

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Superintendent

TO: Local District Superintendents

DATE: August 24, 2015

FROM: Ramon C. Cortines, Superintendent 

SUBJECT: UPDATE: PROFESSIONAL DEVELOPMENT PAY RATES AND CRITERIA FOR MANDATED PROFESSIONAL DEVELOPMENT FOR CERTIFICATED STAFF

I hope you had a wonderful summer and a great first week of school. The following information will help schools plan for professional development opportunities available during the 2015-2016 school year. For more information about pay rates, please see [Personnel Policy Guide: S11](#), REF-2062 and Board Rule 1921.

Scheduling of Professional Development

Due to budget constraints, it is the expectation that professional development for certificated staff should be scheduled during the regular work day and at the school site.

Schools are strongly encouraged to utilize the following options to deliver professional development:

- Banked-Time Tuesdays
- Middle School Common Planning Time
- Minimum Days
- Shortened Days
- **Limited** Substitute Release (Classroom impact/cost associated)

Professional Development Pay Rates

For District sponsored professional development offered outside of the regular work day, the following rates for mandated and voluntary professional development apply:

- If the professional development is mandated, certificated staff must be paid their regular hourly rate and mileage. Please consult with Staff Relations before implementing this option. See below for criteria for mandated professional development and note that Local District Superintendents have final approval. Prior to mandating professional development, schools must ensure budget can accommodate funding staff their hourly rate.
- If the professional development is voluntary, certificated staff must be paid the certificated professional development rate of \$20 or \$25 per hour (per Board Rule 1921) or apply for salary point credit under BUL-4381.

Criteria for Mandated Professional Development

Certificated staff may be required to attend professional development in accordance with District criteria. Certificated employees unable to attend mandated professional development scheduled outside of the regular work day will be required to attend a make-up option. Make-up options must be made available. For instances in which staff members receive compensation for attending mandated professional development,

including professional development paid using categorical funds, schools are expected to keep records of attendance for audit purposes.

Certificated staff will be required to attend professional development if one of the following criteria is met:

- **Legal obligation:** the professional development being offered is part of a consent decree, settlement agreement (i.e., Reed Investments Schools, Office for Civil Rights agreement);
- **Job requirement:** the professional development being offered is fundamental in building capacity for student outcomes relating, for instance, to California Standards, assessment administration or topics of similar importance, or new requirements for which employees are accountable; or
- **Underperforming employees:** the professional development being offered focuses on specific areas of weaknesses identified through the evaluation process, observations or assessment.

Once it has been determined that the professional development meets the mandated criteria, school staff must identify funding sources. If school staff were to use categorical funding, such as Title I, II, or III, it must meet federal guidelines and compliance protocols. Failure to comply with these guidelines and protocols could result in the school having to pay back the categorical funds with their general funds.

For content-specific professional development questions, please contact your Administrator of Instruction or Professional Learning and Leadership Development at (213) 241-3444. For questions regarding the appropriate use of Title I funds, contact the Federal and State Education Programs Office at 213-241-6990. For questions regarding contractual matters and professional development rates, please contact your Staff Relations Field Director.

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Professional Development Pay Rates and Criteria Frequently Asked Questions September 11, 2015

Earlier last month a memo from the Office of the Superintendent provided an update on pay rates and criteria for mandated professional development for certificated staff for the 2015-2016 school year. To further support the implementation of these policies and practices, please see below for a list of Frequently Asked Questions (FAQs). Note that due to budget constraints, it is the expectation that professional development for certificated staff should be scheduled during the regular work day and at the school site (i.e., Banked-Time Tuesdays, Middle School Common Planning Time, Minimum Days, Shortened Days, or **Limited** Substitute Release).

- 1. *The professional development being offered to certificated staff is voluntary, however, my school's budget can accommodate funding staff their hourly rate. Can school site administrators pay staff more than the professional development rate of \$20 or \$25 per hour?***

No, per Board Rule 1921, if the professional development is voluntary, certificated staff must be paid the certificated professional development rate of \$20 or \$25 per hour or apply for salary point credit.

