

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING

Wednesday, October 6, 2021 – ~~11:00 a.m.~~ 12:30 p.m.

Via Teleconference:

<https://laccd.zoom.us/j/5603717342>

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 560 371 7342

ORDER OF BUSINESS-CLOSED SESSION MEETING

- I. Roll Call
- II. Requests to Address the Personnel Commission on Closed Session Matters
- III. Convene in Closed Session
 - a. To Discuss Public Employment
Pursuant to Government Code Section 54957
 - b. Conference with Legal Counsel-Anticipated Litigation
Pursuant to Government Code Section 54956.9
- IV. Report of Action Taken in Closed Session
- V. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, October 20, 2021

Closed Session 12:30 p.m.

Open Session 1:00 p.m.

Via Teleconference

In compliance with Government Code Section 54957.5 (b), documents made available to the Personnel Commission after posting of the agenda that relate to an upcoming public session item will be made available by posting on the District's official bulletin board located in the lobby of the Educational Services Center located at 770 Wilshire Boulevard, Los Angeles, California 90017. Members of the public wishing to view the material will need to make their own parking arrangements at another location.

If requested, the agenda shall be made available in appropriate alternate formats to persons with a disability, as required by Section 202 of the American with Disability Act of 1990 (42 U.S.C. Section 12132), and the rules and regulations adopted in implementation thereof.

To make a request for disability-related modification or accommodation, including auxiliary aids or services, please contact the Personnel Commission Office at PersComm@laccd.edu no later than 12 p.m. (noon) on the Monday prior to the Personnel Commission meeting.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION MEETING
Wednesday, October 6, 2021 – 1:00 p.m.
Via Teleconference:
<https://laccd.zoom.us/j/5603717342>
Dial by your location
+1 669 900 6833 US (San Jose)
Meeting ID: 560 371 7342

ORDER OF BUSINESS – OPEN MEETING

- I. Convene Regular Meeting
- II. Report of Actions Taken in Closed Session
- III. Miscellaneous Personnel Commission Activities and Announcements
 - a. Classified Employment Opportunities Bulletin
- IV. Establishment of a New Classification of Custodian (Sub and Relief) and Salary Reallocations for Custodial Operation Classifications, Facilities Series (Case 3956)
 - a. Approve the Establishment of the New Classification of Custodian (Sub & Relief)
 - b. Approve the Salary Allocation for the New Classification of Custodian (Sub & Relief)
 - c. Approve the Class Description for the New Classification of Custodian (Sub & Relief)
 - d. Approve the Examination Authorization for the New Classification of Custodian (Sub & Relief) on a Continuous Basis with an Open Only Field of Competition
 - e. Approve Salary Reallocations for Custodial Operations Classifications
- V. Salary Reallocations and Master Salary Schedule Adjustments for Select Local 99 Job Classes (Case 3957)
- VI. Claims for Temporary Work Out of Classification for EN 1051542 (Case 4018)
- VII. Reissue Personnel Commission Rule 812, VACATION LEAVE (Case 4013)
- VIII. Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Tentative Approval) (Case 4017)
- IX. Revision to Personnel Commission 816, PAID HOLIDAYS (Final Approval) (Case 4014)
- X. Class Description Revisions for:
 - a. Admissions & Records Office Supervisor
 - b. Senior Admissions & Records Office Supervisor
- XI. Notices of Outstanding Work Performance for:
 - a. Albert Askew, Stock Control Supervisor, Facilities, Los Angeles Harbor College
 - b. Salvador Gallegos, Stock Control Aide, Facilities, Los Angeles Harbor College

- XII. Correspondence
- XIII. Notice of Anticipated Items: Revision to Personnel Commission Rule 682, HEALTH EVALUATIONS (Tentative Approval); Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Final Approval)
Class Study: EN 1069685, Office Assistant, Continuing Education and Workforce Development, East Los Angeles College (AFT)
- XIV. Hear Non-Agenda Speakers/Open Forum
- XV. Reconvene into Closed Session
- XVI. Reconvene into Open Session
- XVII. Report of Actions Taken in Closed Session
- XVIII. Adjourn

NEXT PERSONNEL COMMISSION MEETING:

Wednesday, October 20, 2021
Closed Session 12:30 p.m.
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Via Teleconference

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Establishment of a New Classification of Custodian (Sub and Relief) and Salary Reallocations for Custodial Operation Classifications, Facilities Series (Case 3956)

Recommendations:

I. It is recommended that the Personnel Commission approve salary reallocations for the following custodial operation classes in the Facilities Series, effective October 6, 2021:

Job Classification	Salary Setting Basis	Current Monthly Salary Schedule and Steps*	Proposed Monthly Salary Schedule and Steps*
Operations Manager	14 steps above key class	<u>6305.92</u> \$6,305.92 \$6,652.74 \$7,018.64 \$7,404.68 \$7,811.94	<u>6744.85</u> \$6,744.85 \$7,115.82, \$7,507.19 \$7,920.08 \$8,355.69
Senior Custodial Supervisor	8 steps above key class	<u>4573.34</u> \$4,573.34 \$4,824.88 \$5,090.24 \$5,370.20 \$5,665.58	<u>4891.68</u> \$4,891.68 \$5,160.72 \$5,444.56 \$5,744.01 \$6,059.93
Custodial Supervisor	4 steps above key class	<u>3691.72</u> \$3,691.72 \$3,894.76 \$4,108.96 \$4,334.96 \$4,573.38	<u>3948.64</u> \$3,948.64 \$4,165.82 \$4,394.94 \$4,636.66 \$4,891.67
Pool Operations Technician	2 steps above key class	<u>3433.34</u> \$3,433.34 \$3,600.22 \$3,774.58 \$3,958.34 \$4,151.50	<u>3547.67</u> \$3,547.67 \$3,742.79 \$3,948.65 \$4,165.82 \$4,394.94
Custodian	Key class	<u>3127.68</u> \$3,127.68 \$3,277.70 \$3,433.34 \$3,600.22 \$3,774.58	<u>3187.41</u> \$3,187.41 \$3,362.72 \$3,547.67 \$3,742.79 \$3,948.64

*Rates do not include the anticipated 5.07% Cola increase for FY 21/22

II. It is recommended that the Personnel Commission establish a new classification of Custodian (Sub and Relief); that the new class be placed in the Custodial Group, Facilities Series; that the new class specification be adopted; that the new class be allocated to an hourly flat rate of \$19.33; and that the salary-setting basis for the new class be based on a direct alignment with the class of Custodian, effective October 6, 2021.

New Class of Custodian (Sub and Relief):

Flat Rate: \$19.33 per hour

- III. It is recommended that the Personnel Commission authorize an examination for the new class of Custodian (Sub and Relief) on a continuous basis with an Open Only field of competition.

Bases of Recommendations:

1. In the past, the Vice Presidents, Administrative Services, and Directors of College Facilities have identified a need for creating a custodial substitute and relief assignment pool to expedite the processing of sub and relief custodian assignments and being able to more quickly obtain coverage during anticipated or unanticipated absences of regular custodial staff or high-volume work periods. Discussions about the establishment of this new class go as far back as 2012. On January 8, 2013, a report to establish this new class was placed on the Personnel Commission agenda and received approval by the Personnel Commission. However, the item was not ratified by the Board of Trustees, when it was placed on their agenda on January 16, 2013. The Chancellor has recently asked staff to proceed with finalizing the establishment of the new class so that a sub and relief assignment pool can be created due to an urgent need by the District to reach college cleanliness goals for effective facilities use by students, faculty, staff, and the public.

In conjunction with the establishment of this new class, staff also recommended that the internal salary relationships and master salary schedule disruptions be addressed for all classes in the custodial group, which were created by a Local 99 wage settlement in 2014 that resulted in a dollar/cents amount increase on each step for all Local 99 classes and carried forward to present.

2. Staff conducted a salary review of the class of Custodian, which is the benchmark class of the custodial occupational grouping, to assess whether the District has competitive market rates in place to successfully recruit candidates for the new sub and relief Custodian pool and retain current employees as well as restore the internal salary relationships of classifications tied to this benchmark. This included the job classes of Pool Operations Technician, Custodial Supervisor, Senior Custodial Supervisor, and Operations Manager.

Salary data for a comparable class was obtained from the U.S. Department of Labor, Bureau of Labor Statistics, compensation database as well as from community colleges, cities, counties, school districts, and universities within the Greater Los Angeles area.

