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The Personnel Commission
February, 2019***

Welcome

For over seventy years the Los Angeles Community College District has provided a broad range of educational programs and services to facilitate the lifelong process called education. Our employees – faculty, classified staff and administrators – are responsible for creating the unique educational environment in which our students obtain the educational and training building blocks that will make their lives and careers more fulfilled and rewarding. Few jobs are more important. Few organizations have such a capable, talented and diverse group of individuals as employees.

This handbook is intended to give classified employees an overview of the District and its employment policies, procedures, services and benefits. It will not answer all questions but will serve as a good starting point if you are a new employee and as a quick reference throughout your employment.

You are encouraged to spend time and become familiar with the contents and to consult with your supervisors and District Human Resources staff. In addition to this published version of the handbook, there is an online version of this document that will allow you to directly link to source documents and identify contact persons if you have questions.

We are very interested in your suggestions or comments on how we may better serve you. Please call us at (213) 891-2333, or write to us at:

Personnel Commission
Los Angeles Community College District
770 Wilshire Boulevard, 4th Floor
Los Angeles, California 90017

Thank you for your service and commitment to the District.



This document will be made available, upon request, in a form usable by individuals with disabilities.

A Special Note to Readers

This Classified Employee Handbook is designed to acquaint you with general information related to employment with the Los Angeles Community College District as described in State law, Federal law, our collective bargaining agreements, Board Rules and Regulations, Personnel Commission Rules and other related policies and procedures as they may apply to employment. ***This document is not intended as a replacement for any of these source documents. It is not a contract and should not be construed as creating contractual obligations.***

The District reserves the right to amend, supplement, or rescind the provisions of this handbook at any time at its sole and absolute discretion. ***Subsequent revisions to this document could cause conflicting statements. If such a situation arises, the actual policies rules, regulations, procedures and collective bargaining agreements will always be the official documents upon which a ruling will be based or an interpretation made.***

Before making a decision to take advantage of any of the employment related opportunities outlined in this handbook, you are advised to refer to the actual source document(s) defining the benefit or opportunity. For complete information contact the Personnel Office at your campus or the Division of Human Resources.

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Our History

The Los Angeles Community College District is one of 72 community college districts in the State of California and the largest district in the Nation. The community college movement had its beginnings in California in 1907 when the state legislature permitted high schools to offer postgraduate courses. Subsequently, the Ballard Act of 1917 included provisions for state aid and early regulations. The Deering Act of 1929 assured financial support for the junior colleges of the State. In 1929, our own Los Angeles City College held its first classes. There were only 35 junior colleges operating in California at that time. During the 20's and 30's enrollment in junior colleges doubled. The post-war years were also a time of dramatic expansion. Finally, in 1959, the Legislature mandated the development of a master plan and study of the State's junior colleges. This effort moved the two-year colleges away from the secondary (K-12) system and into higher education. In 1967, Governor Ronald Reagan authorized establishment of a Board of Governors for the California Colleges and changed the official designation of the institutions from "junior" to "community" colleges. On July 1, 1969, the Los Angeles Community College District legally separated from the Los Angeles Unified School District becoming its own entity with a separate Board of Trustees and administration.

Since 1929, our District has grown from one to nine colleges serving a population of 4.8 million citizens and a student population of approximately 115,000 in a geographic area of more than 800 square miles. The following nine colleges make up the Los Angeles Community College District. All of the colleges are accredited by the Western Association of Schools and Colleges and fully approved under the regulations of the California Community College System.

<u>College</u>	<u>Date Established</u>
Los Angeles City College	1929
East Los Angeles College	1945
Los Angeles Pierce College	1947
Los Angeles Harbor College	1949
Los Angeles Trade-Technical College	1949
Los Angeles Valley College	1949
Los Angeles Southwest College	1967
West Los Angeles College	1969
Los Angeles Mission College	1975

Our Institutional Mission

The colleges of the District provide a broad range of educational programs and services to citizens of our community. They include:

- **General education** programs comprised of planned experience which develop knowledge, skills and attitudes necessary for the student to be effective as a person, family member, worker and citizen.
- **Occupational education** programs that offer a student basic business, technical and professional curricula to develop skills which can lead to employment and job advancement.
- **Transfer programs** which enable students who complete two years of study to continue their upper division education at an accredited four-year college or university.
- **Guidance programs** which incorporate vocational, educational and personal counseling to a student in the selection and pursuit of a life work compatible with his/her interests, aptitudes and abilities.
- **Community Service and Economic Development programs** designed to provide non-credit educational courses to meet the cultural, educational, vocational and avocation interests of students.

The Role of the Board of Trustees

The Board of Trustees for the Los Angeles Community College District is composed of 7 members who are elected at large by the voters of Los Angeles. The Board is responsible for formulating public policy related to the operation of the District and its colleges. The Board fulfills this responsibility through its committee structure and by evaluating information and recommendations presented by the Chancellor of the District. In large part, the Board has delegated responsibility for daily operations of the District and colleges to the Chancellor and College Presidents.

The general responsibilities of the Board are:

- To adopt and periodically review a statement of the mission, goals and objectives for the District and its colleges.
- To approve courses and programs of study that support community needs.
- To provide ways and means of financial support, approve the annual budget and review and approve expenditures.
- To bear legal responsibility for all aspects of the operation of the District.
- To establish the policies necessary for supporting operations of the District.
- To advocate with state and federal officials and other state organizations on behalf of the District.
- To review and take appropriate action on matters relating to site and facilities development.
- To select and appoint the Chancellor and College Presidents.
- To receive timely administrative reports concerning the appointment, promotion, retention or dismissal of District employees.
- To consider inquiries and requests from citizens and organizations on matters of policy, administration and other items of public concern.

The Board of Trustees typically meets twice a month on alternate Wednesdays.

Student Trustee

The Board of Trustees of the Los Angeles Community College District has established one non-voting Student Board Member position. The purpose of the position is to insure that the perspectives and views of our students are part of our decision making process at the highest level. In addition, the position provides the student member with the opportunity to learn about and experience the governance process first hand.

The term of office of the Student Board Member is one year commencing on June 1st and ending on May 31st. The Student Member is elected at large. All currently enrolled students are eligible to vote in the election.



[Board Rules - CHAPTER II, Article X](#)

The Role of the Personnel Commission

The Personnel Commission is charged with developing and maintaining a Merit System for classified employees of the District. The Merit System is a personnel system that provides for the selection, retention, and promotion of classified employees on the basis of individual merit and fitness demonstrated by competitive examinations and performance.

The Personnel Commission is composed of three commissioners. Their term of office is three years with one seat being appointed each year. Members of the Personnel Commission are appointed by the State Chancellor based on a recommendation of the Board of Trustees.

Functions and Responsibilities

Law and Rules

Develop and enforce those rules and regulations required by action of the California State Legislature affecting the Merit System provisions of the Education Code and other applicable laws that are necessary to insure the efficiency of the classified service and the selection and retention of employees on the basis of merit and fitness.

Classification

Establish and maintain a job classification plan, allocate all positions within the classified service to classes within this plan and prepare class descriptions, including minimum educational and work experience requirements for classified positions.

Salary Administration

Conduct and participate in community salary surveys to identify salary rates which are based upon the principle of “like pay for like service,” and recommend to the Board of Trustees appropriate salary schedules or rates for all job classifications and allocate each class in the Classified Service to the proper schedule or rate.

Selection Procedures

Determine the appropriate fields of competition, develop and administer Merit System examinations and establish eligibility lists. Consideration is given to equal employment opportunity, the welfare of the service, development of a career service and promotion of employee morale.

Discipline

Conduct hearings of appeal from administrative actions, such as demotions, suspensions and dismissals and conduct investigations into Merit System matters as prescribed by the Education Code.

Assignments

Certify that employees have been examined in accordance with competitive procedures, assigned in accordance with the rules of the Personnel Commission and are being paid the proper rate. Salary warrants may not be drawn without this certification.



Board Rules - CHAPTER XI, Article III

Our Students

Each year, the colleges of the Los Angeles Community College District serve over 225,942 students. These students come from throughout the greater Los Angeles area as well as other regions of the United States and several foreign countries. Who are our students and what are they like?

- 17% of students are enrolled in vocational programs
- 51% of students are enrolled in transfer programs
- 46% of students are over the age of 25
- 85% of our students are from minority groups
- 18% come from homes in which parents received only an elementary education.

Since 1998, the District has awarded over 40,000 degrees and certificates to students.

LACCD Students You May Recognize

Although each of our students is a success story, there are some graduates who have gone on to distinguish themselves in politics, sports and the arts and may be familiar to you.

Los Angeles City College

- Bernard Parks, Chief of Police and City Council Member
- Diane Watson, Congresswoman
- Mike Antonovich, Los Angeles County Supervisor
- Robert Vaughn, Actor
- Frank Geary, Architect
- John Williams, Composer

East Los Angeles College

- Lee Baca, Los Angeles County Sheriff
- Frank Cruz, Channel 4 News
- Gloria Molina, Los Angeles County Supervisor

Los Angeles Harbor College

- David Gascon, Deputy Chief, Los Angeles Police Department
- Enos Cabell, Los Angeles Dodgers
- Chuck Alvarez, Grammy-Award Winning Guitarist & Recording Artist
- Ben Cayetano, Former Governor of Hawaii

