TITLE: District Sponsored Training Rates

NUMBER: REF-2062

ISSUER: Deborah D. Hirsh, Chief Human Resources Officer
Human Resources

DATE: October 17, 2005

ROUTING
All Schools and Offices
School Site Administrators
Payroll Time Reporters
School Administrative Assistants
Local District Administration

PURPOSE: The purpose of this Reference Guide is to provide information and instructions for the use of District sponsored training rates.

MAJOR CHANGES: This reference guide replaces expired Deputy Superintendent, Operations and Support Services Memorandum No. S-9 of the same subject issued August 20, 1999. The change reflects the addition of Class Code 8299 and updates time reporting instructions.

INSTRUCTIONS:

I. GENERAL GUIDELINES

Certificated and classified employees who participate on a voluntary basis in District sponsored training projects, without salary point credit, may be paid as trainees, as described below. Certificated management employees may be paid only when authorized by the appropriate local district/branch/division head. Training activities may be held before/after normal work hours, on weekends, holidays or other nonwork days. Sites must fund payments to participants from their local school/site budgets.

II. DISTRICT SPONSORED TRAINING RATES

A. Rate 1 - $25.00 per hour (Class Code 8302*) (Class Code 8299#)

This rate is limited to certificated employees for staff development activities designed to improve job competency. The outcome(s) of the training must be specific and identifiable, and the skill(s) acquired must relate directly to the instructional program. Activities must include outside preparation by the participants.

B. Rate 2 - $20.00 per hour (Class Code 8303*)

This rate is limited to certificated employees for training activities designed to improve the general educational program, as identified by the site. Activities may require limited outside preparation by the participants.

* Assignments will matrix with the basic certificated class other than management classes.

Assignments will matrix with employees paid on the G Table, only.

C. Rate 3 - $10.00 per hour (Class Code 8304)

This rate is limited to classified employees for participation in training activities.

RELATED RESOURCES: None

ASSISTANCE: For assistance or further information please call Certificated Placement & Assignments at (213) 241-5300 or Administrative Assignments at (213) 241-6365, as appropriate.