Exhibit A summarizes the findings of the data collection from the public agencies. The salary data produced the following results (represents salary data in effect for FY 20/21):

- Community College Data: an average of \$4,330.09 per month at the maximum step (14.72% higher than the LACCD top step).
- City Data: an average of \$4,114.69 per month at the maximum step (9.01% higher than the LACCD top step).
- School District Data: an average of \$3,876.45 per month at the maximum step (2.70% higher than the LACCD top step).
- University Data: an average of \$4,101.61 per month at the maximum step (8.66% higher than the LACCD top step).

- County Data: an average of \$3,571.71 per month at the maximum step (5.37% lower than the LACCD top step).

The benchmark data obtained from the U.S. Department of Labor OES Survey, Los Angeles-Glendale-Anaheim, Oxnard-Thousand Oaks-Ventura, and Riverside-San Bernardino-Ontario, for a comparable class of Janitors and Cleaners (Maids and Housekeeping Cleaners excluded) produced the following salary data (sample size of 101,170 employees):

Q1	Median	Average	Q3	
\$2,424.25	\$2,802.64	\$3,136.02	\$3,697.28	Monthly
\$29,091	\$33,631.68	\$37,632.24	\$44,367.36	Annually

Staff proposed direct alignment of the salary for the District’s benchmark class of Custodian with the average of the OES and public agencies data as noted in Exhibit A, to assure more competitive salaries for classes in the custodial operations occupational area. This produced the following salary increases for the classes addressed in this report, including adjustments for the restoration of the internal alignment of classes tied to the Custodian benchmark and the customary five-step master salary schedule, which were disrupted in 2014 by the aforementioned wage settlement:

- +4.61% at the maximum step for the Custodian class
- +5.86% at the maximum step for the Pool Operations Technician class
- +6.96% at the maximum step for the Custodian Supervisor, Senior Custodial Supervisor, and Operations Manager classes.

Status of Incumbents

Regular incumbents whose salary is reallocated will have their salaries allocated to the new salary schedule in accordance with the provisions of Personnel Commission Rule 591, SALARY ALLOCATION AT RECLASSIFICATION OR REALLOCATION, paragraph A. This paragraph states that whenever the schedule for an entire class is changed, the step of each continuing regular incumbent in a position shall be adjusted to the numbered step in the new schedule that corresponds to his/her numbered step on the previous schedule. This affects the salary allocation of a total of 296 employees: 7 employees in the class of Operations Manager, 5 employees in the class of Senior Custodial Supervisor, 22 employees in the class of Custodial Supervisor, 3 employees in the class of Pool Operations Technician, and 257 employees in the class of Custodian.

3. The recommendation for the establishment of a new class of Custodian (Sub and Relief) was based on the District’s recurring need for pool assignments. Employees in this class will be hired in substitute and relief status only from an assignment pool to perform custodial work during anticipated or unanticipated absences of regular custodial staff (substitute status) or high-volume work periods (relief status). Substitute assignments in this class typically last for the duration of the regular incumbent’s leave of absence. Relief assignments in this class are intermittent and cannot exceed six months of continuous employment in a fiscal year in accordance with Education Code provisions.

Examinations for the new class will be given on a continuous basis throughout the year and successful candidates who complete the District’s hiring paperwork will be added to the sub and relief pool each time an eligibility list is released. As assignment opportunities arise, hiring colleges are required to use

the established pool list and contact the individuals on the list. Once an individual is selected off the pool list, the hiring college requests clearance for the assignment from the assignment audit desk of the Personnel Commission and may proceed with reporting time for the hours the person worked in the applicable assignment.

4. The recommended salary allocation for the new class of Custodian (Sub and Relief) is based on direct alignment with the internal class of Custodian. Since incumbents in the new class will only be eligible for temporary assignments with no step advances or benefits package, staff recommended an hourly flat rate for the new class to be based on the step 2 of the salary schedule.
5. The recommended title for the new class is descriptive of the level and type of duties that are assigned to the class.

EXHIBIT A

Reported Monthly Salary Ranges

Salary Survey

Classes Comparable to the Class of Custodian

Sort in descending order by monthly maximum salary

Public Agency	Reported Monthly Salary Range	
	Minimum	Maximum
LACCD	\$3,127.68	\$3,774.58
Community Colleges		
Ventura	\$3,525.00	\$4,872.00
College of the Canyons	\$3,504.00	\$4,760.00
South Orange County	\$3,476.00	\$4,675.00
Mount SAC College	\$3,652.61	\$4,663.06
Coast Colleges	\$3,395.50	\$4,577.83
Chaffey College	\$3,145.00	\$4,427.00
Long Beach College	\$3,504.70	\$4,308.85
El Camino College	\$3,369.00	\$4,307.00
Cerritos College	\$3,526.99	\$4,277.63
Rio Hondo College	\$3,318.60	\$4,242.39
San Bernardino College	\$3,387.78	\$4,240.38
Pasadena City College	\$3,318.07	\$4,234.80
Citrus College	\$3,159.87	\$4,234.52
North Orange County	\$3,487.00	\$4,223.00
Santa Monica College	\$3,433.00	\$4,173.00
Rancho Santiago	\$3,253.34	\$4,153.07
Riverside	\$3,393.00	\$4,132.00
Glendale College	\$3,214.17	\$4,102.17
Antelope Valley College	\$3,330.34	\$4,048.05
Victor Valley College	\$3,099.00	\$3,950.00
Cities		
City of Santa Monica	\$3,506.00	\$4,328.00
City of Los Angeles	\$2,917.92	\$4,153.33
City of Glendale	\$2,516.95	\$3,862.75
Counties		
County of Ventura	\$2,617.83	\$3,650.93

County of Los Angeles	\$2,681.92	\$3,599.18
County of Orange	\$2,809.73	\$3,582.80
County of Riverside	\$2,426.67	\$3,453.93
School Districts		
Anaheim USD	\$3,363.42	\$4,393.50
Santa Ana USD	\$3,381.00	\$4,321.00
Conejo Valley USD	\$3,354.61	\$4,093.57
Ontario USD	\$3,373.86	\$4,017.66
Long Beach USD	\$3,234.84	\$4,006.00
Ventura USD	\$3,187.00	\$3,994.00
Fontana USD	\$3,057.18	\$3,982.86
Capistrano USD	\$3,181.02	\$3,866.54
Riverside USD	\$3,129.04	\$3,813.91
Oxnard USD	\$3,121.56	\$3,791.46
Santa Monica-Malibu	\$2,930.16	\$3,741.00
Glendale USD	\$2,513.33	\$3,707.60
LAUSD	\$2,822.98	\$3,284.15
Pasadena USD	\$2,599.50	\$3,257.00
Universities		
CSULA	\$2,912.00	\$4,196.00
UCLA	\$3,100.68	\$4,007.22
Department of Labor		
DOL Interquartile Range	\$2,424.25	\$3,697.28
Summary of All Averages/Q3		
Community Colleges Average w/o LACCD		\$4,330.09
Cities Average		\$4,114.69
Universities Average		\$4,101.61
School Districts Average		\$3,876.45
DOL Q3		\$3,697.28
Counties Average		\$3,571.71
Average-All Sources Combined		\$3,948.64
Difference between LACCD and Combined Average		-\$174.06
%		-4.61%

CUSTODIAN (Sub & Relief)

DEFINITION

On a substitute or relief basis only, performs a broad range of custodial services necessary to maintain a college campus or facility in a clean and orderly condition for effective use by students, faculty, staff, and the public

TYPICAL DUTIES

Gathers and disposes of rubbish, paper and debris; empties and washes refuse containers from interior and exterior locations.

Collects materials deposited in interior and exterior recycling receptacles; transports the materials to a recycling farm on campus; sorts recyclables in specific containers and discards foreign non-recyclable debris.

Services soap dispensers, towel and tissue boxes, and similar fixtures.

Cleans chalkboards/whiteboards, trays, and erasers.

Washes and spot cleans walls, windows, furniture, plumbing, light fixtures, window coverings, and related items.

Vacuums, shampoos, cleans, and treats carpeting.

Sweeps, dust mops, wet mops, scrubs, strips, seals, waxes, and polishes floors.

