



# **ADMINISTRATIVE PROCEDURE**

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7156

PAGE: 1 OF 3

CATEGORY: **Personnel, Leave/Absences**

EFFECTIVE: **1-1-76**

SUBJECT: **District Employees Serving on Commissions  
on Professional Competence**

REVISED: **9-13-04**

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## **A. PURPOSE AND SCOPE**

1. To provide guidelines related to authorization, qualifications, and compensation of certificated employees of San Diego Unified School District who are requested by another district or by an employee of another district to serve on a commission on professional competence established to conduct hearings in dismissal cases.

## **B. LEGAL AND POLICY BASIS**

1. **Reference:** Board Policy I-2300; Education Code Sections 44944, 45047.

## **C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resources Division, Office of School Site Support.
2. **A commission on professional competence** is composed of two certificated members and a hearing officer from the State Office of Administrative Procedure. Employee subject to discipline and the school district each select one certificated member from among persons who (a) hold a currently valid credential, (b) have at least five years of experience within the last ten years in discipline of the employee, and (c) are neither a relative of the employee nor an employee of the school district.
3. **Authorization.** Absence for service on a commission is subject to approval of concerned principal.
4. **Compensation**
  - a. **When schools are in session,** district employee serving on a commission continues to receive salary, employee benefits, accumulated sick leave, and other leaves and benefits.
  - b. **During summer or vacation periods,** district employee receives compensation at hourly rate for nonclassroom assignments in accordance with Section 7.011 of Rules and Regulations of Teachers Salary Schedule.

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5. **Reimbursement for Expenses.** A teacher serving on a panel will be reimbursed for expenses by one of the parties to the hearing.
6. **Human Resources Division** shall be the approving authority for payment to teachers of other districts for service to this district.

#### **D. IMPLEMENTATION**

1. **Employee Receiving Request to Serve**
  - a. Completes “Request for Absence on District Business” form (E.1.); attaches copy of request or authorization by requesting district and submits to principal.
  - b. If approved, renders service requested; confirms with division office total number of days absent for this purpose.
  - c. Claims reimbursement for expenses, using forms provided by the district that *received* the service.
2. **Principal** approves/disapproves employee’s “Request for Absence on District Business” form. (Excessive absences by a particular teacher should be cause for disapproval.)
3. **Division office** approves/disapproves request; prepares “Billing Fact Sheet” form (E.2.) and submits to the Accounting Operations Department, Financial Operations Division, Office of School Site Support.
4. **Accounting Operations Department** files claim for substitute costs with the State Controller or the district receiving commission member’s service, depending on disposition of the case.

#### **E. FORMS AND AUXILIARY REFERENCES**

1. Request for Absence on District Business, Stock Item 22-R-2343
2. Billing Fact Sheet, available from the Accounting Operations Department
3. Claim forms for use by districts, available from the Office of State Controller

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**F. REPORTS AND RECORDS**

**G. APPROVED BY**

*Kerry B. Flanagan*

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For the Superintendent of Public Education