

SERVICE: Certificated  
ISSUED BY: Pers. Research (02-01-2010)  
REPLACES: PG: E25 (06-24-87)  
REFERENCE: Education Code Section 44909.  
CHANGES: Clarification on eligibility of leaves of absence, form updates, office name changes, and processing steps updates.

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1. Definition. The Categorical Limited Contract (CLC) teacher class (classification code 0781) has been established to meet certain needs of schools that receive categorical funding. The class enables the employment of a qualified person on a temporary, part-time basis to provide certificated service to a school that is a participant in one of the categorically funded projects, which, because of the funding source, is of a short-term indeterminate duration. If a school has sufficient funds to utilize a full-time teacher for a school year, a regular teacher should be employed rather than a CLC teacher.
2. Limitations. CLC assignments may only involve positions that are paid through categorical funds as described in Education Code Section 44909; ordinary District funds may not be used. The use of the CLC class is not approved for Compensatory Education funding.
3. Salary and Benefits.
  - a. Salary. Positions in the CLC class are paid on Schedule 20 only of the Preparation (L) Salary Table. A teacher new to the District is paid on Step 1. A teacher who qualifies for a higher step due to previous service with the District may retain such higher step (up to a maximum of Schedule 20, Step 10). However, because of the assignment limitation of 48 hours per pay period for CLC teachers, the 130 full-time days per year requirement for step advancement cannot be satisfied.
  - b. Leaves of Absence and Holidays Mandatory leaves of absence such as illness, bereavement, and personal necessity are available to CLC teachers, if eligible, based on other employment for which these benefits are earned and in accordance with the rules and laws governing such leaves. Pay for holidays as set forth in Board Rule 1101 is allowed if the holiday falls on one of the employees' regularly scheduled days. Pay for winter or spring recess is not allowed. If the CLC teacher serves also as a day-to-day substitute, only the time served as a substitute may qualify toward the "continuity rate increase" for substitutes pursuant to the terms for their use in the District-UTLA Agreement.
  - c. Retirement. CLC teachers may become members of the State Teachers' Retirement System (STRS) under the same conditions that are applicable to regular teachers. Because of the assignment limitation for CLC teachers, however, they will not automatically be made members of STRS unless they have previously qualified for membership or can combine CLC service with day-to-day substitute service.

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- d. Health and Welfare. Pursuant to Article XVI of the LAUSD-UTLA Agreement regular employees in a status other than substitute, temporary, extra, or exchange assigned in one class half-time or more of a full-time assignment are eligible for health and welfare benefits. Employees who do not qualify as above, but who were in paid status the previous year for the equivalent of 100 or more full-time days in any one assignment or any combination of assignments in certificated service are eligible for health and welfare benefits.
4. Selection. Selection of the CLC teacher will be made by the school principal. The principal is responsible for determining that the applicant selected meets all credential and/or language requirements as stated in the class description. Information pertaining to bilingual fluency examinations may be obtained from the Translation Unit at (213) 241-5841.
5. Assignments. CLC teachers may be contracted by more than one school, but the total assigned hours as a CLC teacher in any combination of schools or programs may not exceed 48 hours per pay period.
6. Processing. For CLC teachers serving at more than one school, a separate Contract for Employment as a Categorical Limited Contract Teacher shall be prepared for each location and program. Principals shall determine in advance that there will be no assignment conflicts.
  - a. Contracts for Employment as a Categorical Limited Contract Teacher (HR Form 13676) and the Request for Personnel Action (RPA, Form 9073) are available from the Certificated Employment Operations, Support Services Unit at (213) 241-6923 or online at [www.teachinla.com](http://www.teachinla.com). Class descriptions are also available online or from the Personnel Research and Assessments Unit at (213) 241-6356.
  - b. The principal will provide the applicant with a copy of the contract and class description, and explain that the contract is not binding until all processing has been completed and the contract signed by (1) the school principal, (2) the School Fiscal Specialist, and (3) the Human Resources Representative.
  - c. The signed Categorical Limited Contract and the Request for Personnel Action (RPA) processing forms must be received at least four weeks prior to the commencement of the CLC service. CLC teachers are not to begin work prior to final approval from the Certificated Employment Operations, Support Services Unit.
  - d. Processing steps.
    - (1) The administrator will complete the Contract for Employment. The ending date of the assignment must not extend beyond the end of the school semester in which the assignment is made. Both the administrator and applicant will sign contract and the administrator will retain a copy for school files.

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- (2) The administrator will submit the signed Contract for Employment and the Request for Personnel Action to the School Fiscal Specialist for budget approval and signature.
- (3) The School Fiscal Specialist will submit the signed Contract for Employment to the Human Resources representative. Once approved, the applicant will be contacted by the HR representative to complete all remaining employment required documents as appropriate as indicated below. If the applicant is a current employee, completion of pre-employment documents is not necessary.

New Applicant and Retiree Responsibilities:

New applicants and retirees (former LAUSD employees) must complete required documents and complete the pre-employment procedures and requirements that will include:

- (1) clearance by Employee Relations, (2) certification of medical clearance, (3) tuberculosis clearance, (4) certification of employment eligibility, and (5) certification of knowledge of District child abuse reporting requirements and other policies.
- The retiree application packet may be accessed online at [www.teachinla.com](http://www.teachinla.com) under policies and forms.

- (4) Upon completion of all processing requirements, the Human Resources representative will sign the Contract for Employment, process it accordingly, and inform the principal and/or school site that the applicant may begin employment as indicated in the Contract for Employment.

7. Additional Information. Additional information pertaining to CLC teachers may be obtained from the Certificated Employment Operations, Support Services Unit at (213) 241-6923.