Sweeps and cleans tennis courts, lunch areas, walks, parking lots, stadiums, and other paved areas using manual and power equipment.

Washes interior and exterior ground level windows.

Hoses down and/or power washes exterior paved areas and building exteriors as required.

Moves, sets up, and adjusts chairs, desks, tables, and other furniture and equipment as required for classrooms, offices, and special activities.

Replaces incandescent bulbs and fluorescent tubes.

Unlocks, locks and secures assigned areas.

Refinishes hardwood floors.

Provides information in regard to locations of various campus facilities and otherwise assists students, faculty, staff, and the general public using the campus facilities.

Removes graffiti.

May operate a trash compactor and other equipment such as sweepers, blowers, power washers, electric carts, scrubbing machines, and steam cleaning machines.

May perform flag care and etiquette duties.

May operate college-owned vehicles on public streets.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Custodian (Sub and Relief) performs a wide variety of custodial duties to keep assigned areas of buildings and paved areas in a clean, safe, sanitary, and orderly condition. Employees in this class are hired in substitute and relief status only from an assignment pool to perform custodial work during anticipated or unanticipated absences of regular custodial staff (substitute status) or high-volume work periods (relief status). Substitute assignments in this class typically last for the duration of the regular incumbent's leave of absence. Relief assignments in this class are intermittent and cannot exceed six months of continuous employment.

A Custodian performs a wide variety of custodial duties to keep assigned areas of buildings and paved areas in a clean, safe, sanitary, and orderly condition.

A Pool Operations Technician makes tests of swimming pool water, operates pool equipment, and performs a variety of custodial work to keep a campus swimming pool facility in a sanitary and orderly condition.

SUPERVISION

Immediate supervision is received from higher-level custodial supervisory staff. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Proper and safe use of cleaning materials such as soaps, detergents, ammonia, disinfectants, and multi-purpose cleaning agents or chemicals

Types of floor sealers, floor finishes, and floor dressings

Sterilization and sanitation methods and techniques used in custodial work

Carpet cleaning methods and techniques

Safety and health practices relating to custodial work

Ability to:

Use the recommended materials, tools, and equipment

Safely use floor machines, vacuums, blowers, power washers, and other power equipment used in custodial work

Safely use chemical and cleaning agents used in custodial work

Safely lift and move heavy supplies, equipment, and furniture

Understand and follow written and oral instructions in carrying out assignments

Work effectively and harmoniously with college students, faculty, fellow employees, and community members

ENTRANCE QUALIFICATIONS

Education and Experience:

A. Graduation from high school or its equivalent AND successful completion of a custodial training course of at least 60 hours.

OR

B. Graduation from high school or its equivalent AND one year of full-time, paid janitorial or custodial experience.

Special:

A valid Class “C” California driver's license may be required for some positions.

Travel to locations throughout the District may be required for some positions.

Physical Requirement:

Ability to lift and move items weighing up to 50 pounds.

Reasonable Accommodation

Our class specification generally describes the duties, responsibilities, and requirements characteristic of the position(s) within this job class. The duties, responsibilities, and requirements of a particular position within this class may vary from the duties of other positions within the class.

In accordance with the Americans with Disabilities Act (ADA), the Los Angeles Community College District provides reasonable accommodation to qualified individuals with covered disabilities on a case-by-case basis throughout the application, examination, and hiring processes and throughout employment. If an individual is in doubt about his or her ability to perform the duties and responsibilities of a position or possession of any other requirement noted in a class specification or job announcement, he or she should always apply for a position and request reasonable accommodation at the appropriate time.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ron Delahoussaye

SUBJECT: Salary Reallocations and Master Salary Schedule Adjustments for Select Local 99 Job Classes (Case 3957)

Recommendations:

I. It is recommended that the Personnel Commission approve the following salary reallocations for the classes in the Gardening Group, Facilities Series, as noted below, effective October 6, 2021:

Job Classification	Salary Setting Basis	Current Monthly Salary Schedule and Steps*	Proposed Monthly Salary Schedule and Steps*
Gardening Supervisor	6 steps above Gardener	<u>5261.94</u> \$5,261.94 \$5,551.36 \$5,856.68 \$6,178.80 \$6,518.62	<u>5357.11</u> \$5,357.11 \$5,651.75 \$5,962.60 \$6,290.54 \$6,636.52
Lead Gardener	2 steps above Gardener	<u>4279.00</u> \$4,279.00 \$4,489.02 \$4,712.14 \$4,948.40 \$5,197.82	<u>4324.35</u> \$4,324.35 \$4,562.19 \$4,813.11 \$5,077.83 \$5,357.11

*Rates do not include the anticipated 5.07% Cola increase for FY 21/22

II. It is recommended that the Personnel Commission approve the following salary reallocations for the Local 99 job classes listed below, effective October 6, 2021:

Job Classification	Salary Setting-Basis	Current Monthly Salary Schedule and Steps*	Proposed Monthly Salary Schedule and Steps*
Agricultural Technician	4 steps below Farm Manager	<u>4721.54</u> \$4,721.54 \$4,955.92 \$5,207.18 \$5,467.82 \$5,747.22	<u>4736.78</u> \$4,736.78 \$4,997.30 \$5,272.15 \$5,562.12 \$5,868.04
Automotive Mechanic	2 steps below Machinist	<u>5184.68</u> \$5,184.68 \$5,445.34 \$5,720.96 \$6,013.50 \$6,319.12	<u>5246.02</u> \$5,246.02 \$5,534.55 \$5,838.95 \$6,160.09 \$6,498.90
Instructional Media Specialist	Direct alignment with Graphic Designer	<u>5310.32</u> \$5,310.32 \$5,578.46 \$5,863.48 \$6,159.74 \$6,476.66	<u>5386.58</u> \$5,386.58 \$5,682.84 \$5,995.40 \$6,325.15 \$6,673.03
Senior Agricultural Technician	2 steps below Farm Manager	<u>5207.18</u> \$5,207.18 \$5,467.82 \$5,747.22 \$6,039.72 \$6,349.12	<u>5272.16</u> \$5,272.16 \$5,562.13 \$5,868.05 \$6,190.79 \$6,531.28

*Rates do not include the anticipated 5.07% Cola increase for FY 21/22

III. It is recommended that the Personnel Commission approve salary reallocations based on master salary schedule step adjustments for the following Local 99 job classes, as noted below, effective October 6, 2021:

Job Classification**	Current Monthly Salary Schedule and Steps*	Proposed Monthly Salary Schedule and Steps*
College Event and Venue Technician	4324.00 \$4,324.00 \$4,537.76 \$4,762.78 \$5,002.82 \$5,254.08	4324.00 \$4,324.00 \$4,561.82 \$4,812.72 \$5,077.42 \$5,356.68
Courier	3255.18 \$3,255.18 \$3,410.84 \$3,573.98 \$3,746.46 \$3,932.12	3255.18 \$3,255.18 \$3,434.21 \$3,623.10 \$3,822.37 \$4,032.6
Gardener	3885.22 \$3,885.22 \$4,076.48 \$4,279.00 \$4,489.02 \$4,712.14	3885.22 \$3,885.22 \$4,098.91 \$4,324.35 \$4,562.19 \$4,813.11
Groundskeeper	3534.58 \$3,534.58 \$3,705.22 \$3,885.22 \$4,076.48 \$4,279.00	3534.58 \$3,534.58 \$3,728.98 \$3,934.08 \$4,150.45 \$4,378.72
Instructional Aide, Vocational Arts	3641.46 \$3,641.46 \$3,817.72 \$4,003.36 \$4,200.24 \$4,408.38	3641.46 \$3,641.46 \$3,841.74 \$4,053.04 \$4,275.95 \$4,511.13
Instructional Assistant, Horticulture	4408.38 \$4,408.38 \$4,627.76 \$4,858.40 \$5,102.18 \$5,359.08	4408.38 \$4,408.38 \$4,650.84 \$4,906.64 \$5,176.50 \$5,461.21
Maintenance Assistant	4110.22 \$4,110.22 \$4,312.76 \$4,524.66 \$4,749.68 \$4,989.66	4110.22 \$4,110.22 \$4,336.28 \$4,574.78 \$4,826.39 \$5,091.84
Physical Education/Athletics Facilities Assistant (Female)	3641.46 \$3,641.46 \$3,817.72 \$4,003.36 \$4,200.24 \$4,408.38	3641.46 \$3,641.46 \$3,841.74 \$4,053.04 \$4,275.95 \$4,511.13
Physical Education/Athletics Facilities Assistant (Male)	3641.46 \$3,641.46 \$3,817.72 \$4,003.36 \$4,200.24 \$4,408.38	3641.46 \$3,641.46 \$3,841.74 \$4,053.04 \$4,275.95 \$4,511.13
Theater Management Assistant	4408.38 \$4,408.38 \$4,627.76 \$4,858.40 \$5,102.18 \$5,359.08	4408.38 \$4,408.38 \$4,650.84 \$4,906.64 \$5,176.50 \$5,461.21

* Rates do not include the anticipated 5.07% Cola increase for FY 21/22

**The Local 99 classes of Agricultural Assistant, Child Development Center Food Services Aide, and Event Assistant did not require any additional master salary schedule adjustments since those classes are placed on an accelerated hiring rate or flat rate.