- 2. *Are there any funding sources that are exempt from this pay rate policy?***

No, all professional development and the funding sources used are subject to all District policies.

- 3. *How will staff be informed if the professional development is voluntary or mandatory?***

In order to make it clear, it is advised that any communications shared with staff members about upcoming professional development include information about whether the professional development is mandatory or voluntary.

- 4. *Schools are providing professional development on the new ELD standards for teachers of ELs. Will these certificated staff receive their hourly rate or the professional development rate?***

Based on the pay rate policy, the new ELD standards meet the job requirement criteria. Thus, certificated staff members who participate in this professional development will receive their hourly rate.

- 5. *Schools are providing professional development on the Next Generation Science Standards. Will certificated staff receive their hourly rate or the professional development rate?***

The Next Generation Science Standards have not been fully implemented and professional development is not yet mandated. Certificated staff members who volunteer to participate in this professional development will receive the professional development rate.



6. *Some of the certificated staff in my school have elected to implement a program/curriculum/etc. and must participate in professional development. Do they receive the professional development rate or their hourly rate?*

If certificated staff elected to implement a program/curriculum/etc., then it is voluntary by nature and thus, staff members will receive the professional development rate.

7. *The professional development being offered requires staff to participate in face-to-face training as well as complete additional off-site hours, are all of these hours paid using the same rate?*

Yes, if the professional development being offered is mandated, then all of the hours completed (face-to-face and off-site) will be paid at the hourly rate. If the professional development is voluntary, then all of the hours completed (face-to-face and off-site) will be paid at the training rate.

8. *If certificated staff members are asked to stay after their regular work day to complete professional development, do they get paid their hourly rate or the professional development rate?*

Due to budget constraints, it is the expectation that professional development for certificated staff members should be scheduled during the regular work day and at the school site. In the event that professional development must be completed outside of the regular work day, certificated staff members will be paid the professional development rate if the professional development is voluntary. If the professional development is mandatory, please make sure to receive approval for the additional time at the hourly rate.

9. *Who has final approval to indicate if professional development is to be mandated?*

Please see memo for the criteria for mandated professional development and note that Local District Superintendents have final approval. In the case of District-wide mandated training, communications will be provided. Please speak with your Local District Director to determine if there is an approval process.

10. *While the professional development being offered is important for my staff, it is not mandatory. Some staff members have expressed reservations with attending if they will only receive the professional development rate.*

The purpose of this updated memo is to ensure that all certificated staff members are paid the correct amount for the training attended, regardless of which school they are employed in. Please highly encourage all staff to attend professional development that will meet their needs and the needs of the school and its students.

11. *How does this pay rate policy apply to school site administrators?*

The pay rate policy and mandated criteria outlined in this memo applies only to teachers and other school-site certificated staff, but not to administrators. Schools



should ensure that request for Extra Duty pay for Administrator for X-time is approved prior to the start date of the planned activities.

12. If my school budgeted to pay certificated staff their hourly rate instead of the professional development rate for professional development offered, how do I adjust the school budget?

If the budget adjustment involves the use of Federal funds (i.e., Title I or Title III): After consulting with and getting approval from the School Site Council (SSC), schools will need to go into School Front End (SFE) and transfer funds into Certificated Training Rate, print out the *School Signature* form, include the principal's signature and SSC chairperson's signature, and attach the SPSA page with the justification or a *SPSA Update* page. All documents will then need to be submitted to the school's fiscal specialist who will then obtain Local District signatures and process the budget adjustment.

If the budget adjustment involves the use of general funds (i.e., LCFF/TSP): Schools will need to go into SFE and transfer funds into Certificated Training rate, print out the *School Signature* form, include the principal's signature, and submit the completed document to the school's fiscal specialist for Local District signatures and processing.

13. Where can I go for more information?

For content-specific professional development questions, please contact your Administrator of Instruction or Professional Learning and Leadership Development at (213) 241-3444. For questions regarding the appropriate use of Title I funds, contact the Federal and State Education Programs Office at 213-241-6990. For questions regarding contractual matters and professional development rates, please contact your Staff Relations Field Director.