



Human Resource Services

Visiting Educator Approval Form

(Certificated Teachers, Certificated & Classified Management)

Sacramento City Unified School District supports its employees in their pursuit of Visiting Educator assignments. Your *request* to serve as a Visiting Educator or to extend a current assignment requires approval of your site administrator, Human Resource Services, and the Superintendent's Cabinet. You must submit this form to Human Resource Services to initiate your request. You will be notified of the approval or denial of your request within 30 days.

Person Requesting Visiting Educator Status:

Name:		
Address:		
SSN:		Home Phone:
Site:		Work Phone:
How many years have you been with the district?		
Have you been granted a leave of absence in prior school years?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what were the years?	
State/County Agency offering Visiting Educator assignment: <i>Please attach copies of related documents, e.g., application, letter, etc.</i>	Name:	
	Address:	
Contact name and phone number:	Name:	
	Phone Number:	
Have you completed a Request for Leave of Absence form (PSL-F004)?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, has your site administrator approved the leave? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Attach a copy of the approved Request for Leave of Absence form.</i>	
Time period of Visiting Educator leave:	From:	Contract Extension: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long:
	To:	

Comments:

Signature: _____

Date: _____

Return this form to Human Resource Services, Box 770, or 5735 47th Avenue, Sacramento, CA 95824.

Sacramento City USD

Administrative Regulation

AR 4161.4

Personnel

Visiting Educator Leave

These criteria govern the Sacramento City Unified School District's designation and monitoring of the Visiting Educator Program. This program is designed to provide an opportunity for educators to gain experience and knowledge through outside governmental agencies.

Step 1: Eligibility

1. Certificated teachers

Per the SCTA contract, "No member of the bargaining unit shall be granted more than four continuous semesters of long-term leaves of absence for any reason in the eight-year period commencing with the beginning day of the first long-term leave."

Pursuant to Education Code 44987, the governing board of a school district shall grant to any teacher requesting leave to serve as an elected officer of any local school district public employee organization, or any statewide or national public employee organization with which the local organization is affiliated. The District shall be reimbursed by the employee organization for the amount of the compensation. The maximum amount of service credit earned shall not exceed twelve calendar years.

2. Certificated and Classified Administrators/Managers

Administrators may participate in the Visiting Educator Program with approval from the Superintendent and Cabinet.

Step 2: Initiate Request

All requests for Visiting Educator status must be completed by March 1st for the following school year.

The employee must:

1. Request from the Human Resource Services department a Visiting Educator Approval Packet.
 - a. Leave of Absence Form - submitted to site or department administrator for approval.
 - b. Visiting Educator Approval Form - completed by employee with complete information regarding the requesting state/county agency offering Visiting Educator assignment. Submit to Associate Superintendent for approval.
 - c. For Administrative/Management Employees Only - complete the Notice of Release from Administrative Position for Failing to Provide Notice of Return from Visiting Educator Program (Education Code 44951)

Step 3: Approval:

1. The Visiting Educator Approval Packet is submitted to Human Resource Services.
2. The Visiting Educator Processing Form information is gathered by Human Resource Services indicating the number of days for the leave and the total compensation that will be reimbursed by the county/state agency.

Total compensation includes salary, health and welfare, indirect costs, and all other district paid benefits.

3. All district costs, including health and welfare and indirect costs, must be reimbursed by the requesting agency.
4. The packet is submitted to the Superintendent's Cabinet for review and approval or denial.
5. After approval the Visiting Educator Approval Packet is sent to the Contracts Office. The Contracts Office works collaboratively with the county/state agency to develop the Visiting Educator Contract. After the contract has been established it is then submitted to the Deputy Superintendent/Chief Financial Officer for review and approval.
6. The Visiting Educator Contract is submitted to the Board of Education for final approval.

Step 4: Duration and Extension:

1. The duration of the Visiting Educator contract is two years, while contract approval is on a year-to-year basis (with the exception of visiting educators pursuant to Education Code 44987).
2. Employees who are members of SCTA may only take a two-year leave of absence within an eight year period.