Bases of Recommendations:

1. In conjunction with the salary review conducted for the Local 99 benchmark class of Custodian, staff also reviewed the other job classes represented by Local 99 to restore their internal salary relationships as well as address the master salary schedule integrity issues, which were initially caused by a negotiated wage settlement in 2014 and carried forward to present.
2. The aforementioned wage settlement resulted in a dollar/cents amount increase on each step for all the classes represented by the Local 99 union (total of 20 job classes). This disrupted the internal salary relationships among classifications tied to a Local 99 benchmark as well as the internal salary relationships of Local 99 classes tied to benchmarks represented by other collective bargaining units. There are two primary Local 99 benchmarks, Gardener and Custodian, that have other job classes in their series tied to them.

Staff reviewed salary data for those two benchmarks classes. The data for the benchmark class of Gardener is addressed in this report whereas the data for the benchmark class of Custodian is addressed in another report that focused on custodial classes only. The other Local 99 job classes addressed in this report have either a benchmark that falls within another bargaining unit or have no other job classes tied to them. Staff conducted a comprehensive salary survey for the class of Gardener to ensure that the current salary represents a competitive rate in the job market of the Greater Los Angeles area. Data was obtained for a comparable class from other community college districts, school districts, cities, and counties and the U.S. Department of Labor, Bureau of Labor Statistics, compensation database within the Greater Los Angeles area.

The benchmark data obtained from the U.S. Department of Labor OES Survey, Los Angeles-Glendale-Anaheim, Oxnard-Thousand Oaks-Ventura, and Riverside-San Bernardino-Ontario, for a related class of produced the following salary data (sample size of 45,300 employees):

Q1	Median	Average	Q3	
\$3,470.68	\$2,723.40	\$3,220.85	\$3,879.77	Monthly
\$41,648.16	\$32,680.80	\$38,650.20	\$46,557.24	Annually

Exhibit A summarizes the findings of the data collection from the public agencies. The salary data produced the following results:

- Community College Data: an average of \$4,663.29 per month at the maximum step (1.04% lower than the LACCD top step).
- City Data: an average of \$4,851.78 per month at the maximum step (2.96% higher than the LACCD top step).
- University Data: an average of \$5,037.08 per month at the maximum step (6.90% higher than the LACCD top step).
- School District Data: an average of \$4,150.20 per month at the maximum step (11.93% lower than the LACCD top step).
- County Data: an average of \$4,586.08 per month at the maximum step (2.68% lower than the LACCD top step).

The average of all sources combined produced an average at the maximum step that was 3.91% lower than the District’s current top step for Gardener. Therefore, no additional salary adjustment for the key class was necessary.

The restoration of the internal salary relationships and applicable master salary schedule of the lead and supervisory classes tied to the Gardener benchmark in the gardening occupational grouping produced the following salary adjustments at the maximum step:

- +1.81% for the Gardening Supervisor class
- +3.06% for the Lead Gardener class

The restoration of the internal salary relationships and master salary schedule for the Local 99 job classes identified under recommendation II. of this report produced the following salary adjustments at the maximum step:

- +2.1% for the Agricultural Technician class

- +2.85% for the Automotive Mechanic class
- +3.03% for the Instructional Media Specialist class
- +2.87% for the Senior Agricultural Technician class

With respect to the master salary schedule integrity issues that were created by the wage settlement by adding dollar amounts to each step, staff notes the following background information:

The master salary schedule structure in effect in the classified service includes five steps, which are 5.5% apart providing a salary range of 27.5% between steps 1 and 5. This provides employees with a consistent 5.5% salary increase per step advancement. The wage settlement reduced the salary percentage an employee received per step advancement depending on their step and created inconsistencies (see illustration below):

**Effect on Master Salary Schedule Integrity
Example Gardener**

	Step 1	Step 2	Step 3	Step 4	Step 5
% of Master Salary Schedule:		5.5%	5.5%	5.5%	5.5%
% Created by the Wage settlement:		4.92%	4.96%	4.9%	4.96%

The consequences of not maintaining the integrity of the classified salary structure include: eroding the intended full value of the salary increase; impacting the consistency and predictability of personnel transactions such as step advance, step placement upon promotion, and transfer to related classes; and most importantly erosion of the classified compensation infrastructure that has negative impacts beyond the boundaries and interests of a single bargaining unit.

The restoration of the master salary schedule for the Local 99 job classes identified under recommendation III. of this report produced the following salary adjustments at the maximum step:

- +1.95% for the College and Event Venue Technician class
- +2.56% for the Courier class
- +2.14% for the Gardener class
- +2.33% for the Groundskeeper class
- +2.33% for the Instructional Aide, Vocational Arts class
- +1.91% for the Instructional Assistant, Horticulture class
- +2.05% for the Maintenance Assistant class
- +2.33% for the Physical Education/Athletics Facilities Assistant (Male) class
- +2.33% for the Physical Education/Athletics Facilities Assistant (Female) class
- +1.91% for the Theater Management Assistant class

Status of Incumbents

Regular incumbents whose salary is reallocated will have their salaries allocated to the new salary schedule in accordance with the provisions of Personnel Commission Rule 591, SALARY ALLOCATION AT RECLASSIFICATION OR REALLOCATION, paragraph A. This paragraph states that whenever the schedule for an entire class is changed, the step of each continuing regular

incumbent in a position shall be adjusted to the numbered step in the new schedule that corresponds to his/her numbered step on the previous schedule. This affects the salary allocation of a total of 117 employees: 4 Gardening Supervisors, 3 Lead Gardeners, 32 Gardeners, 9 Groundskeepers, 3 Agricultural Techs, 5 Automotive Mechanics, 3 College Event and Venue Technicians, 2 Couriers, 3 Instructional Aides, Vocational Arts, 1 Instructional Assistant, Horticulture, 1 Instructional Media Specialist, 30 Maintenance Assistants, 8 Physical Education/Athletic Facilities Assistant (Male), 11 Physical Education/Athletic Facilities Assistant (Female), and 2 Theater Management Assistants.

EXHIBIT A

Reported Monthly Salary Ranges

Salary Survey

Classes Comparable to the Class of Gardener

Sort in descending order by monthly maximum salary

Public Agency	Reported Monthly Salary Range	
	Minimum	Maximum
LACCD	\$3,885.22	\$4,712.14
Community Colleges		
South Orange County	\$3,933.00	\$5,290.00
College of the Canyons	\$3,878.00	\$5,260.00
Ventura	\$3,688.00	\$5,104.00
Coast Colleges	\$3,722.00	\$5,018.00
Rancho Santiago	\$3,916.15	\$5,005.90
Chaffey College	\$3,472.00	\$4,887.00
Mount SAC College	\$3,652.61	\$4,663.06
Rio Hondo College	\$3,577.13	\$4,568.91
San Bernardino College	\$3,647.04	\$4,567.50
Citrus College	\$3,402.84	\$4,560.13
Pasadena City College	\$3,568.99	\$4,555.03
El Camino College	\$3,539.00	\$4,519.00
Riverside	\$3,712.00	\$4,519.00
Santa Monica College	\$3,693.00	\$4,490.00
Victor Valley College	\$3,503.00	\$4,471.00
North Orange County	\$3,659.00	\$4,434.00
Cerritos College	\$3,692.42	\$4,428.74
Long Beach College	\$3,598.85	\$4,418.25
Glendale College	\$3,376.87	\$4,309.86
Antelope Valley College	\$3,452.41	\$4,196.42
Cities		
City of Los Angeles	\$3,568.67	\$5,214.75
City of Santa Monica	\$3,903.00	\$4,818.00
City of Glendale	\$2,946.71	\$4,522.59
Counties		
County of Riverside	\$3,035.31	\$4,740.16
County of Los Angeles	\$3,297.00	\$4,432.00
School Districts		

