

SERVICE: Certificated

ISSUED BY: Pers. Research (08-04-09)

REPLACES: PG: E 17 (6-24-87)

REFERENCE: Collective Bargaining Agreement Article XIII, Section 5.0 and Article XI, Section 6.2, Education Code Sections 44846, 44848, 44931, and 44956.5.

CHANGES: Replaced teacher trainee with District Intern

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1. Establishment of District Seniority Date:

- a. The District seniority date for a certificated employee is assigned by the appropriate Certificated Personnel Office on the day in which the employee first rendered paid service in probationary status. (Includes conditional and District Intern)

The seniority date is not established based on the beginning date of substitute or limited status which was later counted as service toward the attainment of permanent status. (Includes provisional, temporary contract and intern as well as any buy back or professional development days that immediately preceded probationary service.)

- b. For the purpose of breaking ties when two or more employees have the same seniority date, a five digit random number is also generated for each employee. This random number consists of the last four numbers of an employee's Social Security number reversed, followed by the sum of the two preceding numbers. When such sum is two digits, the second digit is used.

2. Seniority Determination: The combination of seniority date and random number provides a method for determining the seniority of each probationary and permanent certificated employee in the District. When two or more employees have the same seniority date, the employee with the smallest random number will be the most senior for that date.

The following employees with no seniority number shall be ranked by seniority based upon the first date of continuous contract service within their employment status. The employment status shall then be ranked as follows: provisionals are to be deemed least senior, then temporary contracts, and then university interns. Ties shall be broken within status by utilizing the tiebreaker number described above in section 1.b.

3. Effect of Resignation, Termination, or Reduction in Force (Layoff) on Seniority Date:

- a. Layoff:

For employees reemployed in permanent or probationary status within 39 months after a layoff, the original seniority date will be used. After 39 months any reemployed employees will be given a new seniority date.

- b. Resignation:

For employees reemployed on or after 7-1-83 after a resignation, a new seniority date will be assigned.

c. Termination:  
For employees reemployed after a termination for cause, a new seniority date will be assigned.

d. Additional information:  
See Policy Guide: E16- Return to Service, Former Employees  
(available online at [www.teachinla.com](http://www.teachinla.com))

4. Effect of Transfer from Certain Administrative Positions on Seniority Date:  
For a certificated employee initially employed in an administrative position on or after July 1, 1983, and who voluntarily or mandatorily transfers to a teaching position, the period of employment in the administrative position shall not be included in determining the District seniority date, except for school site administrators who shall earn up to a maximum of three years seniority while serving as site administrators. (EC Section 44956.5)