



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: Tentative Assignment Dates For 2006 – 2007

NUMBER: REF-1037.2

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Human Resources

DATE: June 5, 2006

ROUTING
Administrators
All Staff
Time Reporters

PURPOSE: The purpose of this reference guide is to provide information regarding the assignment dates for certificated and classified employees for the 2006-2007 school year.

MAJOR CHANGES: This reference guide replaces Human Resources Reference Guide No. REF-1037.1 of the same subject issued May 23, 2005. Changes reflect dates for the new 2006-2007 school year.

IMPORTANT NOTE: Prior to the District's change to the new Business Tools for Schools (BTS) system that will be implemented on December 1, 2006, an addendum to this reference guide will be issued to summarize the new basis designations and the new monthly (in place of per pay period) payment frequency for employees.

INSTRUCTIONS: I. INTRODUCTION

The following assignment dates apply to certificated and classified employees, except where otherwise noted. For information on assigned workdays and holidays, please refer to Attachment A.

NOTE: These dates are tentative and subject to change pending final budget deliberations for the 2006-2007 school year.

II. PROFESSIONAL DEVELOPMENT BUY-BACK DAYS FOR 2006-2007
(FINAL NUMBER OF DAYS PENDING BUDGET RATIFICATION)

It is anticipated that there will be three professional development Buy-Back Days for 2006-2007 for eligible certificated personnel and one day for classified classroom instructional aides and certificated teaching assistants.

For information on guidelines, scheduling, and time reporting for these Buy-Back Days, a memorandum regarding participation in the professional development Buy-Back Days from the Office of the Assistant Superintendent, Instructional Support Services and a memorandum from the Payroll Services Branch, will be distributed shortly.



III. TENTATIVE 2006-2007 DISTRICT-SCHEDULED ASSIGNMENT DATES

BASIS	CALENDAR	
Certificated and Classified	Single-Track	Multi-track, Continuous Enrollment, and Nonschool sites
C, J, S, T	9/1/06-6/21/07 Pupil-free days: 9/1/06, 2/5/07, or 6/21/07* Unassigned days: 10/2/06, 1/2/07-1/5/07	Between 7/1/06 – 6/30/07, according to track or as assigned by supervisor/administrator.
K, L, N	8/25/06-6/29/07 Unassigned days: 10/2/06, 1/2/07-1/5/07	Between 7/1/06 – 6/30/07, as assigned by supervisor/administrator.
B, P, R	8/18/06-6/29/07 Unassigned days: 10/2/06, 1/2/07-1/5/07	Between 7/1/06 – 6/30/07, as assigned by supervisor/administrator.
E, W, Y	8/1/06-6/29/07 Unassigned days: 10/2/06, 1/2/07-1/5/07	Between 7/1/06 – 6/30/07, as assigned by supervisor/administrator.
M	7/1/06 – 6/30/07: For certificated employees, assignment is in accordance with their contracts. For cafeteria employees at multi-track schools, assigned days are the same days students are in attendance. For 2006-2007, M basis begins on 7/1/06 or as assigned by supervisor/administrator.	
A	7/1/06 – 6/30/07	

NOTES:

- * If a school selects February 5, 2007 as the second pupil-free day, then the last day of instruction will be June 21, 2007.
- 1. Instruction in the Division of Adult and Career Education schools begins on September 5, 2006 and ends on June 22, 2007. Unassigned days are December 29, 2006 and January 2-5, 2007.
- 2. Instruction in Early Education Centers begins on July 3, 2006 and ends on June 29, 2007. All centers will be closed from December 25, 2006 – January 1, 2007 and on all legal holidays for the 2006-2007 school year.



3. K/L basis certificated employees serving both single-track and multi-track calendar schools may schedule their required workdays between 7/17/06-6/30/07, as approved by the appropriate supervisor/administrator.
4. C basis classified employees assigned to three-track calendar schools must be assigned to the same number of days as C basis classified employees assigned to single-track and four-track calendar schools, i.e., 204 paid days.
5. L, P, and Y basis employees, refer to Section IV for additional information regarding start dates.

NOTE: An addendum to this reference guide will be issued to address the new annualized basis designations prior to the change to the new BTS system.

IV. DISTRICT FLEXIBLE CALENDARS FOR CERTIFICATED NON-CLASSROOM EMPLOYEES AT MULTI-TRACK SCHOOLS

In order to provide equitable services to students at multi-track schools, Article XXII, Section 5.1 of the 2004-2006 District-UTLA Collective Bargaining Agreement provides for flexible work schedules for non-classroom employees (e.g., library media teachers, nurses, counselors, coordinators, psychologists, music teachers, etc.). Such schedules will include the appropriate number of paid workdays and paid nonwork days applicable to the employee's assignment basis, and a three week off-track period, if desired. If the appropriate administrator and the employee are unable to agree on a flexible work schedule, then the employee will be placed on one of the District flexible calendars (see Attachments B, C, D, and E), commensurate with the employee's assignment basis.

V. FLEXIBLE SCHEDULING OPTION FOR E/Y, B/P, AND K/L EMPLOYEES AT SINGLE-TRACK CALENDAR SCHOOLS

These employees may either follow the District-designated assignment dates for their respective assignment basis as set forth in Section II, or flexibly schedule some of their workdays, as approved by the appropriate supervisor/administrator. Employees at Adult and Career Education schools, however, must follow the District-designated single-track calendar dates.

BASIS	SINGLE-TRACK CALENDAR	
	Mandatory Workdays	Flexible Workdays
K/L	9/1/06-6/21/07	+10
B/P	9/1/06-6/21/07	+15
E/Y	9/1/06-6/21/07	+28



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NOTES:

1. The workdays of the instructional year are mandatory and cannot be flexibly scheduled. Flexible days cannot be scheduled before 7/17/06 or after 6/30/07, but may otherwise be scheduled on any unassigned (unpaid) days falling between these dates.
2. Employees are responsible for ensuring that they work the number of workdays required for their assignment basis. Please refer to Attachment A for this information.

VI. ANNUALIZED PAY FOR B/P AND K/L BASIS CERTIFICATED EMPLOYEES

In order to be paid (or continue to be paid) on P or L basis (13 equal payments, annualized equivalents of B and K basis, respectively), certificated P or L basis employees assigned to single-track calendar schools must work one or more regular workdays between 7/17/06 and 8/11/06 (3206 pay period). Time reports for the 3206 certificated payday must be completed and certified on 8/11/06 (last day of 3206 pay period).

NOTE: An addendum to this reference guide will be issued prior to the change to the new BTS system to address the new annualized monthly (in place of per pay period) payment frequency for employees.

VII. SUMMER SCHOOL OVERLAP

Those certificated employees whose regular workdays unavoidably overlap their 2006 summer school assignment workdays may work additional hours per day on these overlapping days (maximum eight-hour workday) and report these additional hours as part of their regular workdays. For additional information, employees should refer to the summer school guidelines.

RELATED RESOURCES:

A memorandum addressing payroll/time-reporting procedures is issued annually by the Accounting and Disbursements Division.

A memorandum addressing Professional Development Buy-Back Days is issued annually by Instructional Support Services.



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ASSISTANCE: For assistance regarding payroll matters, employees should contact their time reporter or supervisor/administrator.

For assistance regarding classified employees, contact the Employment Transaction Services Branch at (213) 241-3900.

For assistance regarding certificated employees, contact the Personnel Research and Assessment Section at (213) 241-6356.