Anaheim Elementary SD	\$3,723.00	\$4,748.00
Anaheim UHSD	\$3,541.00	\$4,655.00
Santa Ana USD	\$3,536.00	\$4,520.00
Long Beach USD	\$3,415.10	\$4,230.36
Glendale USD	\$2,903.33	\$4,295.20
Ontario-Montclair USD	\$3,513.40	\$4,185.92
Ventura USD	\$3,261.00	\$4,084.00
Riverside USD	\$3,290.51	\$4,005.65
Oxnard USD	\$3,274.68	\$3,979.38
LAUSD	\$3,189.75	\$3,975.55
Santa Monica-Malibu	\$3,076.32	\$3,925.44
Pasadena USD	\$2,757.00	\$3,701.00
Fontana USD	\$3,057.18	\$3,647.04
Universities		
CSULA	\$2,990.00	\$5,404.00
UCLA	\$3,540.90	\$4,670.16
Department of Labor		
DOL Interquartile Range	\$3,470.68	\$3,879.77
Summary of All Averages/Q3		
Community Colleges Average w/o LACCD	\$3,634.22	\$4,663.29
Cities Average	\$3,472.79	\$4,851.78
Universities Average	\$3,265.45	\$5,037.08
School Districts Average	\$3,272.17	\$4,150.20
DOL Q3	\$3,470.68	\$3,879.77
Counties Average	\$3,166.16	\$4,586.08
Average-All Sources Combined	\$3,380.25	\$4,528.03
Difference between LACCD and Combined Average	\$504.97	\$184.11
%	13.00%	3.91%

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Claims for Temporary Work Out of Classification for EN 1051542 (Case 4018)

Recommendation:

It is recommended that the Personnel Commission APPROVE payment for duties assigned to EN 1051542, as indicated below.

Pay Period	Dates	HRS	DIFFERENTIAL PER HOUR	TOTAL (HRS x PAY)
11.2020	December 14 – December 15, 2020	14.4	2.14	\$30.82
12.2020	December 16 – December 31, 2020	21.6	2.14	\$46.22
13.2020	January 1 – January 15, 2021	72	2.14	\$154.08
14.2020	January 16 – January 31, 2021	64.8	2.14	\$138.67
15.2020	February 1 – February 15, 2021	64.8	2.14	\$138.67
16.2020	February 16 – February 28, 2021	64.8	2.14	\$138.67
17.2020	March 1 – March 15, 2021	79.2	2.14	\$169.49
18.2020	March 16 – March 31, 2021	75.6	2.14	\$161.78
19.2020	April 1 – April 15, 2021	68.4	2.14	\$146.38
20.2020	April 16 – April 30, 2021	72	2.14	\$154.08
21.2020	May 1 – May 15, 2021	72	2.14	\$154.08
22.2020	May 16 – May 31, 2021	50.4	2.14	\$107.86
23.2020	June 1 – June 15, 2021	79.2	2.14	\$169.49
24.2020	June 16 – June 30, 2021	72	2.14	\$154.08
01.2021	July 1 – July 15, 2021	72	2.14	\$154.08
Est. Total		943.2		\$2,018.45

Bases of Recommendation:

1. On March 11, 2021, EN 1051542, a Senior Administrative Assistant in the Facilities Planning and Development Department at the Educational Service Center began submitting claims for temporary work out of class and requested that payment be made for additional work performed during the time period of December 14, 2020 to July 15, 2021 as a result of the retirement of a Senior Facilities Assistant. The claims submitted by the employee were authorized by the Vice Chancellor/Chief Facilities Executive.
2. The regular Senior Facilities Assistant was intermittently absent from mid-December 2020 up until she officially retired on December 31, 2020. In accordance with Personnel Commission Rule 550, Temporary Work Out of Classification, staff notes that the administration should have hired a substitute Senior Facilities Assistant through the

customary selection process to appropriately address this staffing issue. However, it was uncertain whether or not the administration would receive approval to fill the vacant position at the time and therefore asked EN 1051542 to assume some additional responsibilities until the status of the Senior Facilities Assistant position was determined. Additionally, staff notes that EN 1051542 would have not been eligible for a provisional appointment to the Senior Facilities Assistant position since she currently does not meet the entrance qualifications of the class. Since the administration has recently received approval to fill the vacant Senior Facilities Assistant position, staff is in the process of providing certification to fill the vacant position.

While the selection process is underway, staff reviewed the claims submitted to date to determine if the employee would be owed compensation for the additional work she performed since the retirement of the Senior Facilities Assistant.

Staff found that during the time periods specified in the report, the employee spent 90% of her time on assigned responsibilities involving the preparation and processing of various operational documents including approximately 60 major Construction Contracts which includes inputting contracts into SAP, preparing Board agenda items, obtaining bond and insurance verification, and certifying the documents; preparing invoices for payments for major construction contracts and professional service agreements; creating, receiving, verifying inputs, and maintaining computerized vendor forms; providing project status updates involving major construction projects; and creating and maintaining records related to construction projects. After a careful review of the work performed by the employee, staff found that the employee was not performing the full range of duties typically assigned to a Senior Facilities Assistant. The full range of duties a Senior Facilities Assistant would also include the preparation and processing of formal bidding documents. This key responsibility has primarily been assumed by Project Managers and the Senior Administrative Analyst overseeing the vacant Senior Facilities Assistant position. The recommended differential of 7% falls between the salary schedules of the classes of Facilities Assistant and Senior Facilities Assistant and takes rules of promotion into account where an employee is typically guaranteed at least a 5% increase above his/her current schedule and step upon promotion to another class.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION
FROM: Ronald Delahoussaye
SUBJECT: Reissue Personnel Commission Rule 812, VACATION LEAVE (Case 4013)

Personnel Commission Rule 812 has been reviewed as part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Staff researched the procedures for vacation leave at the other five merit-system based community college districts in California and from both the Los Angeles Unified School District and Long Beach Unified School District. Most of the surveyed Districts had provisions for accrual, eligibility, use, and compensation for vacation leave. No changes have been recommended.

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~~October 11, 2016~~ October 6, 2021

812 VACATION LEAVE

Education Code Sections

88197. Annual Vacations.—(a) Every community college district shall grant to regular classified employees an annual vacation at the regular rate of pay earned at the time the vacation is commenced.

The vacation shall be as determined by the community college district, but shall be not less than five-sixths of a day for each month in which the employee is in a paid status for more than one-half the working days in the month, if the employee is regularly employed five days per week, seven to eight hours a day. An employee in a paid status for less than one-half the working days in a month shall have his or her vacation credit accrued on the basis provided for in subdivision (b) or (c).

(b) In lieu of accrual of vacation credit on a monthly basis and proration as prescribed in subdivision (a), a district may provide for accrual of vacation credit on any of the following bases:

(1) For all employees or classes of employees who work a full workweek of 40 hours, the district shall provide .03846 hour of vacation credit for each hour of paid service, not including overtime.

(2) For all employees or classes of employees who work a full workweek of 37.5 hours, the district shall provide .04087 hour of vacation credit for each hour of paid service, not including overtime.

(3) For all employees or classes of employees who work a full workweek of 35 hours, the district shall provide .04379 hour of vacation credit for each hour of paid service, not including overtime.

(c) For all employees regularly employed for fewer than 35 hours a week, regardless of the number of hours or days worked per week, the vacation credit shall be computed at the rate of .03846 for each hour the employee is in paid status, not including overtime.

(d) Vacation, with the approval of the employer, may be taken at any time during the college year. If the employee is not permitted to take his or her full annual vacation, the amount not taken shall accumulate for use in the next year or be paid for in cash at the option of the governing board.

(e) Earned vacation shall not become a vested right until completion of the initial six months of employment.

(f) The employee may be granted vacation during the college year even though not earned at the time the vacation is taken.

(g) If an employee is terminated and had been granted vacation which was not yet earned at the time of termination of his or her services, the employer shall deduct from the employee's severance check the full amount of salary which was paid for such unearned days of vacation taken.

