



Huntington Beach Union High School District Board Policies and Administrative Regulations

BP 4120
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Certificated Personnel

Temporary and Part-Time Personnel

Each certificated employee hired as a temporary employee shall receive a written statement at the time of employment clearly indicating his/her temporary status, salary, and length of service.

A person employed on a temporary basis in a position requiring certification qualifications for at least 75% of one school year and reemployed in a vacant position the following year shall be classified as probationary by the Governing Board. The previous year's employment shall be considered one year's employment as a probationary employee for the purpose of acquiring permanent status.

Classification of Temporary Employees

Temporary employee shall mean any of the following:

1. Persons employed in a position requiring certification qualifications to serve from day to day during the first three (3) months of any school term to teach temporary classes which will not last more than three (3) months. (Education Code 44919)
2. Persons employed in a position requiring certification qualifications to teach in special day and evening classes for adults or in migrant schools for not more than four (4) months of any school term. (Education Code 44919)
3. Persons employed to serve in a limited assignment supervising athletic activities of students. (Education Code 44919)
4. Persons employed on a day to day basis in emergency situations to prevent the stoppage of school district business. The period of employment shall not exceed twenty (20) days. Temporary employees shall be employed in these situations when probationary employees are not available. (Education Code 44919)
5. Persons holding appropriate certification documents employed as teachers for a complete school year, but not less than one semester unless the employee begins paid service during the second semester and prior to March 15. Employment of these persons shall be based on district need for additional personnel due to the leave of absence or long-term illness of

Temporary and Part-Time Personnel (continued)

Classification of Temporary Employees (continued)

certificated employees. The number of persons so employed shall be limited to the need as determined by the Governing Board. (Education Code 44920)

6. Persons holding certification qualifications employed for the first semester only whenever the district expects a reduction in student enrollment during the second semester. (Education Code 44921)

Part-Time Personnel

The Governing Board may employ persons requiring certification qualifications on less than a full-time basis. Persons employed who serve less than the minimum school day as defined by the Education Code shall be classified as part-time.

Legal Reference:

EDUCATION CODE

44916-44921

44924

45025

45041-45043