Los Angeles Mission College

- Gary Mathews, Chicago Cubs

Our Students (Continued)**Los Angeles Pierce College**

- Mark Harmon, Actor
- Barry Zito, Oakland Athletics

Los Angeles Southwest College

- Oliver Ross, Dallas Cowboys
- Tim McTyer, Philadelphia Eagles

Los Angeles Trade-Technical College

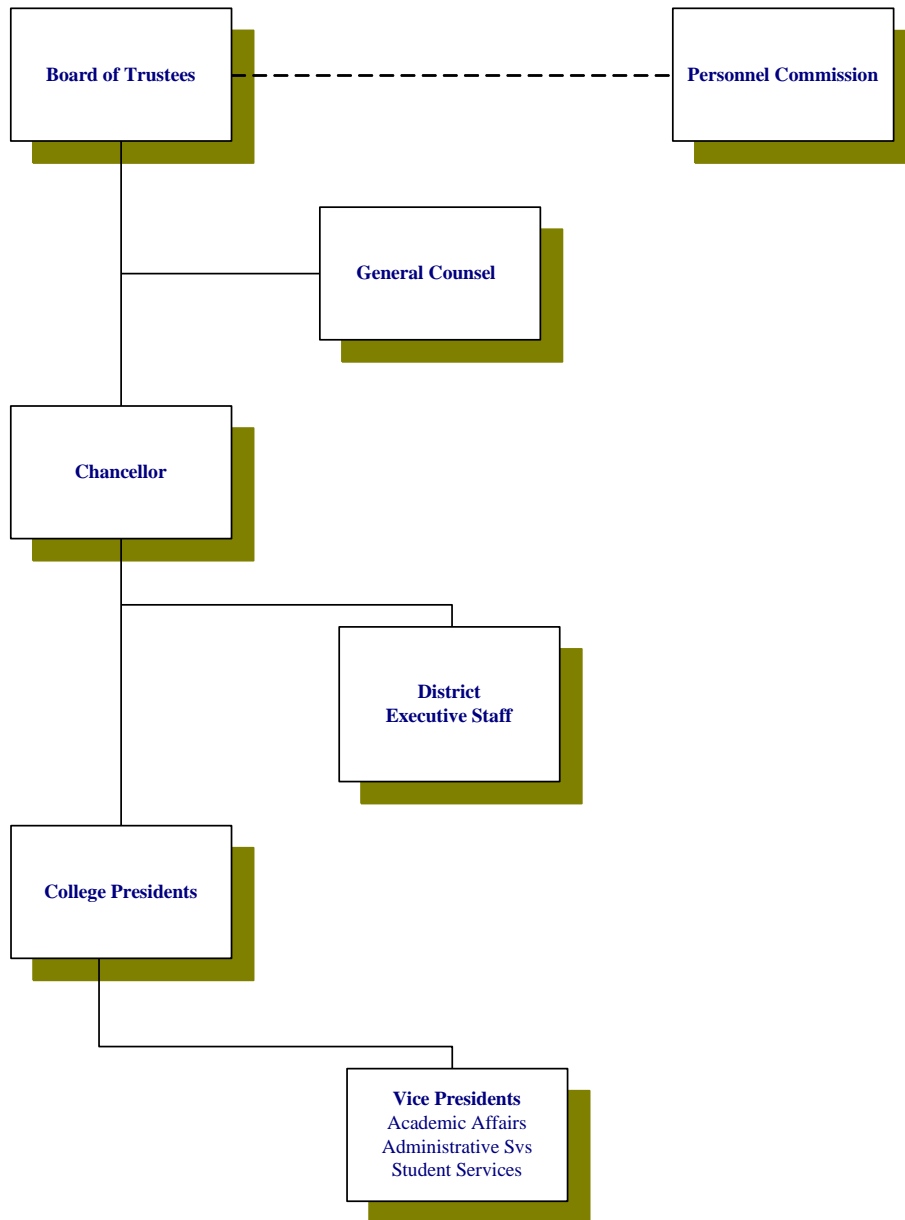
- Carole Little, Fashion Designer

Los Angeles Valley College

- Richard Alarcon, California State Senator
- Sean Astin, Actor, Lord of the Rings
- Paul Orfalea, Founder of Kinko's
- Sue Gossick, 1968 Olympic Gold Medalist Diving

West Los Angeles College

- Warren Moon, Kansas City Chiefs

Los Angeles Community College District

Our Board of Trustees



MIKE FONG, President

Mike Fong was originally appointed by the Los Angeles Community College District Board of Trustees to serve out the remainder of the term of former trustee Miguel Santiago, who left after winning a seat in the State Assembly. When that term expired, Trustee Fong began serving the full four-year term on the board that he won in the March election. A lifelong Angeleno, Mr. Fong works with the Los Angeles Economic & Workforce Development Department on youth employment, financial empowerment, and education programs. He also audits and monitors various YouthSource Center agencies that help young people pursue educational goals and job training programs. Mr. Fong previously served as East Area Director for Los Angeles Mayor Antonio Villaraigosa, acting as the primary liaison between the Mayor's Office and the dynamic and diverse communities in Northeast and East Los Angeles. Trustee Fong was also Policy Analyst for Workforce Development in the Mayor's Administration and the Senior Liaison to the Asian Pacific Islander community in Los Angeles. He is Chair of the PBS Southern California Asian Pacific Islander Community Council, Vice Chair of the White Memorial Medical Center Community Leadership Council and serves as a Board member and Immediate Past President of the Los Angeles City Employees Asian American Association. He graduated from UCLA with a B.S. in Psychobiology, and minored in Education.

**ANDRA HOFFMAN, Vice President**

Andra Hoffman was elected to the Board of Trustees in March of 2015. For nearly twenty years, Ms. Hoffman has been at Glendale Community College where she runs the Job Placement Center and is responsible for placing students in jobs and internships, both on and off campus. Previously she served as Director of Government and Community Relations for the college and continues to bring students, faculty and staff to Sacramento to lobby the legislature and teach students how to advocate for more resources for higher education. Ms. Hoffman began her career at Glendale College running AmeriCorps programs focused on Early Childhood, Welfare-to-Work, and Teacher Preparation and Training. She also serves as an adjunct professor of California and American Government. Her early career was in the non-profit sector where she worked for Free Arts for Abused Children, an organization dedicated to serving abused and neglected children through art. She also worked for the San Fernando Valley Girl Scout Council where she served as the Community Outreach Director, as a grant writer and placed volunteer leaders to form troops for girls in homeless shelters and housing projects in the East San Fernando Valley. Ms. Hoffman attended Los Angeles Valley College, received her bachelor's degree in liberal studies from Antioch University, and has a master's degree in public administration from California State University, Northridge. She lives in Encino and has two grown children.

**GABRIEL BUELNA**

Dr. Gabriel Buelna graduated from California State University Northridge (CSUN) with a bachelor's degree before completing a master's program in Social Work at San Diego State University. Dr. Buelna earned his Ph.D. from the School of Politics and Economics at the Claremont Graduate University. In 1999, Dr. Buelna joined CSUN as a faculty member where he continues to teach history and politics in the Chicana/o Studies Department. In the early 90s, Dr. Buelna began his career as a children's social worker with the Los Angeles County Department of Children and Family Services and went on to work in foster care, working with abused and neglected children, their families, law enforcement, and the courts. Through this intense involvement in the community, he learned that safe neighborhoods, job creation, and education are the foundation for healthy families.

Dr. Buelna attributes much of his success to his strong family ties. Growing up in South Los Angeles as the son of Mexican immigrants, Dr. Buelna grew up in a household where education was a central core value. He and his wife of 24 years, Pilar, have three daughters: Gabriela 18, Gema, 16, and Paulina, 14 who are active student athletes in track and cross country. Dr. Buelna remains committed to improving the world his daughters will inherit and imparts upon them the critical need to do the same for their children.

**ERNEST H. MORENO**

On March 5, 2013, Ernest Moreno was elected to the Board of Trustees of the Los Angeles Community College District after 42 years as a District employee. From student to college president, Mr. Moreno has served LACCD in many roles. He became President of East Los Angeles College on January 1, 1994 and, with the exception of an interim assignment as President of Los Angeles Mission College from July, 2006 until March, 2008, he continued in that capacity until his retirement in 2011. Previously, Mr. Moreno was involved in employee relations for the District, was Chief Negotiator for both the Board of Trustees and the District, Dean of Academic Affairs at West Los Angeles College, Senior Director of Educational Services for the District, and Vice President of Academic Affairs and Chief Instruction Officer at ELAC. He was a member of the Santa Clarita Community College District Board of Trustees from 1989 to 2006. Mr. Moreno taught business administration, supervision and management, and labor relations at Los Angeles Trade-Technical College from 1976 to 1986, and political science at WLAC from 1986 to 2006. A product of the San Gabriel Valley Unified School District, he attended California State University, Los Angeles where he earned a Bachelor of Science degree in political science. He also earned a master's in public administration from California State University, Long Beach. Mr. Moreno is a member of the Board of Directors of Monterey Park Hospital, and Pan American Bank. In 2004, he was given the John W. Rice Award for Equity and Diversity. In 2006, the American Association of Hispanics in Higher Education (AAHHE) named Mr. Moreno Outstanding Administrator of the Year. In 2007, the Economic Alliance of the San Fernando Valley presented him with the Steve Allen Excellence in Education Award. Also in 2007, the AAHHE bestowed its annual Alfredo de los Santos Distinguished Leadership in Higher Education Award on Mr. Moreno.

SCOTT J. SVONKIN

Mr. Svonkin's career focus has been in public service, particularly on education and non-profits, and as a businessman and experienced community activist. Trustee Svonkin currently serves as Chief of Public Affairs and Government Relations for Los Angeles County Assessor Jeffrey Prang.

Previously, Trustee Svonkin served as a member of Los Angeles Mayor Tom Bradley's staff and worked as Senior Advisor to the Los Angeles County Sheriff's Department. Trustee Svonkin has also served as Chief of Staff for State Assemblyman Paul Koretz and was a Deputy Councilman for West Hollywood. As a chief of staff, Scott was involved in key legislative projects such as: an aggressive anti-crime program focused on getting guns off the streets, the protection of children from tobacco and its advertising arms, and support for public education and working families. As Deputy Councilman, Mr. Svonkin worked on important legislation, community liaison activities, intergovernmental affairs, media relations, and constituent services for West Hollywood.

Trustee Svonkin is committed to promoting educational opportunities for all through various organizations. He twice served as President of the Los Angeles County School Trustees Association and has served on the Los Angeles Valley College Foundation Board, the California State University, Northridge Legislative Advisory Council, the LA PROSPER Board of the Los Angeles Community College District, and the Center for Southern California Studies Advisory Board. He is a former Chairman of the Los Angeles Unified School District Advisory Council for District Four. As a health care executive, he arranged for his company to donate almost one thousand computers to public schools. Concerned about public health, Mr. Svonkin served on the board of the Children's Hospital L.A. Huckleberry Fund and on the California Respiratory Board where his fellow members elected him President shortly after his appointment. Mr. Svonkin is a member of the Board of Directors of the California Credit Union—a billion-dollar financial institution, and is also Chairman of the Los Angeles County Insurance Commission.

A native of Los Angeles County, Trustee Svonkin attended public schools and served two terms as the Student Member of the Pasadena City College Board of Trustees before going on to Cal State Northridge.

During his six-and-a-half years with Prudential, Mr. Svonkin received the company's Community Champions Rising Star Award for his commitment to helping others and the Hero Award for creating a voter registration and grassroots-lobbying program.

STEVEN F. VERES

A two-term member of the San Fernando City Council, Mr. Veres served from 2003 to 2011. He was the city's Mayor from January, 2009 to March, 2010, and also chaired both the city's Housing, Community & Economic Development Standing Committee and its Natural Resources, Infrastructure, Water Energy and Waste Management Standing Committee. Mr. Veres' public service work includes memberships on the Metropolitan Transit Authority's San Fernando Valley Service Sector Governance Council (2008-10), the Mobile Source Air Pollution Reduction Review Committee (2009 to present), and on the Metropolitan Water District (2004 to 2007). Growing up in Boyle Heights and Huntington Park, Mr. Veres attended Los Angeles Unified schools and Loyola High School, and graduated from UCLA with honors. He continued his education at that college in the Masters Program for Latin American studies with an emphasis on urban planning, then did three years of doctoral work in UCLA's history department. Mr. Veres taught social studies as well as a variety of history courses at the middle school and collegiate level. He has also worked as a journalist and news editor. Mr. Veres served as District Director for California State Assemblywoman Cindy Montanez and is currently the District Director for California State Senator Kevin de Leon. Mr. Veres has been recognized both nationally and statewide for his work on the California Health Leadership Program on Diabetes and Obesity, and locally at the San Fernando Library where he promotes literacy on a volunteer basis.

