

SERVICE:	Unclassified/Certificated	PROFESSIONAL EXPERTS/ TEMPORARY CERTIFICATED ASSIGNMENTS
ISSUED BY:	Pers. Research (2-20-14)	
REPLACES:	PG: E 12 (12-15-09)	
REFERENCE:	Education Code Sections 45256, 44065, and Board Rule 1920	
CHANGES:	Professional Expert and Temporary Certificated Assignments (TCA) that exceed the average hourly rate or average annual salary for teachers for the school year will be reported to the Board as non-routine items. As of July 1, 2011, the average hourly rate for teachers is \$56.19 and average annual salary for teachers is \$68,787.	

1. Professional Experts – (Unclassified) and Temporary Certificated Assignments (Certificated)

a) Definition and Requirements:

Requirements for Professional Expert and Temporary Certificated Assignments:

- Job duties do not reflect those of any existing classified or certificated classification.
- Work is unique and assignments are non-recurring.
- Are to be used for a limited period of time, as a resource to accomplish specific projects and/or initiatives.
- Candidate is considered an expert in the appropriate field, and can provide supporting evidence.
- Candidate is a current or former employee of the District; or, candidate satisfies all employment procedures and clearances for new employees.
- For Temporary Certificated Assignments, the candidate must hold a current teaching and/or supervisory/administrative credential. Temporary Certificated Assignment (TCA) classes were created to replace Professional Expert assignments that were determined to be primarily certificated in nature, consistent with changes to expand the definition of creditable compensation under Assembly Bill 2700, codified in Education Code Section 44065, effective July 1, 2002.

Professional Expert and Temporary Certificated Assignments *may not*:

- Be used to avoid paying employees overtime.
- Be used as an alternative to hiring a permanent, full-time employee.
- Be used to provide services that are customarily performed by permanent classified or certificated employees.
 - If Human Resources receives a request with duties that resemble those typically performed by a class of positions in the classified service, the request will be sent to the Personnel Commission. Personnel Commission staff will classify the position accordingly and notify the requesting administrator of the appropriate classification. If you have questions regarding this process please call Joan Kang, Human Resources Specialist at (213) 241-7848.
 - Please note that all Professional Expert/Temporary Certificated Assignment requests are subject to audit by the Personnel Commission or Human Resources Division to ensure that the duties and scope of work are consistent with the requirements stated above.

b) Professional Expert and Temporary Certificated Assignment (TCA) Categories.

For a complete list of Professional Expert and Temporary Certificated Assignment categories, class codes, and rates please see Policy Guide S11 available online at www.teachinla.com.

2. Assignment Restrictions.

- a) A current District employee may serve in a Professional Expert/TCA assignment only during nonworking hours (e.g., after hours of assignment for which regular salary is received, or on weekends, vacations, holidays, and off-basis periods).
- b) Professional Expert/TCA assignments for certificated employees are subject to the multiple assignment limitation of 200 hours per month during on or off-basis periods.
- c) Professional Expert assignments for classified employees are subject to the overtime provisions of Personnel Commission Rule 596 and the multiple assignment limitations of Rule 725 (i.e., total assigned time may not exceed 8 hours a day or 40 hours a week).
- d) For other restrictions on classified multiple assignments, refer to Bulletin 4814.0 Multiple Assignments from the Personnel Commission.
- e) Professional Expert/TCA assignments for management employees (either during or outside their assignment basis) must have prior approval of the Instructional Area Superintendent / division administrator for which the services are being provided. This approval must verify that the duties to be performed are directly related to and within the guidelines of the program.
 - Services must not include those that administrators are normally required or expected to perform as part of their regularly assigned duties (e.g., no catch-up work, weekends and holidays).
 - Funds for all assignments must be available in the school or office budget.
- f) Non-District candidates must not begin work in a Professional Expert/TCA assignment until fingerprint cards have been processed and the applicant has been cleared to work; including tuberculosis clearance, if necessary.

3. Steps for Assignment Approval.

- a) Staffing Review Committee (Freeze Committee) – All documentation listed in section 3b must be turned in at least 6 weeks prior to the planned commencement date of the assignment. Additional processing time may be necessary for fingerprint and background clearance. All assignment requests must be approved by the Staffing Review Committee prior to processing by the Human Resources Division. In the absence of a freeze committee the Human Resources Division will grant approval or deny the application for a new assignment. Please note that the Staffing Review Committee only meets once a month.
- b) All Professional Expert/TCA assignments require that an Application for Assignment as Professional Expert/Temporary Certificated Assignment (Form 3167), the Professional Expert Request Form (online at www.teachinla.com), and a Request for Personnel Action (Form 8021), be completed and submitted by the requesting school or office to the Human Resources Division.
- c) To request a group assignment for 10 or more employees sponsored from the same location with the same proposed duties and rate of pay, contact the Human Resources Division before submitting a request. It may be possible to expedite the processing by submitting a master application and creating a master Request for Personnel Action. An alphabetical listing of employees' names with employee numbers will be required.

3. Steps for Assignment Approval.(Cont'd)

- d) Under certain limited circumstances and in the absence of a freeze committee, Professional Expert/TCA assignments for more than 200 hours per month must have prior approval by the Local District Superintendent or division administrator and the Human Resources Division.

4. Procedures For Assignment Processing.

The following processing forms are required to be submitted for assignment approval prior to any work being performed.

Current Employees. The sponsoring unit must complete and send the following forms to the District/division office:

- Application for Assignment as Professional Expert/TCA (Form 3167)
- Professional Expert Request Form (online at www.teachinla.com)
- Request for Personnel Action (Form 9073), including dates of service and hourly rate with budget approval

Former Employees. Former District employees, in addition to all items listed above for current employees, must complete or have current and on file the following processing forms:

- Employment Information (Form 8203)
- Employment Eligibility Verification (INS Form I-9)
- Oath of Allegiance (Form 8204)
- Acknowledgment of Child Abuse Reporting Request (Bulletin 1347)
- Tuberculosis clearance (Form 8459)
- Fingerprints
- Acknowledgment of completion of Bloodborne Pathogen training (if applicable)
- Employee's Withholding Allowance Certificates - Form DE-4 (State) and Form W-4 (Federal)
- Warrant(s) Recipient Designation (Form 60-467)

Non-District Employees. Non-District employees must complete all processing forms listed above and will be provided with a copy of the policies and notices listed below.

- Sexual Harassment Policy
- Drug –Free and Alcohol-Free Workplace Notice
- Tobacco –Free Schools Notice

Note: No individual may begin a Professional Expert/TCA assignment prior to approval, including fingerprint and tuberculosis clearance, if applicable.

5. Signing In/Out Requirement. For purposes of time recording, persons employed as Professional Experts or in Temporary Certificated Assignments are required to record the time they sign in and sign out on their time cards; it is not sufficient to only initial their names.
6. Recommended Rates. School/Office administrators are encouraged to consider the rates recommended for Professional Experts/TCA assignments, in a manner that the proposed rate is driven by the nature of the service to be performed.

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7. Performance Evaluation. Persons employed in Professional Expert/TCA assignments have temporary employment status and earn no benefits. These assignments may be terminated by the requesting school/office if the candidate fails to satisfactorily perform those services detailed in the duties statement submitted with the application.
8. Additional Information. For additional information regarding Professional Expert/TCA assignments, call the Human Resources Division, Certificated Employee Operations, Support Services Unit at (213) 241-6923.