

GLENDALE UNIFIED SCHOOL DISTRICT
Glendale, California

APPENDIX "D"

SUMMER SCHOOL REGULATIONS – TEACHERS
2004 – 2005

1. The full daily rate for teachers shall be based on four (4) periods per day, for actual hours and days worked. The summer school daily rate of pay shall be paid for the days school is in session and the legal holiday of July 4.
2. Employees shall be present at their assigned school or work location at least fifteen (15) minutes before the time prescribed for their assignment and remain until the conclusion of such assignment. No more than one day of sick leave may be utilized by an employee in any summer school session. Any additional time off in that summer session shall be non-paid.
3. Notices of summer school application procedures and list of probable courses to be offered in the summer school program will be distributed to the schools for posting no later than April 15.
4. Applications for summer school assignments shall be submitted to the Human Resources Office on forms provided by the District.
5. When initial staffing decisions have been made (no later than early June), applicants shall be notified by the district in writing as to their tentative selection or non-selection. Upon written request, those not selected shall be advised in writing as to the reason(s) for their non-selection. All course offerings and assignments are contingent upon sufficient student enrollment.
6. Regular District employees shall be given priority in filling anticipated summer school positions.
 - a. Classroom teachers shall be given priority in filling classroom positions.
 - b. Librarians shall be given priority in filling librarian positions.
7. All summer assignments shall be based upon the following District-wide criteria:
 - a. Employees must hold a valid California credential authorizing service in the assignment area and have met District standards in the most recent performance evaluation.
 - b. Normally, the applicant shall have experience within the past five years in teaching the course or similar course at or near the grade level during the regular school year.
 - c. Employees who have developed approved specialized courses for summer school shall be given preference in teaching said course.

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- d. When the number of qualified (see a and b above) applicants exceeds the number of vacancies in a given course/grade level, the recency of the applicants' summer school employment shall become the determining selection factor, in the following sequential order:
 - (1) Permanent Teachers who:
 - (a) Have not taught summer school in the most recent past three summers.
 - (b) Have not taught summer school in the most recent past two summers.
 - (c) Have not taught summer school in the most recent summer.
 - (2) Permanent teachers who have taught summer school in the most recent summer, with preference granted to those who taught the fewest number of recent consecutive summer school sessions.
 - (3) Second year probationary teachers.
 - (4) First year probationary teachers.
 - (5) All other eligible and qualified applicants.

EXTENDED SESSION - COLLEGE VIEW ONLY

- 1. Teachers currently assigned to College View shall have first priority in filling needed positions in the extended session.
- 2. Teachers shall work the regular work day of 7 hours, 15 minutes.
- 3. Teachers placed on the regular salary schedule shall be paid at their regular daily rate of pay for the days school is in session and the legal holidays of July 4 and Labor Day.
- 4. Applications for the extended session assignments shall be submitted to the Human Resources Office on forms provided by the District.