



Human Resource Services Division

**APPLICATION FOR PART-TIME
EMPLOYMENT PLAN**

School Year: _____

I wish to apply for Part-Time Employment in accordance with Article 27 of the Agreement between Sweetwater Union High School District and SEA/CTA/NEA.

I am interested in the following work schedule:

- .2 assignment = one (1) teaching period and twenty percent (20%) preparation period = twenty percent (20%) of full-time salary;
- .4 assignment = two (2) teaching period and forty percent (40%) preparation period = forty percent (40%) of full-time salary;
- .6 Assignment** (selection of an option below is required)
 - OPTION 1** - three (3) teaching periods plus ten (10) minutes of non-instructional time plus fifty percent (50%) preparation period = fifty percent (50%) of full-time salary plus full health benefits. This assignment may include an advisory period of twenty (20) minutes or less.
 - OPTION 2** - If the assignment includes an advisory/directed study period of more than twenty (20) minutes, the salary will be paid at sixty (60%) of full salary;
- .8 assignment = four (4) teaching periods plus a preparation period = eighty percent (80%) salary plus health benefits.

Signature

Print Name

Date

School or Site

***APPLICATIONS MUST BE SUBMITTED TO HUMAN RESOURCES DEPARTMENT BY MAY 1.**
Please refer to Article 27 of the agreement between Sweetwater and SEA/CTA/NEA/ for specific information. (reverse side of this sheet)

<input type="checkbox"/> APPROVED(forward to HR) <input type="checkbox"/> NOT APPROVED	
PRINCIPAL SIGNATURE: _____	DATE: _____
DIR. OF CERT. PERSONNEL SIGNATURE: _____	DATE: _____

ARTICLE 27

PART-TIME EMPLOYMENT

- 27.1 Part-time employment for a teacher work year may be requested by a permanent employee through written application and may be granted at the discretion of the District including the site of assignment. Applications must be filed by May 1 each year. **“A conference period”** shall be defined as ten (10) minutes before and after school. The employee who is serving in an assignment that is at least fifty percent (50%) of a full contract assignment, shall serve a pro-rated number of the supervision assignments required of full-time staff.
- 27.2 An employee must notify in writing to their immediate supervisor, no later than **April 15**, of the intent to reapply or terminate part-time status. Any employee who terminates from his/her part-time position shall be eligible for full-time employment.
- The District will attempt to place the unit member at the same site unless such placement is precluded by limitations such as the following which affect school staffing:
- A. Changing school boundaries;
 - B. Declining enrollments;
 - C. Compliance with federal and/or state mandates; and
 - D. Changing curriculum needs at the sites.
- 27.3 An employee accepting a part-time assignment will have salary and preparation time prorated according to the following formula:
** formula (front of this page)*
- 27.4 The employee on a part-time assignment will receive sick leave and personal necessity leave on a prorated basis; all other leaves apply, as appropriate.
- 27.5 The employee who works at least half-time shall receive full District benefits for health, life, vision, and dental insurance as though rendering full-time service.
- 27.6 Approval of the employee’s request shall be predicated upon District staffing requirements with consideration given to the strengths of employees so that a balanced curriculum meeting the adopted policies of the Board is provided. If all considerations stated herein are equal, length of District service will determine the teachers selected under the provisions of this article.
- 27.7 The employee’s retirement contributions and the District’s contributions will be prorated in accordance with STRS regulations.