**DAVID VELA**

A Los Angeles native, David Vela has had an extensive career in public service. In 2002, David served as Senior Legislative Assistant to former Assemblymember Jackie Goldberg, handling Labor, Transportation and Economic Development. David also served as Senior Advisor to the Employment Development Department under the Gray Davis administration.

After his time in Sacramento, David spent 10 years as a Senior Deputy to Los Angeles County Supervisor Gloria Molina, in charge of one of the largest unincorporated community pockets, with more than 130,000 residents. David was responsible for the delivery of municipal services, capital projects and economic development. He also served as the political liaison to several of the cities in Supervisor Molina's district. In 2012 he was asked to take the role of Chief of Staff to Labor Committee Chair, Assemblymember Roger Hernandez.

Before joining the Lee Andrews Group, David created his own government-consulting firm, VELADA Consulting LLC, which focuses on social capital projects, such as low-income housing and provides solutions for responsible businesses, unions, non-profits, eco-businesses and governmental agencies. David is also the founder of Honor PAC, a political action committee that focuses on equality in all levels of government. David Vela received his Bachelors of Science from the University of California Los Angeles and he holds a Master's Degree in Public Policy from Pepperdine University in Malibu. He resides in Montebello.

KELLIE N. WILLIAMS, Student Trustee

The Personnel Commissioners



DAVID H. IWATA, CHAIR

Member of the Commission since Dec. 6, 2001

Mr. Iwata has vast experience in serving on various other commissions and councils in both the public and private sectors. He has served on the City Treasurer's Office Linked Banking Program Community Oversight Board, various boards and councils for California State University, Northridge, the Board of Directors for the Asian Business Association, the Business Advisory Commission for the Speaker of the California State Assembly, the Board of Directors for the Valley Industry and Commerce Association, the Board of Directors for the U.S. – Mexico Chamber of Commerce, and as a representative on the LAUSD Focus on Student Achievement Council. Mr. Iwata is presently affiliated with LD2 Marketing Group, Dunn and Associates, the Economic Alliance of San Fernando Valley, and the San Fernando Valley Conference and Visitors Bureau in a consulting capacity. Prior to this, Mr. Iwata had a twenty-year career with Marriott International in sales and marketing.



HENRY JONES, VICE CHAIR

Member of the Commission since Aug. 24, 2007

Mr. Henry Jones has served for eight Years as Business Development Executive for IBM Business Consulting Services and Principal Consultant for PricewaterhouseCoopers in directing, managing and providing consultant services for the National K-12 Education practice. For more than 27 years, Mr. Jones has cultivated financial and business management skills, specializing in education finance, personnel and cash flow management, investment funds, bond sales and purchasing, portfolio management, and pension fund counseling. He has served as Chief Financial Officer (CFO) to the second largest school district in the nation, the Los Angeles Unified School District (LAUSD), following his tenures as Budget Director and Deputy Budget Director. Mr. Jones' vast experience in public sector finance has allowed him to attain such positions as the treasurer for the National Council of Institutional Investors (over \$1 Trillion invested), the Chief Executive Officer of the Annuity Reserve Fund Board, and a board member of the Los Angeles Schools Federal Credit Union.

**ANN YOUNG HAVENS,***Member of the Commission since February 12, 2009*

Ms. Young-Havens is currently the Senior Human Resources Manager of the Countywide Examination Administration Division for the County of Los Angeles. In this capacity Ms. Young-Havens is responsible for conducting high-quality recruitment campaigns, constructing valid and reliable testing methods based on job-related criteria, and ensuring that all examination processes are in accordance with relevant professional standards and guidelines. Prior to joining the County, she was the Acting Personnel Director for the Personnel Commission of the Los Angeles Unified School District, a merit system that supports over 40,000 classified employees. While with the Personnel Commission, she worked in both the Classification and Compensation Branch and Recruitment and Examinations and Training Branch.

**Dr. Francisco C. Rodriguez, Ph.D.**

Dr. Francisco Rodriguez began his tenure as chancellor of the Los Angeles Community College District on June 1, 2014. Prior to his appointment as head of the nation's largest community college district, Dr. Rodriguez served as superintendent/president at MiraCosta Community College District (Oceanside, CA) for five years and president at Cosumnes River College (Sacramento, CA) for six years.

Dr. Rodriguez is recognized as a collaborator who instinctively knows how to bring people together, whether from business, civic or education communities, with the purpose of opening channels of communication and furthering the interests of students. With 30 years of experience as an educator, faculty member and administrator within California public higher education, Dr. Rodriguez is a noted scholar and speaker on topics ranging from higher education, student access and success, governance and governing boards, to workforce development, fundraising and philanthropy. Dr. Rodriguez has dedicated his career to diversity, equity and inclusion issues and to outreach to underserved communities, particularly the development of young Latino and African American males. He serves as a lecturer in the doctoral education programs at Sacramento State University and at San Diego State University.

Wherever Dr. Rodriguez has resided, he has been an active member of both service and community organizations, including the local Rotary Clubs, chambers of commerce, the Small Business Development Centers, and regional economic development councils. His call to service is demonstrated in the numerous organizations for which he volunteers and contributes.

Dr. Rodriguez serves on national panels, including the board of directors for the National Science Foundation's Advisory Committee for the Directorate of Education and Human Resources and the National Endowment for Financial Education. Statewide, Dr. Rodriguez serves as chair of the Community College League of California's Advisory Committee on Legislation; the executive board of the California Association of Latino Community College Trustees and Administrators Association; as a mentor for the Association of California Community College Administrators Mentor Program; and the advisory board for the School of Education for the University of California, Davis.

Dr. Rodriguez also served on the UC Davis Foundation Board and is the past president of the Cal Aggie Alumni Association, UC Davis.

While at the MiraCosta Community College District, Dr. Rodriguez is credited with navigating the district through the devastating economic downturn that required deep budget cuts. Nonetheless, during his tenure there, student enrollment grew by 27 percent and student success improved, the number of student-veterans served doubled, and the college foundation raised over \$5 million in private dollars and over \$15 million in public grants.

At the Los Angeles Community College District, Dr. Rodriguez has set as his primary goal the building of the District's profile and reputation as the best urban community college district at which to study and work. To accomplish this goal, Dr. Rodriguez is stressing an approach that includes a well-prepared and innovative faculty and responsive curriculum, excellent educational administrators, state-of-the-art buildings and equipment, professional and superbly trained support staff, and business and community engagement.

Dr. Rodriguez earned a bachelor of arts in Chicano studies with an emphasis in education and a Master of Science in community development, both from the University of California-Davis. He also earned a Doctor of Philosophy in education from Oregon State University.

Our College Administrators



Los Angeles City College

Dr. Mary Gallagher
President

Vice Presidents

Academic Affairs: Dr. James Lancaster (Acting)

Administration: Anil Jain (Assistant VP)

Student Services: Dr. Regina Smith



East Los Angeles College

Mr. Marvin Martinez
President

Vice Presidents

Academic Affairs: Mr. Ruben Arenas (Acting)

Administration: Ms. Myeshia Armstrong

Student Services: Ms. Julie Benavides



Los Angeles Harbor College

Dr. Otto W. K. Lee
President

Vice Presidents

Academic Affairs: Dr. Bobbi Villalobos

Administration: Mr. Robert Suppelsa

Student Services: Dr. Luis Dorado



Los Angeles Mission College

Dr. Monte E. Perez, PhD
President

Vice Presidents

Academic Affairs: Dr. Nicole Albo-Lopez

Administration: Mr. Daniel Villanueva

Student Services: Dr. Christopher Villa

Our College Administrators



Los Angeles Pierce College

Dr. Larry Buckley
Interim President

Vice Presidents

Academic Affairs: Ms. Shari Berger

Administration: Mr. Rolf Schleicher

Student Services: Mr. Earic Dixon-Peters



Los Angeles Southwest College

Dr. Seher Awan
President

Vice Presidents

Academic Affairs: Dr. Lawrence Bradford

Administration: Dr. Daniel Hall

Student Services: Dr. Howard Irvin



Los Angeles Trade-Tech College

Mr. Laurence Frank
President

Vice Presidents

Academic Affairs: Ms. Marcy Drummond (Acting)

Administration: Ms. Pamela Sanford

Student Services: Dr. Henan Joof (Acting)



Los Angeles Valley College

Dr. Denise Noldon
Interim President

Vice Presidents

Academic Affairs: Ms. Karen Daar

Administration: Mr. Mike Lee

Student Services: Mr. Florentino Manzano

Our College Administrators



West Los Angeles College

Dr. James Limbaugh
President

Vice Presidents

Academic Affairs: Ms. Aracely Aguilar

Administration: Ms. Iris Ingram

Student Services: Dr. Roberto Gonzalez, Jr

Our District Executive Staff

Interim Deputy Chancellor	Dr. Melinda Nish
General Counsel	Jeffrey M. Prieto
Vice Chancellor of Educational Programs and Institutional Effectiveness	Dr. Ryan Cornner
Vice Chancellor of Finance and Institutional Advancement	Dr. Robert Miller
Vice Chancellor of Human Resources	Dr. Albert Romàn
Chief Facilities Officer	David Salazar
Chief Financial Officer	Jeanette Gordon
Chief Information Officer	Vacant
Director of Accounting	Charalambos Ziogas
Director of Budget and Management Analysis	Deborah La Teer
Director of Facilities Planning and Development	Thomas Hall
Director of Institutional Advancement	Michael Fuller
Director of Internal Audit	Arnold Blanshard
Personnel Director, Personnel Commission	Karen Martin

Our Employee Services

Employees of the District are organized into three employment groups: the Classified Service, the Academic Service, and the Unclassified Service. In addition to the general employment policies and practices of the District, each “service” has its own unique employment policies, processes and procedures.

The Classified Service

Classified employees are employed in non-academic positions and play a key role in the success of our students. When an individual first decides to become a student, it is usually a classified employee who answers their initial questions, takes their application and enrolls them in classes. Once enrolled, students benefit from the services provided by instructional assistants, laboratory technicians, library and instructional media technicians, clerical and facilities personnel, all of who are classified employees. In all, the classified service is composed of approximately 2,200 employees in more than 310 job classifications.

Appointments to regular classified positions are made following completion of a comprehensive and competitive examination process—the results of which are used to establish a list of individuals that are eligible for employment with the District. Selection to fill a vacancy begins with the candidates who have placed in the top three ranks on the list and are available to start work within a reasonable length of time at the location where the vacancy exists. As vacancies occur, eligibles are contacted for interview by the colleges.

Classified Employees

Regular Employees

Like the term implies, regular positions are the established and ongoing positions that make up the Classified Service. Regular employees are appointed to such positions from an eligibility list. In the Classified Service, employees may be hired into both full-time and part-time positions. Persons employed in regular positions are subject to a probationary period. Upon satisfactory completion of the initial probationary period, the employee becomes permanent.

