



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** 2020 Adult Education Summer Recess Assignments

**NUMBER:** MEM-064900.1

**ISSUER:** Linda Del Cueto  
Chief Human Resources Officer  
Human Resources Division

**DATE:** February 10, 2020

**DUE DATE:** February 28, 2020

**PURPOSE:** The purpose of this memorandum is to define the selection and assignment processing of teachers during the 2020 Summer Recess offered by the Division of Adult and Career Education (DACE).

**ROUTING**  
All Employees  
All Schools

**A. Application Filing: Due February 28, 2020, on or before 5:00 p.m.**

Teacher applications are due on or before February 28, 2020. See Division of Adult and Career Education 2020 Summer Recess Teacher Application (Attachment A) and Certification Form (Attachment B).

**B. Program Descriptions**

The development of the program being offered during the 2020 Summer Recess is the responsibility of the school administrator. The Summer Recess will offer English as a Second Language (ESL), Adult Secondary Education (ASE), Adult Basic Education (ABE), Integrated Education and Training (IET) and Career Technical Education (CTE) classes.

The program during the 2020 Summer Recess will be offered from July 6, 2020 to July 31, 2020.

**C. Eligibility Criteria**

1. Only teachers who have taught in the Division during the past school year are eligible to apply for summer recess assignments. New teachers shall not be recruited to teach during the summer recess as long as qualified applicants remain unassigned.
2. Teachers resigning or retiring prior to the end of the 2019-2020 school year are not eligible for a summer program assignment.



## LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

---

3. Teachers on leave [as defined in Article XII, Section 1.0 and Article XX, Section 2.0(b)] from the District for the semester prior to the summer recess or who plan to be on a leave during the summer program are ineligible to apply.
4. Teachers who have received, within the most recent two school years immediately preceding the summer recess assignment, an overall evaluation of less than “meets or exceeds” or a Notice of Unsatisfactory Service or Act shall not be assigned to a school without the consent of the principal or program director [as defined in Article XX Section 2.0 (c)].
5. All teachers must have the appropriate and valid teaching credentials on file with the District’s Adult and Career Credentialing Services office and be registered with the Los Angeles County Office of Education. The credential must be valid during the entire period of the summer recess.
6. Summer Recess assignments are a local site function. Employees shall be selected from the regular faculties of adult schools or occupational centers in the Division of Adult and Career Education.
7. Teachers must be available to serve at least 50% of the entire scheduled program dates [as defined in Article XX, Section 1.0 (b) and Article XII, Section 12.8].
8. In order for a teacher application to receive consideration, it must be returned to the issuing school on or before 5:00 p.m. on or before February 28, 2020. **Schools must date stamp the application.**
9. Per the LAUSD/UTLA Collective Bargaining Agreement Article XX, Sections 3.0 and 12.0, teachers considered to teach in the program during the summer recess shall be selected at each school on the basis of priority as follows:
  - Priority 1: Those teachers whose sole regular LAUSD assignment is with the DACE and who have taught the course at least one semester/trimester in the past three years and **did not** teach the last summer school recess.
  - Priority 2: Those teachers whose sole regular LAUSD assignment is with the DACE and who have taught the course at least one semester/trimester in the past three years and **did** teach the last summer school recess.



## LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

---

Priority 3: All other LAUSD applicants.

Priority 4: All other eligible applicants.

### **D. Initial Selection and Notification**

1. The principal of the school to whom the application was made is responsible for notifying, in writing (via a hard copy document and the employee's District issued email address), all employees selected and not selected by March 4, 2020. (Attachment C and D). If a teacher did not apply, no written communication should be provided to teachers regarding the selections. Teachers selected must notify the principal, in writing, of acceptance or rejection of the Summer Recess assignment by March 9, 2020.
2. Submitted copies of all applications of **all** teachers selected and not selected at the school as well as **all** correspondence sent and received by the teachers will be sent to the Adult and Career Education Human Resources Unit, 333 South Beaudry Avenue, 15<sup>th</sup> floor by March 10, 2020.
3. Teachers selected for the summer recess who decline the assignment after April 3, 2020, for reasons other than illness verified by a physician, shall be considered as having taught the summer recess for the purpose of establishing the next year's assignment priority.
4. Assignments will require a Request for Personnel Action (Forms 1000 and 1145) and the appropriate signed contract of employment. The forms and contracts must be submitted to DACE by March 23, 2020.
5. Personnel on the Master Salary Schedule shall not be assigned as teachers, teacher-advisers, or teacher-counselors at school sites. Central Office advisers shall not be assigned to out-of-classroom assignments at school sites.
6. Employees should be selected from the regular faculties of DACE schools.
7. Teacher applications shall be distributed via email and hard copy on or before February 18, 2020.
8. In order for a teacher's application to receive consideration; teachers must file the application for the summer recess and return it to the issuing school on or before 5:00 p.m. on or before February 28, 2020. **Schools must date stamp the application.**



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

---

**RELATED** Attachment A – Teacher Application for 2020 Summer Recess

**RESOURCES:** Attachment B – Certification Form  
Attachment C – Principal’s Selection Notification Form and Teacher’s  
Acceptance/Decline Offer of Assignment  
Attachment D – Principal’s Non-Selection Notification Form  
Attachment E – Guideline No. 97 – Minimum Class Size for Division Classes

**ASSISTANCE:** For assistance or further information please contact Alonzo Cienfuegos, Coordinator,  
Human Resources Adult and Career Education at (213) 241-4953 or via email at  
[Alonzo.Cienfuegos@lausd.net](mailto:Alonzo.Cienfuegos@lausd.net).



