



Human Resource Services

1515 Hughes Way, Long Beach, CA 90810
(562) 997- 8386 ❖ hrrshelp@lbschools.net

Conference Period Work

July 2017

Contract Teacher

Replacement Service during conference period

Assignment details

Title	T HRLY STIPEND
Class Code	30106
Position Number	339999
Job Status	031 Hourly, Addn'l Serv
Job Code	J
Bargaining Unit	CHEC
Salary	P081A – P082C
Calendar	T
Hours	40
FTE	0
Earn Code	0132
Pay Periods	13
Sick Leave	No

The sites must submit this time on a timecard.

“Replacement service may be required when another teacher is absent, no substitute is immediately available and, in the judgment of the administrator, no other certificated employee is available. Over the course of the school year the site manager shall distribute these occasional replacement assignments as equitably as possible among all available non-classroom certificated personnel and unit members. A record of equitable assignments shall be accessible to employees. When a unit member is assigned to provide such replacement service, the first two (2) hours, cumulative, per school year of such service shall be deducted from the employee’s maximum expectancy (twenty [20] hours per semester or forty (40) per year) for adjunct duties. When a unit member is assigned to provide replacement service in excess of two (2) hours, cumulative, the unit member shall be paid for such excess service at the substitute hourly rate, Schedule P, and shall be required to remain on-site after his/her duty day for an equivalent number of minutes of preparation.

Efforts will be made to assign non-bargaining unit employees to provide replacement service. If a bargaining unit member who has been asked to provide replacement service is relieved by such an employee within the first twenty (20) minutes of service, the bargaining unit member will be credited with thirty (30) minutes of coverage. If the coverage time is in excess of twenty (20) minutes, the employee shall be provided with one (1) hours of credit for replacement service.”

TALB Contract Article V, A.9

For Internal Use Only

**Contract Teacher
Teacher of Record* during conference period**

Assignment details

Avalon Assignment

Details

	HR Tch	HR Tch
Title	00027	00027
Class Code	300060	300065
Position Number	031 Hourly, Addn'l Serv	031 Hourly, Addn'l Serv
Job Status	E	E
Job Code	CHHT	CHHT
Bargaining Unit	P081A – P082C	P081A – P082C
Salary	T	S
Calendar	0	0
FTE	0021	0021
Earn Code	13	13
Pay Periods	Yes, hourly	Yes, hourly
Sick Leave	Yes	Yes
Hourly Election		

The sites must submit this time on a timecard.

“Historically, the secondary teacher workday is comprised of six periods (one of which is a conference period). If a teacher volunteers to teach an additional class during his/her conference period his/her instructional day is extended approximately one hour before or after the regular instructional day to provide the employee with the conference period allow for in this Agreement.”

TALB Contract Article V, A.3

**A Teacher of Record is an educator who is responsible for a specified proportion of a student’s learning activities that are within a subject/course and are aligned to performance measures. This is an ongoing assignment and not replacement coverage.*