Step 5: Leave Expiration and Return

1. At the end of the Visiting Educator leave certificated employees shall notify the district by March 1 of their intent to return to work the following school year.

Certificated management employees shall have the right to return to a classroom teaching position. Certificated management shall also have the right to apply for vacant management positions for which they are qualified.

2. Classified management employees on leave for a year shall notify the district of their intent to return 45 days before the expiration date of the leave. Classified management shall have the right to return to a position in the classification in which the employee served when the leave was taken if a vacancy in that classification exists, or to a position in a similar classification which is at a salary grade equal to or less than that of the position from which leave was taken if a vacancy exists and if the employee is qualified. Employees shall have the right to apply for other positions for which they are qualified. If within one year from the expiration of the leave an employee is not assigned to a position under this paragraph, or is not selected to a position for which he/she applied, his/her employment with the district shall terminate at the end of that one year period.

Regulation SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

approved: February 10, 2005 Sacramento, California

44951. Unless a certificated employee holding a position requiring an administrative or supervisory credential is sent written notice deposited in the United States registered mail with postage prepaid and addressed to his or her last known address by March 15 that he or she may be released from his or her position for the following school year, or unless the signature of the employee is obtained by March 15 on the written notice that he or she may be released from his or her position for the following year, he or she shall be continued in the position. The provisions of this section do not apply to a certificated employee who holds a written contract with an expiration date beyond the current school year, or to a certificated employee holding a position that is funded for less than a school year, or to a certificated employee assigned to an acting position whose continuing right to hold this position depends on being selected from an eligible list established for the position, or to the termination of employment pursuant to Section 44955.

44987. (a) The governing board of a school district shall grant to any employee, upon request, a leave of absence without loss of compensation for the purpose of enabling the employee to serve as an elected officer of any local school district public employee organization, or any statewide or national public employee organization with which the local organization is affiliated.

The leave shall include, but is not limited to, absence for purposes of attendance by the employee at periodic, stated, special, or regular meetings of the body of the organization on which the employee serves as an officer. Compensation during the leave shall include retirement fund contributions required of the school district as employer. The required employer contribution rate shall be the rate adopted by the Teachers' Retirement Board as a plan amendment with respect to the Defined Benefit Program as provided in Section 22711. The employee shall earn full service credit during the leave of absence and shall pay member contributions as prescribed by Section 22711. The maximum amount of the service credit earned may not exceed twelve calendar years. Any employee who serves as a full-time officer of a public employee organization is not eligible for disability benefits under the State Teachers' Retirement Plan while on the leave of absence.

Following the school district's payment of the employee for the leave of absence, the school district shall be reimbursed by the employee organization of which the employee is an elected officer for all compensation paid the employee on account of the leave. Reimbursement by the employee organization shall be made within 10 days after its receipt of the school district's certification of payment of compensation to the employee.

The leave of absence without loss of compensation provided for by this section is in addition to the released time without loss of compensation granted to representatives of an exclusive representative by subdivision (c) of Section 3543.1 of the Government Code.

For purposes of this section, "school district" also means "county superintendent of schools."

(b) An employee who after August 31, 1978, was absent on account of elected-officer service, shall receive full service credit in the State Teachers' Retirement Plan; provided that, not later than April 30, 1981: (1) the employee makes a written request to the employer for a leave of absence for the period of the elected-officer service, and (2) the employee organization of which the employee is an elected officer pays to the employee's school district an amount equal to the required State Teachers' Retirement Plan member and employer retirement contributions, as prescribed by this section.

The school district, following this written request and payment, shall transmit the amount received to the State Teachers' Retirement System, informing it of the period of the employee's leave of absence. The State Teachers' Retirement System shall credit the employee with all service credit earned for the period of the elected-officer leave of absence.

If the employee has been compensated by the school district for the period of the service, then, as a condition to the employee's entitlement to service credit for this period, the school district shall be reimbursed by the employee organization for the amount of the compensation.

The provisions of this subdivision shall apply retroactively to all service as an elective officer in a public employee organization occurring after August 31, 1978.