



South Pasadena Unified School District  
Office of the Assistant Superintendent-Human Resources  
1020 El Centro Street  
South Pasadena, CA 91030

## **M E M O R A N D U M**

**DATE:** March 14, 2016

**TO:** Members of the Board of Education

**FROM:** Karen Reed, Assistant Superintendent, Human Resources

**SUBJECT:** Approval of Recommendation to Release of Temporary Certificated Employees under Education Code Section 44954(b) and Education Code 44909

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### **Background:**

Each year, the District has certificated employees who are absent from full-time work due to leave situations, job shares, reduced work plans, etc. In these situations, a position is held for them and backfilled with a certificated employee who is hired on a temporary contract for the duration of the leave. Additionally, per Education Code 44909, school districts can hire certificated employees to serve on temporarily contract if they "...perform services conducted under contract with public or private agencies, or categorically-funded projects which are not required by federal or state statutes." Certificated employees hired under this Education Code section can be placed on a temporary contract for all or a portion of their certificated assignment. Finally, all temporary contracts issued for certificated employees must clearly state the finite duration of the contract, specifically documenting the start and end dates of the temporary service with the District.

### **Discussion:**

During the 2016-2017 school year, the District employed a total of seven (7) full-time certificated employees who are on temporary contracts as described above. In addition, the District employed five (5) certificated employees serving on part-time temporary contracts. Prior to beginning work in the position, each signed a temporary contract which delineated the work percentage and length of service for the 2016-2017 school year. Approving action to release the temporary certificated employees, as outlined in their contract, will authorize the District to give formal written reminder that the assignment in which the individual employee serves will be completed at the close of this instructional school year.

### **Recommendation:**

Karen Reed, Assistant Superintendent of Human Resources, recommends that the Board of Education approve the recommendation to release all certificated employees serving on a temporary contract under Education Code 44954(b) and Education Code 44909.