Regular employees enjoy many rights and privileges. Among these benefits are:

- Paid vacations
- Paid holidays
- Retirement benefits (if eligible)
- Illness leave and certain other leaves of absence
- Progressive salary advancement until the maximum of the salary range is reached
- Hospital, medical, dental, vision care and supplemental life insurance benefits
- Right to compete in promotional examinations when they meet the minimum qualifications for the position

Our Employee Services (Continued)

Temporary Employees

There are two types of temporary employment in the Classified Service. Employees serving in these assignments are at-will i.e. terminable at any time with or without cause.

- **Relief employees** are hired temporarily for up to 6 months to supplement the regular staff for the purpose of completing a specific project or to meet peak workload demands.
- **Substitute employees** are hired temporarily to replace regular employees who are on leave from their positions.

Relief and substitute assignments are also filled using individuals who are on employment eligibility lists. In the event an eligibility list does not exist for a job classification or there is no one on the eligibility list who is interested in temporary employment, individuals who meet the District's minimum qualifications but have not yet qualified for employment via the competitive examination process can be employed. These employees are known as *provisionals*.



Links

Personnel Commission Rules

Academic Employees

Academic employees -- faculty and administrators -- represent the single largest employee group in the district.

The colleges offer a range of courses and programs with more than 50 major areas of study represented. Most faculty hold a master's degree in their field. Those who teach in the vocational fields have many years of related work experience.

In addition to classroom faculty, non-classroom faculty--counselors, librarians, and department chairs--also interact with students and staff. Many academic departments also include classified employees who serve as aides, assistants and technicians and who work with the faculty and support the instructional program.

The District also employs academic administrators as presidents, vice presidents, directors, deans, associate deans, and associate directors. These individuals, like the classified service, support the faculty as they carry out the teaching and learning mission of the District.

Academic employees are employed primarily in teaching positions. However, there are non-teaching employees such as counselors, department chairs, librarians, nurses and administrators who are responsible for the supervision of instructional and student services who are also part of the Academic Service.

Unclassified Employees

Certain types of positions and employees are excluded from both the classified and academic services. These positions and employees comprise the Unclassified Service. They include employment categories such as student workers, Professional Experts and Community Representatives and employees associated with recreational programs offered by the District. Unclassified employees are covered by a unique set of employment rules and conditions. For example, student employees are required to be enrolled in school, in a specified number of units, and make satisfactory progress toward their educational goals. Such positions are typically part-time and/or intermittent depending on program or project needs. These employees are “at will” meaning that their employment can be ended at any time at the discretion of the District.

Union Representation

Unions represent the District’s classified employees, with the exception of individuals in management and confidential positions. As provided by State law, the role of unions is to represent their members in negotiations with the District on matters related to hours, wages and the terms and conditions of employment. During negotiations, each union and the District agree to a bargaining agreement that is typically in effect for three years. Union representatives also represent their members in various “shared governance” activities such as District-wide and college committees related to matters such as budget, planning & development, staff development and affirmative action. Upon request of a member, union representatives are also available to assist them with individual employment issues and disciplinary matters.

Represented classified employees receive a copy of their collective bargaining agreement upon initial employment and when a new contract is negotiated. The District and unions may sometimes agree to reopen provisions of contracts or issue memorandums of understanding (MOU) during the term of a contract. Employees will also receive and should incorporate these MOUs into their collective bargaining agreement.

Collective Bargaining Representatives

<u>Unit</u>	<u>Union Representative</u>
1	Clerical /Technical, AFT College Staff Guild, Local 1521A
2	Maintenance, SEIU Local 99
3	Building Trades, Building Trades Council
S	Supervisory, SEIU Local 721

Union Representation (Continued)

Union Dues

Most of the District's classified employees are covered by Collective Bargaining Agreements. Upon being offered regular employment with the District, information will be available regarding whether or not your job classification is represented by an employee organization, if applicable, and your rights to join, support, or refrain from joining or supporting such employee organization. All questions concerning union representation should be referred to the Office of Employee-Employer Relations, Division of Human Resources at (213) 891-2442.



LINKS

[AFT College Staff Guild-Article 7](#)

[Local 99 Contract-Article 6](#)

[Local 721 Contract-Article 6](#)

[Building Trades Contract-Article 9](#)

Unrepresented Employees

A union does not represent employees in job classifications that have been designated as management or confidential. The hours, wages and terms and conditions for these employees are outlined in Board and Personnel Commission Rules.

Diversity Policy

It is the policy of the Los Angeles Community College District to employ individuals without regard to race, color, national origin, ancestry, religion, creed, sex, age, disability, marital status or sexual orientation. Every effort is made to insure that this policy is followed in all personnel practices including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, election for training, layoff or termination.

Classified employees of the District are encouraged to take advantage of periodic training and staff development programs designed to expand employee knowledge and understanding of the underlying principles and goals of the District's commitment to diversity.

Questions regarding this policy should be directed to the Office of Diversity, Equity, and Inclusion at (213) 891-2315.



LINKS

[AFT College Staff Guild-Article 3](#)

[Local 99 Contract-Article 3](#)

[Building Trades Contract-Article 3](#)

Sexual Harassment Policy

It is the policy of the District to provide its employees with an environment that is free of harassment and discrimination; where uniform standards will be used to judge actions and behaviors; and where they are free to confidentially report any incidences of harassment without fear of retaliation.

Sexual harassment may include, but is not limited to:

- Making unwelcome, unsolicited contact with sexual overtones
- Verbal harassment or abuse
- Unwelcome pressure for dates
- Disparaging remarks about one's gender
- Sexist jokes about one's clothing, body or sexual activities
- Deliberate blocking of physical movement
- Obscene gestures
- Demands for sexual favors accompanied by implied or overt threats
- Display of sexually suggestive objects, cartoons, posters
- Request for sex in exchange for grades, recommendations, job opportunities
- Making reprisals, threats or implied threats of reprisal following rejection of harassment by withholding grades, promotions, scholarship recommendation or by a poor performance evaluation

Sexual Harassment Policy (Continued)

Supervisory employees have an obligation to report all such conduct to the college and/or District Compliance Office. Non-supervisory employees have an obligation to report such conduct when the victim is a student.

Employees, students or other persons acting on behalf of the District who engage in sexual harassment shall be subject to discipline, up to and including discharge, expulsion or termination of contract.

Questions regarding this policy should be directed to the Office of Diversity, Equity, and Inclusion at (213) 891-2315.

**LINKS**

[Board Rules-Chapter XV](#)

[AFT College Staff Guild-Article 3](#)

Computer & Electronic Information Resources

The Los Angeles Community College District provides computer resources to assist employees in their work. The intent of these resources is to carry out the legitimate business of the District. Administrative Regulation E-76 sets forth the acceptable use of all District and College electronic information resources and equipment owned or managed by the District, and describes the rights and responsibilities of District faculty, staff, and students and other members of the District community with respect to use of these resources.

Faculty, staff, and students and other members of the District community do not have an expectation of privacy with respect to their use of District electronic information resources or data, files or other records generated, stored or maintained on District resources.

Any questions you may have should be directed to your campus/location information technology department.

**LINKS**

[Administrative Regulation E76](#)

Conflict of Interest

The Los Angeles Community College District falls under the provisions of the Political Reform Act, Government Code Section 81000 et seq. This act requires District Officers and employees in certain designated positions, typically executive and administrative, to file a Statement of Economic Interests by April 1 of each year. The purpose is to insure that officials and employees disqualify themselves from participating in decisions which may affect their personal economic interests.

The Office of General Counsel administers this process. If your position is one that requires you to make such a statement, you will receive the required information, documents and directions from the Office of General Counsel in late February of each year.



[Board Rules-Chapter XIV](#)

Political Activities

The Los Angeles Community College District recognizes the constitutional rights of its employees to participate in and to assume the responsibilities of citizenship in government affairs. However, such participation must not interfere with the performance of the employee's work obligations to the District. Therefore, political activity is prohibited on District time or with District resources.

As an employee, you are exempted from any obligation or compulsion to support any candidate or cause even though the support of such candidates or cause may be urged or suggested by any other employee, union representative, or other party and may be related, positively or negatively, with the interests of the Los Angeles Community College District or you as an employee.

In the event that you decide to seek elective or appointive office, remunerative or not, you should contact the Office of General Counsel for specific information on how such service could affect your current and future employment with the District.

Reference: Education Code Section 7054

Smoke Free Campus & Workplace

It is the policy of the Los Angeles Community College District to regulate the smoking of tobacco, plant or processed substances in District buildings, offices and enclosed spaces.

Smoke Free Campus & Workplace (Continued)

Smoking includes carrying, holding, emitting or exhaling the smoke of a lighted pipe, cigar, cigarette of any kind or other lit smoking equipment.

The following places have been designated by the Board of Trustees or by Labor Code as areas where smoking is prohibited:

- Classrooms
- Public offices/places that are for the purpose of assisting students
- Any location where a District employee is working
- Conference Rooms
- Cafeterias, lunchrooms or lounges
- Places open to the public for the primary purpose of public entertainment, including indoor sports events
- Restrooms
- Elevators
- First Aid Areas or Stations

Additional places may be designated “Smoking” or “Non Smoking” areas by the Chancellor or a College President. Places that have been so designated are clearly posted, typically at the entrance to the area or building. However, if in doubt, a good common sense rule is that if it will annoy, inconvenience, or cause discomfort to another, it is best to seek out an area that is clearly designated as “Smoking.”

Any District employee who knowingly violates the rules pertaining to smoking or non-smoking may be subject to disciplinary action, up to and including dismissal, pursuant to the policies of the Board of Trustees.



LINKS

[Board Rule- CHAPTER II, Article IV, Section 2419](#)

[Administrative Regulation B-6](#)

[AFT College Staff Guild Contract-Article 8, Section C](#)

Substance Abuse

The District maintains a drug-free workplace. As such, the unlawful manufacture, sale, delivery, unauthorized possession, or use of any illicit drug is prohibited on property owned or controlled the District or as part of any District activity. Anyone reporting to work under the influence of alcohol or illegal drugs, or using alcohol or illegal drugs on duty is subject to discipline up to and including dismissal. In addition to disciplinary action by the District, violation of the drug-free policy may be cause for criminal prosecution by government or law enforcement agencies.

Substance Abuse (Continued)

Employees who suspect they may have a drug or alcohol problem are encouraged to seek help through the Employee Assistance Program before the problem affects their work performance or conduct.



LINKS

[Board Rule-CHAPTER IX-Article VIII, Section 9803.19](#)

Health and Safety

The District seeks to maintain a safe and healthy environment for all students, employees, and visitors in accordance with federal and state standards. To accomplish this goal and maintain compliance, the Risk Management Unit at the District Office has an office of Occupational Health and Safety that is responsible for establishing safety policies and procedures, advising the faculty, staff, and administration of the District in matters relating to health, safety, or the environment, and providing safety training for employees.

