



Capital Adult Education Regional Consortium
Guidance on Hourly Instructors and Support Staff and Distance Learning

March 2020

The school closures associated with mitigating the spread of COVID-19 have presented many challenges for both parents and students in the K-12 program and, likewise, in K-12 Adult Education. All districts within the consortium are moving into uncharted territory in determining how to deliver equitable and quality distance learning experiences for K-12 students, but there are unique and additional challenges for implementing distance learning in Adult Education as well. While all K-12 certificated teachers are contracted employees, many Adult Education teachers, especially in smaller adult schools, are hourly employees and therefore not getting paid during this period of school closure. Each district has adopted its own policy regarding hourly employees in terms of pay and expectations during the closures.

As per CAEP [Office Newsletter on March 16, 2020](#) - the California Adult Education Program funding is needs-based apportionment to the 71 consortia and is not based on seat time or performance outcomes.

In order to provide continuity and opportunities for completion for our adult students, including the credit-bearing programs such as Adult Secondary Education/High School Diploma, the Capital Adult Education Regional Consortium members have agreed that adult schools can continue to pay and provide distance learning delivery expectations for their hourly staff on an as-needed basis. This agreement does not require schools to employ all hourly teachers in distance learning delivery, but does allow individual schools to make decisions about which hourly instructional staff are considered “essential employees” in order to provide necessary distance learning opportunities for students enrolled in the programs.

Current annual budget plans and funding levels have already accounted for this expense, so there is no anticipated additional cost to districts that choose to employ a portion of their hourly instructors in this work. According to the CAERC Shared Fiscal and Budget [Policy](#) and the Education Code [84194](#), funding from CAERC must be spent by the k-12 district adult education members over the course of 18 months or it must be returned to the consortium or the state.

The work of hourly teachers or support staff will be approved by the administrator. The timesheets will be supported by records of work performed and kept on file by the administrator for the next 3-5 years, or in accordance with the individual district’s policy.

For further information, please contact

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