(h) Upon separation from service, the employee shall be entitled to lump-sum compensation for all earned and unused vacation, except that employees who have not completed six months of employment in regular status shall not be entitled to such compensation.

(i) This section shall not apply to substitute, short-term, or limited-term employees, as defined in Sections 88003 and 88015, unless those employees are specifically included by the district.

(j) The district may expand the benefits provided for in this section.

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(k) This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060).

88200. ~~Interruption or Termination of Vacation Leave.~~—Governing boards of community college districts may allow permanent classified employees to interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service, provided the employee supplies adequate notice and relevant supporting information regarding the basis for such interruption or termination. This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060) of this chapter.

88080. ~~Power of Personnel Commission to Prescribe and Amend Rules.~~—(a) The commission shall prescribe and, amend, and interpret subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the community college employer of the classified employees who would be affected have been given reasonable notice of the proposal.

88081. ~~Subjects of Rules.~~—(a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

A. Accrual of Vacation Credit

1. Regular classified employees shall earn vacation credit as follows:

a. A management or confidential employee, eligible to earn overtime at a rate equal to time and one-half of his/her normal rate of pay in accordance with Rule 596, OVERTIME, shall receive vacation credit per paid hour excluding overtime, as follows:

Years of Service	Maximum Vacation Days Earned Per Year	Vacation Credit Earned Per Paid Hour
5 or fewer	15	.05770
6	16	.06155
7	17	.06539
8	18	.06923
9	19	.07308
10	20	.07693
11	21	.08077
12	22	.08462
13	23	.08847
14 or more	24	.09232

b. A management or confidential employee, eligible to earn overtime at a rate equal to his/her normal rate of pay in accordance with Rule 596, OVERTIME, shall receive vacation credit per paid hour, excluding overtime, as follows:

Years of Service	Maximum Vacation Days Earned Per Year	Vacation Credit Earned Per Paid Hour
10 or fewer	20	.07693
11	21	.08077
12	22	.08462
13	23	.08847
14 or more	24	.09232

c. A management or confidential employee, who is exempt from overtime in accordance with Rule 596, OVERTIME, shall receive .09232 of vacation credit per paid hour thus earning a maximum of 24 days of vacation credit per year.

d. Other employees not represented by an exclusive representative certified by the Public Employment Relations Board shall earn vacation credit at a rate no less than that granted to any group of employees represented by an exclusive representative based on his/her years of service.

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~~October 11, 2016~~ October 6, 2021

2. For purposes of this rule, a year is defined as the 12-month period ending on June 30 each fiscal year.

In order to be credited with a year of service for the purpose of this rule, an employee must have been in regular status during the preceding year, as defined above, for at least 130 paid days. Time off taken for a leave of absence prior to layoff or leave of absence for industrial accident, industrial illness, military service, or service in the Peace Corps, Red Cross, or Merchant Marine shall be included in the computation of years of service as well as time served as a probationary or permanent employee in the academic service.

Credits for years of services shall be applied and vacation credit accrual rates shall be changed as required by this rule, effective on the first day of each fiscal year.

3. A regular employee who serves in his/her regular assignment and also in a summer substitute, relief, or provisional assignment during the same pay period shall not earn more vacation leave for that pay period than if he/she had served 173.33 hours in his/her regular assignment.
4. When a regular employee whose regular assignment is on other than a 12-month assignment basis code is paid during the summer as a relief, substitute, or provisional employee, the employee shall earn vacation credit in accordance with this rule.
5. An employee whose assigned time has been reduced shall suffer no loss of earned vacation credit because of maximum time limits established by this rule. Excess vacation credit over the employee's new maximum accumulation limits may be paid for as a lump-sum payment at a time each year determined by the administration.
6. Employees of annexed school districts shall be allowed to transfer their earned vacation credits, up to a maximum of 120 hours, computed in accordance with their former district's practices. Employees whose vacation leave balances exceed 120 hours at the time of annexation shall be given a lump-sum payment for all vacation leave in excess of 120 hours. Such lump-sum payments will be made at the salary rate that the employees receive when they come to work for the Los Angeles Community College District. Employees with more than six months of continuous service in the former district shall be eligible to take vacation leave immediately, subject to the provisions of Paragraph C.1. Employees with less than six months of continuous service in the former district shall be eligible to take vacation leave on the first day of the pay period following completion of the probationary period, subject to the provisions of Paragraph C.1.

B. Use of Vacation Leave

1. The amount of vacation credit actually earned, and only that amount, shall be available, regardless of changes in status.

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2. An employee serving an initial probationary period shall not be eligible to take vacation leave until the first day of the pay period following completion of the number of hours that correspond to 130 days of paid service in regular assignments, except for employees subject to the provisions of Paragraph B.3. below. No vacation leave shall be taken until earned. No payment for vacation credit accumulation shall be made to an employee who separates from the District prior to the completion of 130 days of paid service. Vacation leave taken as provided in Paragraph B.3. of this rule shall not be considered in conflict with this provision.

For purposes of this rule, 130 days shall be defined as 130 times the average number of regularly assigned hours per day in a pay period for the employee.

3. An employee may be required to take vacation leave, to the extent that it has been earned, on the days during the college year which are designated by the Board of Trustees as college holidays or at any time during the assignment period to avoid leave without pay.
4. Earned vacation credit shall be taken at a minimum increment of one hour. Thereafter, fractions of hours can be taken in increments of one-quarter hour.
5. No employee shall be allowed to take vacation leave while temporarily serving in a substitute, relief, or provisional assignment unless he/she has completed a 90 working day assignment in the applicable position or receives specific approval from the appropriate administrator.
6. An employee who has elected not to take his/her full annual vacation credit shall have the amount not taken accumulate for use in the next year. If an employee is not permitted to take his/her full annual vacation credit, the amount not taken shall accumulate for use in the next year or may, at the option of the Board of Trustees, be paid as a lump-sum payment. If at the end of any pay period a regular employee has an accumulated paid vacation leave balance of 400 hours or more, he/she shall immediately begin to earn vacation credit at the rate of ten days per year until his/her accumulated balance at the end of the pay period falls below 400 hours, at which time his/her vacation credit earning rate shall revert to the appropriate rate specified in Paragraph A.1., a., b., or c., whichever is applicable.

C. Requests for Vacation Leave

1. Vacation leave shall be taken at a time convenient to the employee provided that it is scheduled in advance and, as determined by the supervisor, does not interfere with the operation of the unit or be contrary to established vacation leave policies or procedures of the unit.
2. Permanent classified employee may, upon approval of the appropriate administrative authority, be permitted to interrupt or terminate vacation leave in order to begin illness leave provided such leave is necessary for not less than two days and the employee indicates at the earliest practical opportunity:

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- a. The basis of the request for change in leave status and provide appropriate supporting documents including a certification of illness from a licensed physician or other recognized practitioner in case of illness.
- b. The probable duration of the requested leave.

The responsible administrator shall take such steps as deemed necessary to satisfy himself/herself that the paid leave was in accordance with Rule 808, ILLNESS LEAVE.

3. A permanent classified employee may, upon approval of the appropriate administrative authority, be permitted to interrupt or terminate vacation leave in order to begin bereavement leave in accordance with Rule 800, BEREAVEMENT LEAVE.

D. Compensation for Vacation Leave

1. The rate at which vacation leave allowances are paid shall be at an employee's current rate of pay. Lump-sum payments shall be made on the basis of the hourly equivalent rate for the employee's last regular assignment.
2. On voluntary reduction in status, layoff, or separation from the classified service, the money value of vacation leave balances shall be paid as a lump-sum to permanent employees. In cases where separation is not at the end of a pay period, vacation credit shall be computed through the last day in paid status.
3. Upon separation from the District, a regular employee shall be entitled to lump-sum payment for all earned and unused vacation leave, except for those employees who are serving an initial probationary period and have not completed 130 days of paid service.
4. Successors to separated employees may be employed immediately, without regard to lump-sum vacation leave payments.
5. Lump-sum payment for vacation leave earned during summer substitute, relief, and provisional assignments may be made at the discretion of the division head or college president under which the employee has served. Such lump-sum payment shall be calculated at the rate at which the employee is paid during the summer assignments. If the employee is paid for the summer assignments at more than one rate, the lump-sum payment shall be calculated at the last rate paid for the summer assignments on which vacation leave is earned.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES (Tentative Approval) (Case 4017)

This rule was recently reviewed and amended in June of this year. However, for consistency purposes with applicable provisions of Personnel Commission Rule 624, REVIEWS AND APPEALS OF EXAMINATIONS, we are proposing some additional amendments to paragraphs G., I., and K. to provide clarification on the delivery of notices.

