

Downey Unified School District

CERTIFICATED PERSONNEL

CLASSIFICATION

AR 4116

Permanent

A probationary certificated employee who is employed by the District for two complete consecutive school years in a position or positions requiring certification qualifications and who is reelected for the next succeeding school year to a position requiring certification qualifications shall, at the beginning of the succeeding school year, be classified as a permanent employee of the District.

If the employee is authorized to render service in more than one type of position for which certification qualifications are required, he/she shall acquire his/her permanent classification as follows:

1. If he/she is authorized to render service as a classroom teacher, he/she shall acquire permanent status as a classroom teacher.
2. If he/she is not authorized to render service as a classroom teacher, he/she shall acquire permanent status, below the administrative or supervisory level, as a staff employee with multiple qualifications subject to assignment by the Board of Education.

Adult School

Every credentialed teacher employed by the Downey Adult School must serve two complete consecutive years in a position requiring certification qualifications on a probationary basis and begin the third year of employment in order to be considered a permanent employee.

In adult school a teacher may earn permanent status for only a limited assignment if that constituted the two year consecutive probationary teaching period. Tenure is directly proportionate to teaching time as it relates to a full-time assignment.

A probationary employee who in any school year has served for at least 75% of the number of days the adult school was in session shall be deemed to have served a complete school year.

Services by a person under a provisional emergency credential shall not be included in computing the service required as a prerequisite to attainment of, or eligibility to, classification as a permanent employee.

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CLASSIFICATION - continued

AR 4116

Adult School - continued

A general secondary credential or an adult education credential in designated subjects will be considered a standard requirement for election to permanent positions except as may be specifically authorized by the Board for those teaching areas in which the requirements might legitimately be considered impractical.

Probationary

A certificated employee serving under regular contract with a valid regular credential authorizing service in the assigned position is classified as a probationary employee during the first two consecutive complete school years of service in the District. A year of service is defined as service 75% of the number of days the regular schools, in which he/she is employed, are maintained.

Temporary

A certificated employee serving under a temporary contract with a valid credential authorizing service in the assigned position shall be classified as a temporary employee. Such employees may be employed to replace certificated employees who are on leave of absence as determined by the Board of Education. Certificated employees employed for the first semester only due to an anticipated reduction in student enrollment during the second semester, as determined by the Board of Education, may also be classified as temporary employees. The Personnel Office shall determine which employees shall be employed as temporary employees based upon the needs of the District as determined by the Board of Education.

A temporary or substitute certificated employee who replaces the same certificated employee for 75% of the number of days the regular schools of the District are maintained gains probationary status retroactively if employed as a probationary certificated employee for the following school year.

Substitute

Regular credentialed employees who replace regular certificated employees who are absent from service on a day-to-day basis as needed are classified as substitute employees. The District incurs no obligation to furnish any specified amount of employment.

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Adult School

Whenever a regular adult school teacher is to be absent from class, a qualified substitute may be hired to fill his/her place. If a qualified substitute cannot be found, the class may be dismissed for the term of the teacher's absence.

Hourly

Certain services are provided by regularly credentialed certificated personnel employed on an hourly basis. These employees are classified as hourly employees.