addition, certain qualifying experience will be aggregated upon request by the employee (i.e., qualifying substitute and contract experience occurring within a single school year, and qualifying experience from any two school years within a period of three consecutive school years). (District-UTLA Agreement, Article XIV, 16.0) For hourly rate employees, 156 hours of paid time during the preceding school year is required.

Summer school, intersession, and extended school year service are included as qualifying service for purposes of step advancement.

6. Service Year To Meet Class Description Requirements.
  - a. A service year of full-time certificated service is a school year during which an employee receives salary for the number of hours corresponding to 130 full days of paid time. Additionally, a year of full-time certificated service is any two semesters (not necessarily consecutive) of at least 65 full days of paid time in each of two semesters.

6. Service Year To Meet Class Description Requirements. (Cont'd)

(1) Management service is certificated service in those classes designated by the Board of Education.

(2) Teaching service in any grade, K-12, is service in which at least one-half of each school day is devoted to classroom teaching.

b. A service year of Adult hourly-rate teaching is a school year during which an employee receives salary for 400 hours, except when a different number of hours is specifically required in the class description.

c. No more than one year of credit may be granted for service performed within a school year.

7. Tenure Year. A tenure year is a school year which counts toward permanent status with the District for a probationary employee and consists of service for at least 75% of the days that the regular schools of the District are maintained (excluding summer school, intersession, and extended school year service). (See PG: E 21 for additional information.)