



HUMAN RESOURCE SERVICES
(562) 997-8208

Notice of Assignment

The District mails a Notice of Assignment form to each certificated employee at the beginning of each duty year. It is important that you review your Notice of Assignment to make sure that all the information is accurate. Please report any discrepancies to Human Resource Services immediately. Call (562) 997-8204 , e-mail HRShelp@lbusd.k12.ca.us or visit us at 1515 Hughes Way, Long Beach.

Explanation and Examples

Assignment begin date:	First day of paid service
Classification title:	Your title: Teacher, Elementary Teacher, Department Head Program Facilitator
Employee status:	Your contract status: Regular Contract, 1 st year Temporary Contract Special Contract
Pay Periods:	The number of pay periods associated with your assignment: 10.2 for traditional sites 13.0 for year round sites 11.05 for some management positions
FTE%:	Full time equivalent. 1.0 FTE is full time
Pay Rate:	Quadri-weekly rate (every four weeks)
Salary Schedule:	Schedule Column Step Placement A 213 K
Additional Amount:	Department Head, stipend for doctoral degree, Structured Leadership Differential
Career Increment:	For certificated K-12 employees: \$2,500 after completion of 19 years of service in the District \$4,500 after completion of 24 years of service in the District \$7,000 after completion of 29 years of service in the District For CDC & Head Start employees: \$1,500 after completion of 14 years of service in the District \$3,000 after completion of 24 years of service in the District \$4,500 after completion of 29 years of service in the District

See Salary Schedule on the HRS website under "Salary & Benefits" tab!