

ARTICLE VIII - MANDATED PROGRAM MODIFICATION and JOB RIGHTS

A. Seniority for Permanent and Probationary Adult School Teachers

1. For the purposes of this article of the agreement, except as otherwise specified herein, seniority for Permanent and Probationary Adult School teachers shall be determined by the first date of rendered paid regular certificated service in a probationary position with the District's Adult School
2. The Adult School will maintain an updated seniority list, which shall be available to all Permanent and Probationary unit members in the Adult School office. This list shall include the date of first rendered paid service at Santa Cruz Adult School. The Adult School shall send a copy of the updated seniority list to the GSCFT upon request.

B. Continued Employment - Permanent, Probationary and Temporary Adult School Teachers

Contingent upon satisfactory administrative evaluation Permanent, Probationary and Temporary Employees will be guaranteed their current job assignment and first right of refusal when the class is scheduled for the following semester. If the class proves not to be viable, see Section D below for procedures that will be followed.

C. Break-in Service - Permanent, Probationary and Temporary Adult School Teachers

1. It is the intent of this section to guarantee the hours of a Permanent, Probationary or Temporary Adult School teacher who:
 - a. Chooses to take an approved leave of absence for personal or professional reasons; or
 - b. Has his/her class canceled by the administration due to a lack of enrollment, attendance or funding.
2. Employees who meet either condition above have reasonable assurance but no guarantee that they may return to their former assignment.
3. Positions of teachers on leave will be filled only with teachers on limited term assignments who will accrue no job rights in this assignment. If the position is filled through reassignment, the resulting vacancy will be a limited term assignment.
4. An unapproved break in service shall constitute a resignation/abandonment of position. When an employee's services are terminated for lack of enrollment or discontinuance of service or are otherwise interrupted in a manner declared by

law not to constitute a break in service, the original order of employment shall stand.

5. Administration will consider requests for leaves of absence of up to one year in duration. Exceptions can be made on a case-by-case basis.

D. Expansion of Offerings

1. Any teaching hours that become available, including but not limited to new offerings, shall be offered in the following priority to Adult School members who are not yet assigned to 35 hours per week and whose credential (or expertise for fee-based class instructors) qualifies them for the additional class:
 - a. Permanent adult education unit members within the program.
 - b. Probationary adult education unit members within the program.
 - c. Temporary adult education unit members within the program.
 - d. Permanent adult education unit members outside of the program.
 - e. Probationary adult education unit members outside of the program.
 - f. Temporary adult education unit members outside of the program.
 - g. New hires.

All assignments will be made by the Principal in the best interests of the program and students based on hours of experience and successful job performance ratings in a specific program of Santa Cruz Adult School.

2. All additional sections added to a program will be based on the number of enrollees and funding available and will be considered a temporary section, scheduled for one (1) term only. The new section will be reassigned and scheduled at the end of the current term contingent upon student enrollment and available funding. Any additional section which is scheduled for a second consecutive term will be considered for the status of a regular assignment provided there is funding available to support the section on an ongoing basis.
3. Contingent upon satisfactory administrative evaluation, if a new or additional section is being considered for the status of a regular assignment, the teacher who has developed the class will be guaranteed first consideration for the assignment.

E. Consolidation of Classes within Mandated Programs

Consolidation (reduction) shall be done in reverse status order of Section D.1. above within the Adult School as follows:

1. Temporary Adult School unit members.
2. Probationary Adult School unit members.
3. Permanent Adult School unit members.

All reductions of permanent and probationary members will be made in accordance with the rules of seniority in a designated subject area per Section A. above, Education Code and District AR #6301 in the best interests of the program and students after consultation with the program's Home Group Leader. Additional factors to be considered will be hours of experience, and successful job performance ratings in a specific program in Santa Cruz Adult School.

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F. Recruitment

1. At least fifteen (15) days (or longer if information is available) prior to the opening of each term or start date of the new assignment, the Administration shall post a list of all positions identified by the Administration to be filled. The list shall be posted in the Adult School office, at each work site and provided to the GSCFT. Notices of openings occurring less than fifteen (15) days prior to the opening of each term or start date of the new assignment shall be communicated via the School Messenger telephoning system, in addition to being posted in the office, e-mailed to each current member and provided to the GSCFT via e-mail and pony.
2. In accordance with Board Policy 4111.2, a committee consisting of the Principal and two (2) certificated employees shall be formed to interview and make recommendations for any new hires to fill mandated program positions. Where appropriate, an applicant may be asked to perform a demonstration lesson.
3. In the case of emergencies, where a position must be filled immediately, the administration or designee will telephone or e-mail all current staff members before new hires are assigned. Decisions will be based on rules of expansion in Section D. above.