Employees are expected to be continuously aware of the safety needs of themselves, students, and coworkers and to take necessary preventive measures to control hazards associated with activities under their control and are responsible for adherence to applicable health, safety, and environmental regulations. Although the safety and health of the individual must always be the top priority, prudent control of potential liability and support of the District's Risk Management Program are also required. Safety is to be incorporated as an integral part of all programs.



LINKS

[AFT College Staff Guild Contract-Article 8](#)

[Local 99 Contract-Article 11](#)

[Building Trades Contract-Article 21](#)

Your Job Description

Each position in the Classified Service is assigned to a job classification based on the duties and responsibilities assigned to the position by the supervisor. In turn each job classification is allocated to a salary schedule based on an evaluation of the duties and the prevailing wages paid by other employers, private and public, for comparable work.

Although the generic job description will identify the typical duties assigned to a position, each position within a job classification will vary based on the needs of the specific department. Upon assignment to a job in the Classified Service an employee will be provided with a description of the specific duties and responsibilities he/she will be expected to perform. This description is important because it serves as the foundation for many other aspects of the employee's work experience such as training and performance evaluation.

The official job descriptions which give examples of job duties and outline minimum qualifications, are on file in the Personnel Commission Office and on the Personnel Commission website.



LINKS

[Personnel Commission Rule 522](#)

[Personnel Commission Website:](#)

<http://www.laccd.edu/Departments/PersonnelCommission/Pages/default.aspx>

Changes in Your Job

Will the duties of your position ever change? Will you sometimes be asked to perform duties that are not part of your regularly assigned duties? Of course.

Temporary Work Out of Classification

If an employee is asked to temporarily perform duties of a higher nature, there is also a way for the employee to be compensated. An employee can request a review of the duties by the Personnel Commission. If the duties warrant higher compensation, a temporary salary differential can be paid to the employee for the period of time that the higher duties are required by the supervisor.



LINKS

[Personnel Commission Rule 550](#)

Classification Studies

Over time, the operational needs of an office can change for a variety of reasons. When this happens, and the change in duties is permanent, a supervisor and/or classified employee can ask the Personnel Commission for a study of their position to determine if the change in duties constitutes a change in their job classification and compensation. A Classified Staffing Request (C1121) is used for this purpose. An analyst on the Personnel

Classification Studies (Continued)

Commission staff will conduct the study. If the change in duties warrants a change in job classification and salary, the Personnel Commission will formally change the position. Such studies should be requested at the time duties are changed.



[Personnel Commission Rule 545](#)

Probationary Period

The majority of appointees to regular positions in the classified service are subject to a probationary period. This is true for new employees to the District as well as current employees who are being promoted to a new position. The purpose of a probationary period is to assess the new employee's job performance and work behavior, as well as his/her job related character, conduct and attitude. It is also a time to identify the employee's special talents and capabilities and how they can contribute to the goals and objectives of the work unit. During this time, the employee has the opportunity to assess whether or not the position fulfills his/her personal career goals.

The probationary period for all classified employees, except executive and administrative classes as defined in Personnel Commission Rule 596, is 130 days of paid service. The probationary period for executive and administrative classes is 260 days of paid service. Prior to the end of the probationary period, the supervisor must review the probationer's performance and assess suitability for continued employment in the position or with the District. During a 130-day probation period, evaluations typically occur in the 2nd and 4th months of service. During a 260-day probation period, evaluations occur in the 4th and 9th months of service.

There are a small number of positions designated as "senior management" that do not attain permanency in their positions and are not subject to the process described above.



[AFT College Staff Guild Contract-Article 10](#)

[Local 99 Contract-Article 19](#)

[Local 721 Contract-Article 18](#)

[Building Trades Contract-Article 17](#)

Performance Evaluations

All classified employees are generally expected to receive at least one performance review each year. New employees and those who have been recently promoted also receive probationary evaluations during their probation period. Additional reviews may be done at any time at the supervisor's discretion.

The performance evaluation form and process are designed with the following goals in mind:

- To assess actual performance and accomplishments against the duties, responsibilities and standards of the employee's position
- To encourage joint planning and communication between an employee and his/her supervisor
- To provide employees with clear and explicit performance expectations
- To provide employees with information on how to improve his/her performance
- To help employees identify and develop important job skills
- To discuss training and career advancement opportunities



[Personnel Commission Rule 702](#)

[AFT College Staff Guild Contract-Article 16](#)

[Local 99 Contract-Article 12](#)

[Local 721 Contract-Article 11](#)

[Building Trades Contract-Article 15](#)

Standards of Conduct

It is the District's objective to promote the well-being of its employees in the workplace and to maintain high standards of professional conduct and work performance. In general, each employee of the District is expected to take personal responsibility for their actions, conduct themselves in a positive and ethical manner and maintain satisfactory job performance.

More specifically, each employee is expected to:

- Treat all members of the community fairly, equitably, and courteously
- Value the different perspectives of team members, departments and support groups
- Foster positive relationships among diverse cultures
- Emphasize a customer service orientation
- Utilize the resources and training provided to maximize productivity
- Promote high standards of performance in themselves and among their peers
- Conduct themselves in a professional and productive manner
- Comply with all approved policies and procedures
- Raise issues of ethics, conflict, and concern with the proper personnel, as necessary

Employee Discipline

The District's mission, goals and objectives can only be achieved through the hard work and commitment of its employees. Therefore, every effort is made to communicate with employees about their performance on a regular basis. This practice is based on the premise that employees will develop and grow from positive and specific feedback with regard to their performance; that performance that is not productive can be corrected with constructive comments and counseling for improvement; and that a positive employer/employee relationship will develop through open and honest communication.

Progressive discipline is used in the District when an employee's work performance or behavior on the job is below work performance standards. This process offers a fair, objective and consistent method for communicating expectations and performance standards to the employee and affords the employee a reasonable opportunity to improve his/her performance. The focus of progressive counseling is to promote employee success by identifying causes and agreeing on methods for improving employee performance to a satisfactory level.

Employees should be aware that chronic poor performance and certain acts and behaviors are cause for disciplinary action which may include formal counseling, reprimands, notice of unsatisfactory service, suspension, demotion, and dismissal. A list of the causes for discipline can be found in Personnel Commission Rule 735.



LINKS

[Personnel Commission Rule 735](#)

Confidentiality

All information (verbal, written, computer file or the enterprise computer network) obtained during the course of your work should be handled professionally and in confidence. Accessing, without authorization, information that the District considers privileged or confidential, releasing such privileged or confidential information, or using such information for non-District purposes, violates District policy and may be grounds for discipline up to and including termination.

Requests for information, when not addressed as part of standard procedures, should be cleared with your immediate supervisor. Before leaving work each day, confidential materials should be cleared from your workstation. In keeping with this security, no material of any type should be removed from your department without permission.



LINKS

[HR Guides P101, P102](#)

Workplace Schedules

The District's colleges are typically open Monday through Friday from 6:00 a.m. to 11:00 p.m. Most colleges are also open for weekend academic programs and other community based events and activities. The District's central administrative offices are open Monday through Friday from 8: a.m. to 4:30 p.m.

Employee work schedules are established to meet departmental operating needs and may vary within each department. Each department head is responsible for establishing and communicating work schedules to employees.

Most classified employees work a standard 8-hour workday. The typical hours of work for a day shift employee are 8:00 a.m. to 4:30 p.m.; however, there are some offices and work units where the workday begins and ends at other hours. The hours of employees assigned to other than a day shift, i.e. evening and night shifts, will also vary. Part-time employees will have hours assigned that are consistent with their assignment.

On occasion, it may be necessary to change an employee's hours or shift. When this occurs, the provisions of applicable collective bargaining agreement or policies will be followed.

Alternative Work Schedules

Alternative work schedules such as a 9/80 or 10/40 are used in some offices during all or part of the year such as the summer.



[AFT College Staff Guild Contract-Article 12](#)

[Local 99 Contract-Article 8](#)

[Local 721 Contract-Article 7](#)

[Building Trades Contract-Article 10](#)

Attendance

Punctuality and regular attendance are essential to insure optimal productivity and customer service. All employees are expected to report to work on time every day that they are scheduled to work and to maintain a satisfactory record of attendance.

If you are unable to report for work because of illness or other unavoidable causes or must be late in reporting to work, you are to notify your supervisor promptly, typically during the first 30 minutes of your assigned work schedule. If your supervisor is not available, notify another member of your management team, or the person in your department who is responsible for reporting time and attendance. The fact that you have notified your supervisor that you will be absent does not guarantee that your absence will be excused or paid. Be sure to adhere to your department's reporting procedures if different than those described he

Attendance (Continued)

Attendance and punctuality are important measures of your job performance. Excessive absenteeism is disruptive to the effective operation of the District and colleges and is cause for discipline up to and including dismissal.

Lunch & Rest Breaks

An employee working 8 hours will typically receive an hour lunch break and two 15-minute rest periods during their shift. Employees working less than 8 hours will receive a combination of lunch and/or rest periods based on their individual hours of work. During lunch and break periods, you are completely free from all work obligations. If you are required to work during a meal or rest period, this time is considered work time and should be reported as such on your timesheet. Lunch and break periods may not be skipped or used in order to report to work late, leave early or make up for other time missed. The unit supervisor will determine lunch and rest break schedules.



[AFT College Staff Guild Contract-Article 12](#)
[Local 99 Contract-Article 8](#)
[Local 721 Contract-Article 7](#)
[Building Trades Contract-Article 10](#)

Grooming & Dress

Needless to say, our offices and colleges are very public places. In addition to our students, co-workers, and colleagues, we have a considerable number of visitors who are members of the public and other organizations. An employee's personal appearance and demeanor contributes to the image we project.

Employees are expected to be neat, clean, and orderly, and dress for work according to generally accepted business and professional standards as dictated by their work assignment. Employees are encouraged not to select clothing for work which is more appropriate for leisure, sports activities, or social functions. Where safety is a factor, common sense should be used when choosing clothing, shoes, etc., for work.

The District reserves the right to restrict dress for legitimate reasons relating to safety, hygiene or environmental conditions.

Change of Address & Phone Number

The District routinely mails employees important employment related communications such as benefit and annual tax information. All employees are individually responsible for ensuring that the District and the college have the correct home address and telephone number on file at all times.

Salary Step Placement

New employees to the District are typically hired on the first step of a five-step salary range. Advancement to the second step occurs on the first day of the pay period following completion of 130 days of paid service in a regular assignment (approximately six months of employment). Subsequent salary increases to the third, fourth and fifth steps of a salary range will come annually (13 pay periods) after your first salary increase. Exceptions to this general policy are discussed below.

Within the classified service, some job classifications are compensated on a flat hourly rate. Classified employees who are assigned to such jobs will be placed on that rate. There are no salary step advancements for these employees.



