

ARTICLE II - DEFINITIONS

- A. The Santa Cruz City Schools Adult Education Program is considered to be one (1) school and shall be referred to as Santa Cruz Adult School. It has two types of programs:
1. Mandated - This category includes programs that are approved and supported by the State of California that can generate ADA (Average Daily Attendance or funding that pays for the classes), such as Adult Basic Education (ABE), Adult Secondary Education (ASE), English as a Second Language (ESL), Adults with Disabilities, Older Adults, Home Ec., Health & Safety, Parent Ed, Citizenship and Career Technical Education.
 2. Non-Mandated - This fee-based program, also called Community Education, is not regulated by the State of California; it is supported by tuition paid by students.
- B. Definitions of member status are based on Education Code sections and are therefore not subject to grievance.
- C. The Adult School Teachers Unit is composed of the following adult education members:
1. Full-time Adult School Member - Effective 2004-05 and thereafter, a Full-time Adult Education assignment is equivalent to one thousand and fifty hours (1,050) per contracted year. This change in definition is for the sole purpose of retirement service credit. Twenty (20) contracted hours per week continues to be the minimum number of contracted hours to qualify for health and welfare benefits.
 2. Permanent Adult Education Unit Member - Any person who is funded through state apportionment to counsel adult education students or teach adult education classes in mandated program areas for more than sixty percent (60%) of 35 hours per week in adult education and works a minimum of seventy five percent (75%) of the days of the regular Adult School year per year for two (2) consecutive years shall be classified as a permanent unit member.
 - a. The permanent status hours of an Adult School unit member shall be based on service which is equivalent to the average number of hours per week which the unit member served during his/her probationary years.
 - b. The permanent status hours of an Adult School unit member are earned during the regular school year for each program and cannot be earned during the optional summer program, during authorized leaves of absence or during limited term projects, or a substitute position. Periods of leaves of absence due to class cancellation are counted as periods not worked during a given school year in terms of computing the percentage of full time assignment and length of service required to qualify for probationary or permanent status.

3. Probationary Adult School Member - Any person who is employed to teach Adult School classes in mandated program areas, or who counsels Adult School students for more than sixty percent (60%) of 35 hours per week considered a full-time assignment in adult education and works a minimum of seventy five percent (75%) of the days of the regular Adult School year per year.
4. Temporary Adult School Member - Any person who is employed to teach adult education classes in mandated program areas, or who counsels Adult School students, for not more than sixty percent (60%) of 35 hours per week considered a full-time assignment in adult education shall be classified as a temporary unit member.
5. Community Education Member - Any person who is employed to teach adult education classes in the Community Education areas (fee based) of Santa Cruz Adult School.

D. Permanent hours (Contracted hours)

Only accrued instructional, prep (4 days per year per formula Section X, Article F), staff development (six hours per year), Back-to-School meetings, Home Group meetings and Home Group Leader hours (including participation on Leadership Team and School Advisory Committee) will be counted toward step increases. References: Article II.C.2.b. and Article X.B.4.

E. Regular Work Year

That part of the calendar year comprising the fall and spring semesters with start and end dates and total instructional days negotiated by the District and GSCFT, ratified by unit members and approved by the Board of Education. Regular work year does not include summer session.

F. Limited Term Assignment

Any instructional assignment that is funded through a grant or contract that is of a duration shorter than a semester or an overflow class that is less than two semesters.

G. Contracted Work Day

The number of instructional hours (and coordinator, if any) worked in a day as defined by this formula: total instructional hours scheduled to teach in a full week divided by the number of days worked in a full week.