



Human Resource Services

Notice of Assignment

The District made the Notice of Assignment available on the Portal for certificated employees beginning in August 2019. It is important to review the Notice of Assignment to make sure that all the information is accurate. Please report any discrepancies to Human Resource Services immediately. Call (562) 997-8204, email hrshelp@lbschools.net or visit us at 1515 Hughes Way, Long Beach.

Explanation and Examples

Assignment begin date:	First day of paid service
Classification title:	Your title: Teacher, Elementary Teacher, Department Head Program Facilitator
Employee status:	Your contract status: Regular Contract, 1 st year Special Contract
Pay periods:	The number of pay periods associated with your assignment. 10.5 for traditional sites 12 for year round sites
FTE %:	Full time equivalent 1.0 FTE is full time
Pay rate:	Hourly pay rate extended five decimals
Salary Schedule:	Schedule Column Step Placement A 913 K
Additional Amount:	Department Head, Stipend for doctoral stipend, Structured Leadership Differential
Career Increment:	For K-12 certificated employees \$2,896.28 at the beginning of the 20 th year \$5,213.30 at the beginning of the 25 th year \$8,109.58 at the beginning of the 30 ^h year

See Salary Schedules on the HRS website under ["Salary & Benefits"](#)