LINKS

[Personnel Commission Rule 578](#)

[Personnel Commission Rule 582](#)

[AFT College Staff Guild Contract-Article 23](#)

[Local 99 Contract-Article 19](#)

[Local 721 Contract-Article 18](#)

[Building Trades Contract-Article 17](#)

Accelerated Hiring Rates/Shortened Salary Ranges

Because it is the goal of the District to pay competitive salaries to its employees, it is sometimes necessary to make adjustments to the five-step salary range of a classification. In some instances hiring in on a step other than the first step is authorized for all employees hired into the classification (Accelerated Hiring Rate). In other situations, the salary range for a job classification is shortened so that there are fewer than five steps in the salary schedule for the class (Shortened Salary Range). This is done to enhance the ability of the District to recruit and retain qualified applicants and employees. The Personnel Commission and Board of Trustees take this action.

An employee initially employed at a rate above the first step will advance to the next higher step as of the first day of the pay period following completion of one year of paid service on the initial step.



LINKS

[Personnel Commission Rule 583](#)

[AFT College Staff Guild Contract-Article 23](#)

[Local 99 Contract-Article 19](#)

[Local 721 Contract-Article 18](#)

[Building Trades Contract-Article 17](#)

Salary Step Placement (Continued)

Rating-In

In some instances, an individual employee may be rated-in on other than the first step of the established salary schedule. This may occur for employees in:

- Executive or administrative job classifications as defined in Personnel Commission Rule 596.
- Job classifications where there is a critical shortage of qualified individuals which has seriously affected the recruitment and retention of qualified applicants or the retention of current employees. This requires an action by both the Personnel Commission and Board of Trustees.

The criteria for designating a job classification as one where rating in can occur, as well as guidelines for determining appropriate step placement for an individual, are defined in Personnel Commission Rule 583.

If you are initially employed at a rate above the first step, you will advance to the next higher step as of the first day of the pay period following completion of one year of paid service on the initial step.



LINKS

[Personnel Commission Rule 583](#)

[Personnel Commission Rule 596](#)

Upon Promotion

Upon promotion, a regular employee will be placed on that step of the new salary schedule that represents at least 5% over the employee's current base salary.



LINKS

[Personnel Commission Rule 578](#)

[Personnel Commission Rule 582](#)

Overtime & Compensatory Time

A non-exempt employee is paid for any hours worked beyond 8 hours in a day, 40 hours in a week or receives compensatory time off. Such hours will be paid at a rate in accordance with State and Federal law or as compensatory time off. **Compensatory time off must be taken within the same pay period.** If not used, the employee will be paid for the time. Overtime work must have the prior approval of your supervisor.



LINKS

[Personnel Commission Rule 596](#)

[AFT College Staff Guild Contract-Article 12](#)

[Local 99 Contract-Article 8](#)

[Local 721 Contract-Article 7](#)

[Building Trades Contract-Article 10](#)

Pay Periods

A pay period shall consist of the total workdays or total work hours during a calendar month. There are twelve monthly pay periods each year - one for each month. Classified employees are paid in accordance with the schedule reflected in the Payroll Calendar which has a maximum of 12 pay periods in a year.

Pay frequency refers to the number of times an employee receives a paycheck during a single monthly pay period. Represented classified employees typically receive two paychecks during a monthly pay period. Unrepresented classified employees typically receive one paycheck in a monthly pay period.

Your paycheck is accompanied by an earnings statement which gives an account of the pay period as well as a cumulative record of your earnings, deductions, and certain leave balances, such as vacation for the year-to-date.

Salary warrants are available by mail, pick up at the District Office and college, or by electronic fund transfer to your bank account.



LINKS

[AFT College Staff Guild Contract-Article 12](#)

[Local 99 Contract-Article 8](#)

[Local 721 Contract-Article 7](#)

[Building Trades Contract-Article 17](#)

[Pay Check Explanation](#)

[Payroll Calendar](#)

Payroll Deductions

Typically, an employee's salary warrant is subject to the following compulsory deductions:

- Withholding tax retained for the Internal Revenue Service as payment on your Federal Income Tax. Your salary and the number of dependents for whom you request deductions determine the amount withheld.
- State Withholding Tax
- Public Employees' Retirement System (CalPers)
- O.A.S.D.H.I. (Social Security)
- Medicare Tax
- Union dues or agency fee, depending on bargaining unit.

Employees may authorize voluntary deductions for the purchase of United States Savings Bonds, tax sheltered annuities, employee credit union shares, college foundations or other approved salary deductions. Each type of deduction is explained on the salary warrant stub.

Retirement Savings Plans

Classified employees may purchase tax sheltered annuities via payroll deduction.

Tax Sheltered Annuities (403B)

District employees, under Section 403(B) of the Internal Revenue Code, have a means of deferring federal and state income tax that is unique to colleges, universities and other non-profit organizations. These tax deferred annuity plans offer tax and retirement benefit advantages which reduce your gross wages before federal and state taxes are computed. Theoretically, when these funds are withdrawn later in life, the employee is in a lower income tax bracket and receives a tax benefit. You can enroll in a tax-deferred annuity plan at any time during the year by calling one of the approved companies' representatives that offer such plans; you may request a list of those representatives.



LINKS

[AFT College Staff Guild Contract-Article 21](#)

[Local 99 Contract-Article 17](#)

[Local 721 Contract-Article 16](#)

[Building Trades Contract-Article 16](#)

457 Plans

A 457 plan allows you to shelter a portion of your salary from income taxes and direct your money into investment options of your choosing. The earnings grow tax-free, until the money is withdrawn as taxable income during retirement. By investing before taxes, you get an immediate tax savings and take advantage of the full earning power of your

Retirement Savings Plans (Continued)

money. Because your earnings automatically reinvest tax-free, your savings potential grows significantly the longer you participate in the program.

Detailed information including forms and a list of providers is available at www.tiaa-cref.org

Electronic Fund Transfer

The District can electronically transfer your paycheck into a checking or savings account at the financial institution of your choice if it supports such transfers. Your money will be available the morning of payday. Your location personnel or payroll department can provide you with an authorization form.



[AFT College Staff Guild Contract-Article 12](#)

Health, Dental, Vision & Life Insurance Benefits

The District's Health Benefits Program is designed to recognize and protect the District's investment in each employee by promoting and preserving good health. Every employee who is assigned at least half time (86.67 hours per pay period) as either a probationary or regular classified employee, shall be eligible to enroll in plans under the Health Benefits Program. Eligible District employees and their eligible dependents receive hospital, medical, dental and vision care coverage. The District also makes life insurance coverage available to employees. Employees may purchase additional life insurance coverage for themselves and their eligible dependents by payroll deduction.

Upon employment, each new employee who is eligible to enroll in plans under the Health Benefits Program can obtain the Health Benefits Booklet from the campus/location personnel office or Health Insurance Section at the District Office. This booklet provides the highlights of the District's Health Benefits Program.

A new eligible employee must submit enrollment forms as early as possible to ensure insurance coverage the first of the month following their hire date.

Completed enrollment applications must be sent directly to the District Benefit Service Center at the address listed below.

US MAIL

LACCD HEALTH BENEFITS UNIT
770 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017

Secure Fax

Health Benefits Unit
(213) 891-2008

EMAIL: do-sap-benefits-health@email.laccd.edu

In some instances, employees who retire from both the District and PERS simultaneously, and meet a number of special requirements are eligible to carry District paid health, dental and vision care into retirement.

It is the responsibility of the employee to promptly report changes which affect benefit eligibility, such as the number of dependents and marital status, to the Benefits Section at the District Office.



LINKS

[AFT College Staff Guild Contract-Article 21](#)

[Local 99 Contract-Article 17](#)

[Local 721 Contract-Article 16](#)

[Building Trades Contract-Article 16](#)

Employee Assistance Program (EAP)

The District's Employee Assistance Program is a screening, information, referral, and support service for employees and their family members. The program is designed to help individuals cope with a wide range of personal and professional problems that can affect health and well-being as well as job performance. With help, these problems can often be resolved. Both unions and management support the EAP.

The EAP professional staff are licensed and certified in their respective disciplines. They can be reached by simply calling 1-800-342-8111, 24 hours a day, 365 days a year. The network of counselors and specialists can assist in addressing a wide range of concerns including:

- Emotional and Marital/Relationship Issues
- Child/Elder Care Referrals
- Substance Abuse
- Child Care and Parenting Concerns
- Legal Assistance
- Financial Consultation
- Health and Wellness
- Educational Referrals

The decision to participate in the EAP is up to the individual employee or family member. A supervisor, union representative or co-worker may recommend an employee seek help, but the final decision is the employee's.

The program ensures strict confidentiality. No information regarding an employee's participation in EAP is released unless the employee authorizes it in writing.

The EAP is an employee benefit. There is no charge for using the basic services. If extended services or referrals are required, there may be a charge for service.



LINKS

[AFT College Staff Guild Contract-Article 21](#)

[Local 99 Contract-Article 17](#)

[Local 721 Contract-Article 16](#)

[Building Trades Contract-Article 16](#)

Credit Unions

Credit unions offer a large range of services, depending on the services a particular credit union's members demand. They can range from basic services such as shares (deposits) and loans, to a full-service credit union that serves as its members' primary financial institution. Some credit unions also offer share certificates, financial planning, individual retirement accounts, mutual funds, auto loans, signature loans, home equity loans, home mortgage loans, small business loans, share drafts (checking accounts), credit cards, and ATM and debit cards. Members of a credit union share a common bond such as the same workplace, church, fraternal organization, or neighborhood.

There are a number of credit unions that provide services to employees of educational institutions. Employees must go directly to the credit union office to receive information and application material.

Career Ladders Guide

To assist you in identifying a career path and preparing for promotional opportunities, the Personnel Commission has prepared a Career Ladders Guide that outlines career paths within the District, salary information for all positions in the District, information on the qualifications necessary for various positions, educational resources to obtain those qualifications, and tuition reimbursement information. The Guide is available through the Personnel Commission Service Representative for your location. Individual counseling appointments are also available with a member of the Personnel Commission staff.

Tuition Reimbursement

The District recognizes that education is and should be a continuous opportunity, and encourages regular employees to seek education and training to improve the skills and abilities related to their current positions as well as to train for promotion. The contract and rule provisions related to study opportunities and tuition reimbursement varies by employee group, however, in general there are opportunities for:

- Release time for courses during a regular work-day
- Reimbursement of tuition and fees
- Reimbursement for textbooks and materials

If you wish to take advantage of these opportunities, you should consult with your supervisor, take the necessary steps to become a student and follow applicable contract and rule provisions related to your employment category.



LINKS

[AFT College Staff Guild Contract-Article 17](#)

[Local 99 Contract-Article 16](#)

[Local 721 Contract-Article 15](#)

[Building Trades Contract-Article 20](#)

Holidays

All classified employees are currently entitled to the following holidays provided they are in a paid status during any portion of the working day immediately prior to or following the holiday. Holidays fall within the scope of collective bargaining and may vary by employee group.