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~~June 23, 2021~~ October 6, 2021

600 REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES

Education Code Sections

88022. No person shall be employed or retained in employment by a community college district who has been convicted of any sex offense as defined in Section 87010 or controlled substance offense as defined in Section 87011. If, however, any such conviction is reversed and the person is acquitted of the offense in a new trial or the charges against him or her are dismissed, this section does not prohibit his or her employment thereafter.

Further, the governing board of a community college district may employ a person convicted of a controlled substance offense if the governing board of the district determines, from the evidence presented, that the person has been rehabilitated for at least five years.

The governing board shall determine the type and manner of presentation of the evidence, and the determination of the governing board as to whether or not the person has been rehabilitated is final.

88023. No person shall be employed or retained in employment by a community college district who has been determined to be a sexual psychopath, as defined in Section 6300 of the Welfare and Institutions Code or under similar provisions of law of any other state. If, however, such a determination is reversed and the person is determined not to be a sexual psychopath in a new proceeding, or the proceeding to determine whether he or she is a sexual psychopath is dismissed, this section does not prohibit his or her employment thereafter.

88080. (a) The commission shall prescribe and, amend, and interpret subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the community college employer of the classified employees who would be affected have been given reasonable notice of the proposal.

88081. (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations,

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eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

88130. The commission may conduct hearings, subpoena witnesses, require the production of records or information pertinent to investigation, and may administer oaths. It may, at will, inspect any records of the governing board that may be necessary to satisfy itself that the procedures prescribed by the commission have been complied with. Hearings may be held by the commission on any subject to which its authority may extend as described in this article.

88131. The commission may authorize a hearing officer or other representative to conduct any hearing or investigation which the commission itself is authorized by this article to conduct. Any such authorized person conducting such hearing or investigation may administer oaths, subpoena and require the attendance of witnesses and the production of books or papers, and cause the depositions of witnesses to be taken in the manner prescribed by law for like depositions in civil cases in the superior court of this state under Title 4 (commencing with Section 2016.010) of Part 4 of the Code of Civil Procedure. The commission may instruct such authorized representative to present findings or recommendations. The commission may accept, reject or amend any of the findings or recommendations of the said authorized representative. Any rejection or amendment of findings or recommendations shall be based either on a review of the transcript of the hearing or investigation or upon the results of such supplementary hearing or investigation as the commission may order.

The commission may employ by contract or as professional experts or otherwise any such hearing officers or other representatives and may adopt and amend such rules and procedures as may be necessary to effectuate this section.

88136. Any person who willfully, or through culpable negligence, violates this article is guilty of a misdemeanor. It is also unlawful for any person to do any of the following:

(a) Willfully, by himself or herself or in cooperation with another person, to defeat, deceive, or obstruct any person with respect to his or her right of examination, application, or employment under this article or commission rule.

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(b) Willfully and falsely, to mark, grade, estimate, or report upon the examination or proper standing of any person examined or certified under this article or commission rule, or to aid in so doing, or to make any false representation concerning the same or the person examined.

(c) Willfully, to furnish to any person any special or secret information regarding contents of an examination for the purpose of either improving or injuring the prospects or chances of any person examined, or to be examined under this article or commission rule.

Definitions

- A. Applicant is defined to mean any person who submits an application to take an examination with the Los Angeles Community College District.
- B. Candidate is defined to mean any person who has taken one or more parts of an examination with the Los Angeles Community College District.
- C. Eligible is defined to mean any person whose name has been placed on an eligibility list for the Los Angeles Community College District. For the purpose of this rule, a reemployment list, as defined in Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES, shall not be considered an eligibility list. Procedures to be followed in reemployment are described in Rule 740, LAYOFF AND REEMPLOYMENT.
- D. Rejection, is defined to mean:
 - 1. refusal to accept an application or examine an applicant or candidate; or
 - 2. removal of an eligible's name from an eligibility list or substitute/relief pool list.

Reasons for Rejection

- E. Applicants, candidates, and eligibles may be rejected for the reasons enumerated below:
 - 1. Health conditions which would preclude an eligible from satisfactorily and safely performing the essential duties of the position classification.
 - 2. Failure to comply with the applicable provisions of Article XX, Section 3 of the Constitution of the State of California.
 - 3. Any person who violates provisions of the merit system as provided for in Education Code Section 88136.

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4. Any person who would be precluded from employment under the provisions of Education Code Sections 88022, employment after conviction of sex offense or controlled substance offense; rehabilitated controlled substance offender, and 88023, employment of sexual psychopath.
 5. Making a false statement or omitting a statement as to any material fact on an application for employment or related documents.
 6. Practicing any deception or fraud in connection with an examination or to secure employment.
 7. Dismissal from a previous employment for cause.
 8. Failure to meet District standards regarding conviction for a criminal offense.
 9. Discharge other than honorable from the armed forces of the United States.
 10. A record of unsatisfactory service or disciplinary action with the Los Angeles Community College District.
 11. Debarment by the District or other public agency.
 12. Failure to report for duty after an assignment has been offered and accepted.
 13. Failure to demonstrate eligibility to work legally in the United States.
 14. Failure, after due notice, to report promptly for review of any of the above bases for rejection. Such notice shall state that failure to report is a basis for rejection.
 15. Failure to meet current eligibility requirements applicable to restricted positions in specially funded programs.
- F. Applicants or candidates may also be rejected for failure to meet the established entrance qualifications for the class of an examination. It is the responsibility of each applicant to provide information, documentation, or evidence that they meet the minimum qualifications as specified in the job bulletin when submitting an application. An applicant or candidate who is rejected under the provisions of this paragraph shall be given one opportunity to provide supplementary information, documentation, or evidence necessary to meet the entrance qualifications. Such supplementary material must be submitted in writing to the examination unit within five calendar days after the rejection notice was sent. If it is determined by the examiner of record that such supplementary material does not satisfy the entrance qualifications, the applicant or candidate shall be notified in writing.
- G. Eligibles may be removed from eligibility lists if it is subsequently determined that they failed to meet the established entrance qualifications for the class. Notification of rejection shall be in writing and specify the reason for the rejection. If an eligible has evidence to refute the rejection, the eligible may make a written request for review with accompanying evidence to the Personnel Director within five working days after the rejection notice was ~~delivered~~ received.

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- H. When there is evidence that an eligible should be rejected under one or more of the causes listed in Paragraph E., above, the Human Resources Division may submit a written request along with documentation to the Personnel Director asking for the removal of the eligible from the eligibility list. Based on the findings of fact, the Personnel Director may remove the eligible from the applicable eligibility list and any other appropriate eligibility lists on which the eligible's name appears.

Notification of Rejection

- I. Applicants, candidates, and eligibles who are rejected for any of the reasons identified in Paragraph E. of this rule shall be notified in writing. The written notification shall state:
1. the reason for the rejection;
 2. the length of time the individual shall be ineligible to be considered for a position in the Los Angeles Community College District except when the rejection is for an unsatisfactory health condition; and
 3. that, within five working days after the written notice was delivered, ~~received~~ the individual may appeal in writing to the Personnel Director.

Delivery shall be considered either the date the United States Postal Service provided notice of attempt to deliver or the date a candidate accepted delivery, whichever is earlier. A dated receipt that the notice of rejection has been received by the individual shall be obtained. The intent of obtaining the signature of the individual shall be considered as having been carried out if a certified letter, return receipt requested, has been mailed to the last known address of the individual.