G. Reassignment

1. Reassignment is the voluntary or involuntary, permanent or temporary placement of an employee who possesses or can qualify for appropriate credentials in a different position from the one previously held. Reassignment may take place within a given site or program area such as moving from a morning to an evening class time, changing from a Level 1 to a Level 3 class or between programs, such as moving from Adult Basic Education to English as a Second Language. The principal shall consult with the appropriate Home Group Leader(s) prior to making a reassignment.

2. Teachers who voluntarily or involuntarily take a different assignment are responsible for all lesson planning and materials development required for that course, even though they may be replacing a teacher on an approved leave of absence.
3. Administrators shall arrange for curricular support for teachers who are involuntarily reassigned.

H. Professional Development

This is a benefit available to teachers who choose to enhance their teaching skills.

1. Teachers in the mandated areas who choose to participate will be paid for six (6) hours of professional development activities per school year. These hours shall occur during the contracted work year. These hours may be used for professional development activities that support the school's Action Plan including:
 - a. Workshops and in-service activities.
 - b. Conferences.
 - c. Class and peer observations.
 - d. Peer coaching.
2. Budgeted funds include:
 - a. Six (6) hours of Professional Development pay are available for all teachers in mandated programs. All or a portion of these funds may be converted to other uses including, but not limited to, fees for conferences, work on a project, or for release time from assigned teaching hours. These hours may be used for the program (group) plan or by individuals per limitations described in items #3 and #4 below.
 - b. Supplemental funds for conferences, (including registration and travel), speakers, etc. are budgeted for each mandated program area. These funds shall be part of the mandated program budget and shall not be supplanted by categorical funds. Categorical funds designated for specific program areas shall be considered supplementary to program area conference expenses to be used for additional program enhancement as determined by Home Group Leader(s) in consultation with the Principal.
 - c. Professional Release Day - See details in Section I. below.
3. Individual Plan:
 - a. Teachers in all mandated program areas may submit individual plans for professional development using Part I of the Professional Development Proposal and Verification form (see Appendix A). The plans shall be submitted to the Principal for approval at least three (3) weeks prior to the

planned activity and no later than April 15. Required components of the proposal include:

1. Goals and expected outcomes
 2. Types of activities planned
 3. The number of hours scheduled for each activity (specify nonscheduled and/or release time hours).
- b. Disapproved plans must be resubmitted no later than ten (10) days prior to the activity for action by the Principal. In the event that the Administration and teacher do not agree, an appeal may be filed with the Superintendent or designee whose decision will be final.
- c. Once the plan is approved and completed, Part II (Verification, Summary & Evaluation of Participation) of the form shall be submitted within thirty (30) days after the completion of the activity attached to the timesheet for the month in which the activity occurred. A brief verification of participation, summary and evaluation of the activities are required in order to be paid.
- d. All individual professional development activities must be completed at least one week prior to the end of the Term 3 (spring term), verified per 3.c. above, and attached to a timesheet no later than June 30 of the fiscal year in which the activity was completed.
4. Group Plan:
- a. The ESL, ABE/ASE and Parent Education programs may develop a group plan for each school year using the Part I of the Professional Development Proposal and Verification form (Appendix A). The plans shall be submitted to the Principal for approval no later October 1st. Required components of the proposal include:
 1. Goals and expected outcomes
 2. Types of activities planned
 3. The number of teachers involved in each activity
 4. The number of hours scheduled for each activity (specify nonscheduled and/or release time hours for each participant).
 - b. The principal shall review the program's plan and respond to it by October 15th of each year.
 - c. Disapproved plans must be resubmitted no later than November 1. In the event that the Administration and teacher/program do not agree, an appeal may be filed with the Superintendent or designee whose decision will be final.

- d. Once the plan is approved and completed, each individual shall complete and submit Part II (Verification, Summary & Evaluation of Participation) of the form (Appendix A) and attach it to the timesheet for the month in which the activity occurred within thirty (30) days after the completion of the activity and no later than May 1st of each year. A brief verification of participation, summary and evaluation of the activities by each individual are required in order to be paid.

I. Professional Release Day

Each employee in mandated programs is authorized one (1) professional release day per school year without loss of pay. Such leave is not cumulative. This time is to be used by the employee exclusively for professional development purposes and makes it necessary to be absent from his/her contractual responsibilities. Employees may only utilize this time for meaningful in-service activities such as observations, meetings, workshops or conferences as they relate directly to their teaching in adult education. Employees must notify administration forty-eight (48) hours prior to taking this time. Should an emergency arise, the 48 hours notification does not apply. A Proposal & Verification of Professional Development & Release Time Plan (Appendix A) form shall be used to make this request. This time is granted upon request of the employee provided sufficient substitute coverage is available.

The number of paid hours granted an employee for this professional leave day shall be according to the “contracted work day” definition Article II, Section G.