- New Year's Eve Day
- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Cesar Chavez Day
- Four Hours Friday of Spring Break
- Memorial Day
- Independence Day
- Labor Day
- Admissions Day
- Veteran's Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve Day
- Christmas Day

When a holiday falls on the first day of an employee's weekend (usually Saturday), the holiday shall be observed on the preceding working day (usually Friday). When a holiday falls on the second day of an employee's weekend (usually Sunday), the holiday shall be observed on the following working day (usually Monday). In addition, by contractual agreement, employees of the District may sometimes observe a holiday on a day other than the official day of observation. For example, the District may observe Admissions Day, which falls on September 9, 2018, in December. This is typically done to accommodate the academic calendar.



LINKS

[Personnel Commission Rule 816](#)

[AFT College Staff Guild Contract-Article 11](#)

[Local 99 Contract-Article 14](#)

[Local 721 Contract-Article 13](#)

[Building Trades Contract-Article 11](#)

Vacation

Employees need to have paid time off for relaxation, recreational, religious, cultural, and other personal reasons. Employees who are represented by a union accrue vacation based on the provisions of their collective bargaining contract. Unrepresented employees accrue vacation based on provisions of Board and Personnel Commission Rules. The vacation earning rate for employees who are assigned to positions designated as senior management are outlined in their individual employment contracts.

As an employee earns additional years of service credit, the rate at which vacation days are earned increases based on a different schedule for each employee group. For detailed

Vacation (Continued)

information you must refer to the appropriate union contract, or Board or Personnel Commission Rules.

Although regular employees serving an initial probationary period start earning vacation upon hire, vacation time cannot be taken until the first day of the pay period following completion of 130 days of paid service in the regular assignment. Employees are not authorized to take vacation until it is earned. No payment for vacation accumulation shall be made to an employee who separates from employment prior to completion of 130 days of paid service.

Typically, if you do not take your full annual vacation each year the amount not taken will accumulate, to a maximum of 400 hours, for use in succeeding years. Once an employee has a vacation balance of 400 hours, he/she is subject to earning vacation at a reduced accrual rate or not at all.

Employees are expected to give their supervisors advance notice of their intention to use vacation in accordance with the contract and/or Board and Personnel Commission Rules. Requests for vacation are subject to the review by, and approval of, an employee's supervisor.



LINKS

[Board Rules-CHAPTER X, Article 10](#)

[Personnel Commission Rule 812](#)

[AFT College Staff Guild Contract-Article 10](#)

[Local 99 Contract-Article 13](#)

[Local 721 Contract-Article 12](#)

[Building Trades Contract-Article 12](#)

Leaves of Absence

There are several types of leaves of absence that are available to District employees. Not all leaves are available to every employee. For the same type of leave the eligibility requirements, nature of benefits, length of leave, effect on compensation and other specific provisions related to a leave may differ depending on the rules or collective bargaining agreement that apply to the employee's employment category and status. Because of this complexity, the goal in this section is only to give you a broad overview of the types of leaves that are available. The following information includes a brief description of the different leaves. For eligibility and detailed information you must refer to the appropriate collective bargaining agreement, Board Rules, or Personnel Commission Rules



LINKS

[Personnel Commission Rule 803](#)

[AFT College Staff Guild Contract-Article 19](#)

[Local 99 Contract-Article 9, Section 1](#)

Leaves of Absence (Continued)

Assault and Battery Leave

An Assault and Battery Leave is a type of Industrial Accident Leave. This leave is granted for absence because of an injury resulting from an assault and/or battery that was directly related to the performance of duties.



LINKS

[AFT College Staff Guild Contract-Article 19B](#)

[Local 99 Contract-Article 9 Section 3](#)

[Local 721 Contract-Article 8C](#)

[Building Trades Contract-Article 13P](#)

Bereavement Leave

A fully paid Bereavement Leave is an approved absence due to the death of a member of the “immediate family” or other person who is significant to the employee.



LINKS

[Personnel Commission Rule 800](#)

[AFT College Staff Guild Contract-Article 19C](#)

[Local 99 Contract-Article 9, Section 4](#)

[Local 721 Contract-Article 8D](#)

[Building Trades Contract-Article 13B](#)

Casual Absence

Division Heads, College Presidents, or their designated representatives may grant employees permission to be absent without loss of salary for parts of a day, not to exceed one-half day, when good reason for such absence exists and if the absence is for reasons not covered by other paid leave provisions.

All employees may be granted one full day per year for the purpose of obtaining a comprehensive annual physical exam provided that the verification of such examination is submitted on the designated form provided by the District. Unit 1 may take the full day as two half days and employees shall also be granted one half day for each eye examination with appropriate verification.



LINKS

[Personnel Commission Rule 790](#)

[AFT College Staff Guild Contract-Article 19D](#)

[Local 99 Contract-Article 9 Section 17](#)

[Local 721 Contract-Article 8B](#)

[Building Trades Contract-Article 13C](#)

Leaves of Absence (Continued)

Child Care/Parental Leave

Child Care Leave is leave granted to an employee when it is necessary to be absent for the purpose of supervision of his/her own minor child. The employee must be a parent or legal guardian of his/her own minor child.



[LINKS](#)

[Personnel Commission Rule 803](#)

[AFT College Staff Guild Contract-Article 19N](#)

Conference/Convention Attendance/Union Convention Leave

Conference/Convention Attendance Leave may be granted for the purpose of attending annual conferences and/or conventions or other activities such as Union Leadership Institute (ULI), Lobby Day and Council of Classified Employees (CCE).



[LINKS](#)

[Local 99 Contract-Article 9, Section 15](#)

Court Subpoena/Governmental Order Absence/Leave

This leave is granted to a regular employee who is necessarily absent because of his/her appearance in response to a fully served subpoena by a court of law or an official order to appear from another governmental jurisdiction. Such leave is not available if the employee is a litigant in the case or has caused the need for appearance through personal connivance or misconduct.



[LINKS](#)

[Personnel Commission Rule 781](#)

[AFT College Staff Guild Contract-Article 19P](#)

[Local 99 Contract-Article 9 Section 5](#)

[Local 721 Contract-Article 8E](#)

[Building Trades Contract-Article 13E](#)

Family Illness Leave

A Family Illness Leave is a leave granted to an employee who is needed at home because of the illness of any person related by blood or marriage or whose domestic relations are close or who is a close friend and lives in the same domicile.



[LINKS](#)

[AFT College Staff Guild Contract-Article 19E](#)

[Local 721 Contract-Article 8F](#)

Leaves of Absence (Continued)

Family and Medical Leave

A Family and Medical Leave is an unpaid leave granted to an employee who is compelled to be absent from duty because of the employee's own serious health condition which makes it impossible to perform essential job functions, the birth or adoption of a child, or receiving a child for foster care, or caring for a sick spouse, child or parent with a serious health condition. In addition to the family members defined above, eligible family members for the purposes of this leave are limited to:

- biological, adopted and foster children under 18 years
- anyone under 18 years who is treated as the employee's child
- disabled children of any age—those who have a physical or mental impairment that would qualify as a disability under the Americans with Disabilities Act, who require supervision or active help in performing several activities of daily living
- biological parents, and/or custodial parents and anybody who treated the employee as a son or daughter when the employee was under 18 or disabled
- common-law husbands and wives

Leave shall be granted for a maximum of 12 weeks per calendar year, taken continuously or intermittently or on a reduced leave schedule. It cannot be carried over from year to year.



LINKS

[AFT College Staff Guild Contract-Article 19U](#)
[Local 721 Contract-Article 8R](#)
[Building Trades Contract-Article 13Q](#)

Government Service Leave

Government Service Leave is an unpaid leave to serve in some elected or appointed capacity in local, state, or national government. Government Service Leaves shall include election to full-time public office, Peace Corps, ACTION and appointment to government service in a non-protected position.



LINKS

[AFT College Staff Guild Contract-Article 19F](#)
[Personnel Commission Rule 803](#)

Illness Leave (Sick Days)

Regular full-time employees are granted a total of 12 working days of full-pay illness leave, and 88 working days of half-pay illness leave in the first year of employment. In succeeding years, the employee receives 12 working days of full-pay illness plus that

Leaves of Absence (Continued)

Illness Leave (Sick Days) (Continued)

number of half-pay illness days that will result in the employee having 100 days of combined full-pay and half-pay illness. Regular employees who are assigned to less than a 12-month position will receive 10 working days of full-pay illness leave and 90 working days of half-pay illness. There is no limit to the year-to year accumulation of full-pay illness days. An employee serving an initial probationary period is not eligible to be paid for more than 6 working days of full-pay illness leave until the first day of the pay period following completion of 130 days of paid service. Half-pay illness leave will not be paid during this time.



LINKS

[Personnel Commission Rule 808](#)

[Personnel Commission Rule 809](#)

[AFT College Staff Guild Contract-Article 19H](#)

[Local 99 Contract-Article 9 Section 6](#)

[Local 721 Contract-Article 8G](#)

[Building Trades Contract-Article 13F](#)

Industrial Accident Leave

An Industrial Accident Leave is one granted for absence because of occupational illness or injury which arose out of and in the course of District employment, and which qualifies under Worker's Compensation.



LINKS

[Personnel Commission Rule 804](#)

[AFT College Staff Guild-Article 19I](#)

[Local 99 Contract-Article 9 Section 7](#)

[Local 721 Contract-Article 8H](#)

[Building Trades Contract-Article 13G](#)

Jury Duty Leave

A Jury Duty Leave is granted when an employee is called for jury duty in a manner provided by law. The length of leave shall be for the actual period of jury duty. Pay shall be for those days and hours that the employee would otherwise have received pay for his/her assignment if not excused for jury duty not to exceed two weeks during any two consecutive fiscal years. The remainder of the jury duty shall be unpaid, however the Chancellor or the appropriate College President shall have the authority to approve payment for jury service beyond the two weeks provided herein.



LINKS

[Personnel Commission Rule 782](#)

[AFT College Staff Guild-Article 19J](#)

[Local 99 Contract-Article 9 Section 8](#)

[Local 721 Contract-Article 8I](#)

[Building Trades Contract-Article 13H](#)

Leaves of Absence (Continued)

Maternity Leave

A Maternity Leave is an unpaid leave of absence for a prescribed period of time granted to pregnant employees. Illness leave will be allowed for the period of time during which the employee is physically disabled and unable to perform her regular duties due to pregnancy, miscarriage, childbirth or recovery there from.



LINKS

[Personnel Commission Rule 803](#)

[AFT College Staff Guild-Article 19K](#)

[Local 99 Contract-Article 9, Section 9](#)

[Local 721 Contract-Article 8J](#)

[Building Trades Contract-Article 13I](#)

Military Leave

An employee who is a member of the reserve corps of the Armed Forces of the United States or of the National Guard or of the Naval Militia shall be granted a Temporary Military Leave while engaged in military duty ordered for purposes of active military training, drills, encampment, naval cruises, special exercises or like activity as such member, providing that the period of ordered duty does not exceed 180 calendar days, including time involved in going to and returning from such duty.

A Military Leave Other Than Temporary shall be granted to an employee who is ordered into active military duty as a member of a reserve component of the Armed Forces of the United States; is ordered into active Federal military duty as a member of the National Guard or Naval Militia or is inducted, enlists, enters, or is otherwise ordered or called into active duty as a member of the Armed Forces of the United States.