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

ATTACHMENT A

**Division of Adult and Career Education (DACE) 2020 Summer Recess Teacher Application**

**Program dates: July 6, 2020 to July 31, 2020**

(Application Due Date: February 28, 2020 on or before 5:00 p.m.)

(Please print or type)

Employee's First Name                      M.I.                      Last Name                      Employee Number

Street Address    City    Zip Code

LAUSD E-mail Address    Mobile/Home Telephone Number

Will you be available to serve 100% of the entire scheduled program dates? YES  NO

Will you be available to serve at least 50% of the entire scheduled program dates [as defined in Article XX, Section 1.0(b) and Article XII, Section 12.8]? YES  NO

Indicate whether you taught adult summer recess in:

	2019	2018	2017
Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Indicate the month and year you started teaching the requested subject in the Division of Adult and Career Education, Los Angeles Unified School District.

\_\_\_\_\_  
Month/Year

\_\_\_\_\_  
Subject(s) or Field(s) Authorized by Credential                      Credential Expiration Date

\_\_\_\_\_  
Present Subject Assignment and School(s)

\_\_\_\_\_  
Subject Requested for Teaching Assignment                      School Requested

\_\_\_\_\_  
Applicant's Signature                      Date



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

ATTACHMENT B

Certification Form

For the application to be valid, it must be returned to the issuing school/center on or before 5:00 p.m., February 28, 2020, whether an assignment is offered or not.

The principal is responsible for notifying the applicants, in writing (via a hard copy document and the employee’s District issued email address), of their selection or non-selection by March 4, 2020.

Teachers must notify the principal, in writing, of acceptance or rejection of the recommended assignment by March 9, 2020.

Eligibility Criteria

1. Only teachers who have taught in the Division during the past school year are eligible to apply for summer recess assignments. New teachers shall not be recruited to teach the summer recess as long as qualified applicants remain unassigned.
2. Teachers resigning or retiring prior to the 2019-2020 school year are not eligible for a summer program assignment.
3. Teachers on leave [as defined in Article XII, Section 1.0 and Article XX, Section 2.0(b)] from the district for the semester prior to the summer recess or who plan to be on a leave during the summer program are ineligible to apply.
4. Teachers who have received, within the most recent two school years immediately preceding the summer recess assignment, an overall evaluation of less than “meets or exceeds” or a Notice of Unsatisfactory Service or Act shall not be assigned to a school without the consent of the principal or program director [as defined in Article XX Section 2.0 (c)].
5. All teachers must have the appropriate and valid teaching credentials on file with the district's Adult and Career Credentialing Services office and registered with the Los Angeles County Office of Education. The credential must be valid during the entire period of the summer recess.
6. Summer recess assignments are a local site function. Employees shall be selected from the regular faculties of adult schools or occupational centers in the Division of Adult and Career Education.
7. Teachers must be available to serve at least 50% of the entire scheduled program dates [as defined in Article XX, Section 1.0 (b) and Article XII, Section 12.8].

\_\_\_\_\_  
Employee’s Name

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

ATTACHMENT B

8. In order for a teacher application to receive consideration, it must be returned to the issuing school on or before 5:00 p.m. on or before February 28, 2019. Schools must date stamp the application.
9. Per the LAUSD/UTLA Collective Bargaining Agreement Article XX, Sections 3.0 and 12.0, teachers considered to teach in the program during the summer recess shall be selected at each school on the basis of priority as follows:
  - Priority 1: Those teachers whose sole regular LAUSD assignment is with the Division of Adult and Career Education and who have taught the course at least one semester/trimester in the past three years and **did not** teach the last summer school recess.
  - Priority 2: Those teachers whose sole regular LAUSD assignment is with the Division of Adult and Career Education and who have taught the course at least one semester/trimester in the past three years and **did** teach the last summer school recess.
  - Priority 3: All other LAUSD applicants.
  - Priority 4: All other eligible applicants.

Certification must be included with your application:

I understand that (1) it is my responsibility to submit and have my application(s) date stamped by the appropriate school office staff no later than 5:00 p.m., February 28, 2020, at the school; (2) I must hold a valid, appropriate credential for the entire assignment requested; (3) if I am selected, I will notify the principal, in writing, of my acceptance or rejection of the recommended assignment by March 9, 2020; (4) if I am selected for an Integrated Education and Training (IET) assignment, I must attend the required Division training which may be scheduled outside the regular instructional calendar, prior to the start of the summer program and (5) this application does not constitute an offer for employment.

Employee's Name	Employee Number	Employee's Signature	Date
-----------------	-----------------	----------------------	------







**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

---

ATTACHMENT D

(Insert School Letterhead)

SAMPLE

Date:

Dear \_\_\_\_\_ Employee No. \_\_\_\_\_

Thank you for applying to work the extra teaching assignment during the District's 2020 Summer Recess. This letter is to inform you the teacher selections have been finalized. We regret to inform you that we are not able to offer you an assignment during the Summer Recess. There will be no substitute teacher assignments or any type of on-call assignments during the Summer Recess.

Based on the "Adult Schools and Centers Calendar 'C' Basis Certificated Employees Work Schedule", you will be on Summer Recess from June 16, 2020 to August 16, 2020.

No District employee may modify this notice verbally or in writing.

Thank you for submitting your application.

Sincerely,

---

Principal's Name

Principal's Signature

Date