

TEMPORARY AND PART-TIME PERSONNEL

Each certificated employee hired as a temporary employee shall receive a written statement at the time of employment clearly indicating his/her temporary status, salary, and length of service.

A person employed on a temporary basis in a position requiring certification qualifications for at least 75% of one school year and re-employed the following year shall be classified as probationary by the Governing Board. The previous year's employment shall be considered one year's employment as a probationary employee for the purpose of acquiring permanent status.

Classification of Temporary Employees

Temporary employee shall mean any of the following:

1. Persons employed in a position requiring certification qualifications to serve from day-to-day during the first three months of any school term to teach temporary classes which will not last more than three months. (Education Code 44919)
2. Persons employed in a position requiring certification qualifications to teach in special day and evening classes for adults or in migrant schools for not more than four months of any school term. (Education Code 44919)
3. Persons employed to serve in a limited assignment supervising athletic activities of students. (Education Code 44919)
4. Persons employed on a day-to-day basis in emergency situations to prevent the stoppage of school district business. The period of employment shall not exceed 20 days. Temporary employees shall be employed in these situations when probationary employees are not available. (Education Code 44919)
5. Persons holding appropriate certification documents employed as teachers for a complete school year, but not less than one semester unless the employee begins paid service during the second semester and prior to March 15. Employment of these persons shall be based on district need for additional personnel due to the leave of absence or long-term illness of certificated employees. The number of persons so employed shall be limited to the need as determined by the Board. (Education Code 44920)

TEMPORARY AND PART-TIME PERSONNEL (continued)

6. Persons employed in a position requiring certification who have not been employed by another district in a teaching position within the last 39 months and who have not taken the state basic skills proficiency test. Such persons shall be required to pass a proficiency test developed and administered by the district and take the state basic skills proficiency test within one year of employment. (Education Code 44830)
7. Persons holding certification qualifications employed for the first semester only whenever the district expects a reduction in student enrollment during the second semester. (Education Code 44921)

Part-Time Personnel

The Board may employ persons requiring certification qualifications on less than a full-time basis. Persons employed who serve less than the minimum school day as defined by the Education Code shall be classified as part-time.

*Legal Reference:*EDUCATION CODE*44830 Employment of certificated persons**44916 Time of classification; statement of employment status**44917 Classification of substitute employees: temporary employment deemed probationary employment**44918 Substitute or temporary employee deemed probationary employee, reemployment rights**44919 Classification of temporary employees**44920 Employment of certain temporary employees; classifications**44921 Employment of temporary employees, reemployment rights (unified and high school districts)**44924 Re authorization for part-time employees**45025 Part-time employees**45041 Computation of salary**45042 Alternative method of computation for less than one school year**45043 Compensation for employment beginning the second semester*