LINKS

[Personnel Commission Rule 820](#)

[AFT College Staff Guild-Article 19L](#)

[Local 99 Contract-Article 9 Section 10](#)

[Local 721 Contract-Article 8K](#)

[Building Trades Contract-Article 13J](#)

Organization Leave

An Organization Leave is a leave which is granted to enable an employee to serve any officially recognized Los Angeles Community College District professional organization such as a union.



LINKS

[AFT College Staff Guild Contract-Article 19M](#)

Leaves of Absence (Continued)

Part-Time Service Leave

Employees, 55 years or older, may go on Part-time Service Leave and through the California Education Code Section 88038 pay the balance of their Public Employees Retirement System (CalPERS) contribution.



[LINKS](#)

[**AFT College Staff Guild Contract-Article 19T**](#)

Peace Corps, Red Cross or Merchant Marine Leave

Permanent employees may be granted unpaid leaves of absence not to exceed 25 months to serve in the Peace Corps. Red Cross Leave or Merchant Marine Leave may be granted during any period of war or national emergency.



[LINKS](#)

[**Personnel Commission Rule 805**](#)

[**Local 99 Contract-Article 9 Section 12**](#)

[**Local 721 Contract- Article 8M**](#)

[**Building Trades Contract-Article 13K**](#)

Personal Business Leave

Unpaid Personal Business Leave may be granted at the discretion of the District.



[LINKS](#)

[**Building Trades Contract-Article 13L**](#)

Personal Leave

A Personal Leave is an unpaid leave which is granted for specific reasons. Such reasons may include, but are not limited to, travel, study, significant personal needs, and/or opportunity (i.e., service in relevant employment or volunteer work).



[LINKS](#)

[**AFT College Staff Guild Contract-Article 19O**](#)

Leaves of Absence (Continued)

Personal Necessity Leave

A Personal Necessity leave is granted to permit an employee to be absent when the specific conditions or events listed below require the attention of the employee during his/her assigned hours of service and involve circumstances the employee cannot be expected to disregard. Personal Necessity absences are deducted from an employee's illness balance. The following are those events which may be used as the basis for requesting Personal Necessity Leave:

- The death of a member of your immediate family (as defined in Bereavement Leave) when leave beyond that provided by Bereavement Leave is required.
- An accident involving you not otherwise chargeable to illness leave, or industrial accident and industrial illness leave.
- An accident involving your property or the person or property of a member of your immediate family or an illness of a member of your immediate family as previously defined above.
- Your appearance in any court or before any administrative tribunal as a litigant, party, or witness under an official governmental order.
- The birth of a child making it necessary for an employee who is the father of the child to be absent from his position during his assigned hours of service.
- Imminent danger to your home, occasioned by a factor such as flood or fire, which under the circumstances you cannot reasonably be expected to disregard.
- Any other significant event, personal to you, for which other paid leave is not authorized.



LINKS

[Personnel Commission Rule 807](#)

[AFT College Staff Guild Contract-Article 19P](#)

[Local 99 Contract-Article 9 Section 13](#)

[Local 721 Contract-Article 8M](#)

[Building Trades Contract-Article 13M](#)

Position Leave

A Position Leave shall be granted to an employee who is on an eligibility list for a higher classification to serve temporarily in that higher classification or to an employee to serve in the academic service in a probationary or temporary position.



LINKS

[AFT College Staff Guild Contract-Article 19Q](#)

Leaves of Absence (Continued)

Rest Leave

A Rest Leave is an unpaid leave granted to an employee who, in the opinion of a physician or other licensed practitioner, is not ill enough to qualify for illness leave but does need a rest.



[LINKS](#)

[**AFT College Staff Guild Contract-Article 19R**](#)
[**Local 721-Article 8O**](#)

Retraining and Study Leave

A Retraining and Study Leave is one which shall be granted to an eligible employee for the purpose of acquiring new skills required as a result of changes in the District's organization and methods and/or acquiring, maintaining or improving skills used in the service of the District.



[LINKS](#)

[**Personnel Commission Rule 806**](#)
[**AFT College Staff Guild Contract-Article 19S**](#)
[**Local 99 Contract-Article 9 Section 14**](#)
[**Local 721 Contract-Article 8P**](#)
[**Building Trades Contract-Article 13N**](#)

Work-Related Absence

Absence may be granted to an employee for the following reasons:

- **Attendance at Hearings** when an injured employee appeals the decision of the Worker's Compensation Appeals Board in rejecting liability in the case, and when, in the interests of justice and of protecting all legal rights of the injured employee, it is necessary or desirable for other District employees to attend the hearing of the appeal.
- **Examinations and Other Employment Procedures** of the District during working hours, without loss of pay or other penalty.
- **Epidemics and Emergencies** An employee shall be paid the regular salary for any period during which he/she is unable to work at the regular place of employment because it is closed due to quarantine, epidemic, or other conditions involving the health or safety of students or employees. To be eligible for such pay, the employee must be ready, able, and willing to perform the customary or other reasonable and suitable duties.

Leaves of Absence (Continued)**Work-Related Absence (Continued)**

LINKS

[Personnel Commission Rule 784](#)[Local 721 Contract-Article 8Q](#)[Building Trades Contract-Article 13O](#)**Miscellaneous Leaves**

Unpaid leaves may be granted to permanent employees for the following reasons:

- To serve in an elected or appointed position of any governmental agency or organization supported by governmental funds.
- To accompany a spouse who has entered into military duty not to exceed one year.



LINKS

[Local 99 Contract-Article 9 Section 11](#)[Local 721 Contract -Article 8L](#)

Reassignment & Change of Location

Transfer and reassignment opportunities are available to classified employees. They are a useful benefit for the employee who wants to broaden and deepen his/her career experience, but can also be helpful when an employee needs to accommodate life changes such as a change in residence or a spouse's job relocation.

Reassignment

A reassignment is defined as a move from one office or department to another office or department within a college or the District Office in your same job classification. An example would be to move from being an Office Assistant in the Financial Aid Office to being an Office Assistant in the Admissions Office at Pierce College.

Transfer

A transfer is defined as a change in location in your same job classification. An example would be moving from Mission College to City College in your same job classification of Personnel Assistant.

You can request a reassignment by completing an applicable in-service transaction request on the Personnel Commission website. You can request a transfer by completing an applicable in-service transaction request on the Personnel Commission website.

The District has a long-standing commitment to offer promotional opportunities to employees whenever possible. A promotion is a change to a new job with a higher classification and salary. All positions in the Classified Service are filled through competitive testing processes administered by the Personnel Commission.

To advise you of opportunities for promotion or advancement, job vacancies are announced by means of mailings, bulletin board, online postings and special college publications. Employees of the District can register with the Personnel Commission to automatically receive notice when applications are being accepted for a particular job.



LINKS

[Personnel Commission Rule 715](#)

[AFT College Staff Guild Contract-Article 14](#)

[Local 99 Contract-Article 10](#)

[Local 721 Contract-Article 9](#)

[Building Trades Contract-Article 14](#)

Resignation

A resignation is a voluntary statement from an employee who wishes to terminate one or all of his/her assignments. An employee who wants to leave in good standing will give his or her supervisor at least two weeks (10 working days) notice for a voluntary termination. The District's resignation form should be used for this purpose. A resignation is withheld from processing for a period of at least 48 hours after receipt by the District. An employee may withdraw his/her resignation during this period. After the 48-hour period, the District may decline an employee's request to withdraw the resignation.

If eligible, the employee will receive a lump sum payment for unused accumulated vacation leave. Unused accumulated sick leave is not paid upon resignation. Sick leave may be reinstated if the employee returns to work within the reinstatement period.

An employee who resigns while in good standing during a probationary period may request that his/her name be returned to the original place on the eligibility list, if the eligibility list is still active.



[Personnel Commission Rule 768](#)

Retirement Plan

Classified employees are typically members of the California Public Employees' Retirement System. CalPERS provides retirement and health benefit services to more than 1.3 million members and nearly 2,500 employers.

Members who meet all eligibility requirements are generally provided with a lifetime retirement annuity, unless an individual only qualifies for a lump-sum payout or chooses a separation benefit prior to retirement age. Currently, approximately 9 percent of an employee's annual salary is contributed to his or her retirement account each year. This is automatically deducted from the employee's paycheck each pay period. Currently, the District makes a comparable contribution of approximately 9 percent. The percentage invested is subject to change.

An employee becomes eligible to retire at age 50 with five years of eligible service.

In addition to the retirement benefit, employees may be eligible for the following benefits available through the CalPERS system:

- Separation Benefit - for those who leave employment before retiring
- Disability Benefit - if you become permanently and totally disabled while still employed
- Death Benefit - if you die before you begin receiving a WRS retirement or disability annuity

Retirement Plan (continued)

In some instance, an employee may be eligible

- buy back service credit for other types of employment and service
- choose membership in CalSTERS

For more information on the retirement plan and before considering retirement it is very important to contact CalPERS directly for specific information regarding eligibility and benefits.

Reinstatement

Classified employees who voluntarily separate from District employment or who accept a voluntary demotion while in good standing are eligible for reinstatement for a period of 39 months. The decision to find a former employee eligible to reinstate rests with the College President or Division Head at the last location the employee worked.

Reinstatement may be to a position at the same level/counterpart pay range or to a position at a lower level for which the employee is qualified to perform the work. An employee who obtained permanent status in a class before separation is not required to serve a probationary period if reinstated to the same employing unit. However, an employee who voluntarily separated while still on probation will be required to begin a new probationary period upon reinstatement.

The employee will be placed on the same step of the salary schedule that the employee achieved before leaving employment.

Typically any accumulated unused sick leave the employee had prior to separation will be returned to the employee's sick leave balance.



[Personnel Commission Rule 771](#)

Contact, Department or Function	Phone Number
AFT College Staff Guild, Local 1521A	(323) 851-1521
Benefits Service Center	(800) 842-6635
Board of Trustees	(213) 891-2044
Building Trades Council	(213) 483-4222
Cal PERS	(888) 225-7377
Cal STRS	(800) 228-5453
Chancellor's Office	(213) 891-2201
Collective Bargaining Issues	(213) 891-2442
Discrimination/Sexual Harassment Claims	(213) 891-2315
District Retirement Office	(213) 891-2338
Employee Discipline	(213) 891-2442
Employment Processing	(213) 891-2303
Examinations	(213) 891-2129
Health Insurance	(213) 891-2396
Human Resources	(213) 891-2252
Job Classification and Compensation	(213) 891-2333
Employer-Employee Relations	(213) 891-2442
Local 721	(213) 482-6660
Local 99	(213) 387-8393
Management Association	(213) 891-2036
PARS	(800) 540-6369
Payroll	(213) 891-2209
Personnel Commission	(213) 891-2333
Safety	(213) 891-2330
Tuition Reimbursement	(213) 891-2081
Workers Compensation	(213) 891-2397