Appeal Process

- J. Upon appeal, if the decision of the Personnel Director does not sustain the rejection for any of the reasons identified in Paragraph E. of this rule, the applicant or candidate will be permitted to take or continue the examination or in the case of an eligible the name will be restored to all appropriate lists.
- K. Upon appeal, if the decision of the Personnel Director is to sustain the rejection for any of the reasons identified in Paragraph E. of this rule, the individual:
1. shall be given a written notice containing the reason or reasons for sustaining the rejection; and
 2. shall be informed of the right to make a written appeal of the rejection and/or the period of disqualification to the Personnel Commission within five working days after the written notice was delivered, ~~received~~ in accordance with Paragraph I. above.
- L. An appeal submitted by an applicant, candidate, or eligible must contain specific grounds for the appeal. The following will be accepted as grounds for appeal:

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1. that the rejection or the proposed removal of the name from the eligibility list is based on prohibited grounds of discrimination as defined in relevant law.
 2. that there is an abuse of discretion.
 3. that the reasons given for the action are not in accordance with the facts.
- M. Upon acceptance of an appeal that meets the grounds specified in Paragraph L., above, the Personnel Commission shall instruct the Personnel Director to investigate the appeal and make a report to the Personnel Commission or shall schedule a hearing, if deemed necessary. The Personnel Director may order that certification from affected eligibility lists be suspended pending completion of the hearing or any other period of time that is needed to satisfy the operational needs of the District and the rights of the appellant.
- N. The applicant, candidate, or eligible shall be afforded an opportunity to present relevant evidence at the hearing in a closed session.
- O. A rejected applicant or candidate who has appealed the rejection in accordance with the provisions of this rule, may conditionally be permitted to take any part of the examination that is being held pending a decision.
- P. At the conclusion of the hearing or consideration of the investigation report, the applicant, candidate, or eligible shall be notified in writing of the Personnel Commission's decision. If the decision is that the applicant or candidate should be permitted to take the examination, the applicant or candidate shall be permitted to proceed with the examination as if there had not been a rejection. In the event that the decision of the Personnel Commission does not sustain removal of the eligible's name from the eligibility list, the Personnel Director shall restore the eligible's name to the list and resume certification of the eligible's name to vacant positions.

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TO: THE PERSONNEL COMMISSION

FROM: Ronald Delahoussaye

SUBJECT: Revision to Personnel Commission Rule 816, PAID HOLIDAYS (Final Approval) (Case 4014)

The proposed amendment to Personnel Commission Rule 816 is part of the Personnel Commission's continuing review and update of Personnel Commission Laws and Rules. Staff researched the provisions for paid holidays at the other five merit-system based community college districts in California as well as from both the Los Angeles Unified School District and Long Beach Unified School District. All districts have provisions on paid holidays, including employee eligibility and compensation for paid holidays. A new paragraph A.2 was added to provide a provision on the winter holidays as provided for by Education Code Section 88203. An update was made to paragraph F. for exceptions to compensation for holidays as provided in Board Rule 2304.10.

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Education Code Sections

88203. Paid Holidays.—All probationary or permanent employees who are part of the classified service shall be entitled to the following paid holidays if they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday: January 1, February 12 known as "Lincoln Day," the third Monday in February known as "Washington Day," the last Monday in May known as "Memorial Day," July 4, the first Monday in September known as "Labor Day," November 11 known as "Veterans Day," that Thursday in November proclaimed by the President as "Thanksgiving Day," December 25, every day appointed by the President, or the Governor of this state, as provided for in subdivisions (c) and (d) of Section 79020 for a public fast, thanksgiving or holiday, or any day declared a holiday under Section 1318 for classified or academic employees. College recesses during the Christmas and Easter periods shall not be considered holidays for classified employees who are normally required to work during that period; provided, however, that this shall not be construed as affecting vacation rights specified in this section.

Regular employees of the district who are not normally assigned to duty during the college holidays of December 25 and January 1 shall be paid for those two holidays if they were in paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

When a holiday herein listed falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed. When a holiday herein listed falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day observed. When a classified employee is required to work on any of said holidays, he or she shall be paid compensation, or given compensating time off, for such work, in addition to the regular pay received for the holiday, at the rate of time and one-half his or her regular rate of pay.

Article 3 (commencing with Section 79020) of Chapter 8 of Part 48 of this division shall not be construed to in any way limit this section, nor shall anything in this section be construed to prohibit the governing board from adopting separate work schedules for the academic and the classified services, or from providing holiday pay for employees who have not been in paid status on the days specified herein. Notwithstanding the adoption of separate work schedules for the academic and the classified services, on any schoolday during which students would otherwise have been in attendance, but are not and for which faculty receive regular pay, classified personnel shall also receive regular pay whether or not they are required to report for duty that day.

In addition to the other paid holidays specified in this section, the classified service may be entitled to a paid holiday on March 31 known as "Cesar Chavez Day" and a paid holiday on the fourth Friday in September known as "Native American Day," if they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday, if the governing board, pursuant to a memorandum of understanding reached pursuant to Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, agrees to the paid holiday.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060).

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88204. ~~Exclusive Weekend or Holiday Employment.~~ Notwithstanding the provisions of Section 88203, if a community college district establishes a position or class of positions for which employees are required to work exclusively on weekends and holidays, and for which a special salary rate is established that recognizes the exclusive weekend and holiday peculiarity, the employees and positions may be exempted, by the personnel commission, where applicable, or the governing board from the benefits of Section 88203. No governing board may create a position or a class of positions, under this section, to avoid payment of overtime.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060) of this chapter.

88205. ~~Holiday in Lieu of Specified Holiday.~~ Prior to July 1 of any college year, the governing board of any community college district may designate other days during that year as the holidays to which classified employees are entitled in lieu of the holidays on February 12 known as "Lincoln Day," the third Monday in February known as "Washington Day," the last Monday in May known as "Memorial Day," or November 11 known as "Veterans Day," as specified in Section 88203, if the designated days provide for at least a three-day weekend. Classified employees shall be required to work on the regular holiday for which another day is designated pursuant to this section, and for work of eight hours or less, shall be paid compensation at their regular rate of pay.

If any classified employee would be entitled to the regular paid holiday but would not be in a paid status during any portion of the working day immediately preceding or succeeding the day so designated in lieu of that holiday and therefore would not be entitled to a day in lieu of the holiday, he or she shall be entitled to the regular holiday; however, if the employee is required to work on that holiday, he or she shall be paid compensation at the rate of time and one-half of his or her regular rate of pay in addition to the regular pay received for the holiday.

This section shall not be construed to authorize the maintenance of colleges on holidays other than as provided in Article 3 (commencing with Section 79020) of Chapter 8 of Part 48.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060).

88205.5. ~~Admissions Day.~~ Notwithstanding any other provision of law, if the governing board of a community college district does not designate September 9 known as "Admission Day" as a paid holiday for classified employees, the district shall provide a substitute holiday for those employees. The substitute holiday shall be provided as specified in Section 88205.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 3 (commencing with Section 88060).

88206. ~~Substitute Holiday.~~ Any community college district that requires any classified employee to work a workweek other than Monday through Friday, or if the classified employee consents to a workweek including Saturday or Sunday, or both, and as a result thereof the employee loses a holiday to which he or she would otherwise be entitled, shall provide a substitute holiday for the employee, or provide compensation in the amount to which the employee would have been entitled had the holiday fallen within his or her normal work schedule.

88080. (a) The commission shall prescribe and, amend, and interpret subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board

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and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the community college employer of the classified employees who would be affected have been given reasonable notice of the proposal.

A. An employee shall receive full pay for those holidays listed in Education Code Section 88203 or for those days designated as holidays in lieu of the regular holidays in accordance with Education Code Section 88205, and for those holidays listed in the agreement between the employee's exclusive representative and the District, and for holiday days declared by the Board of Trustees under the following conditions:

1. A regular employee must be in paid status during any portion of the last working day of his/her assignment preceding the regular holiday or the designated in lieu holiday or during any portion of the first working day of his/her assignment following the regular holiday or the designated in lieu holiday. A regular employee will receive full pay for the regular holiday or the designated in lieu holiday, if the first day of assignment is a regular holiday or a designated in lieu holiday and the employee is in paid status during any portion of the next working day, or if the last day of the employee's assignment is a regular holiday or a designated in lieu holiday and the employee is in paid status during any portion of the last working day preceding the holiday. An employee shall not be entitled to holiday pay if the employee's assignment terminates on a day immediately preceding a regular holiday or a designated in lieu holiday, or if the employee is initially employed on a day immediately succeeding a regular holiday or a designated in lieu holiday. However, if an employee meets the paid status requirements for a regular holiday, but would not meet the paid status requirement for a designated in lieu holiday, the employee shall be entitled to the regular holiday.

2. A regular employee who is normally not assigned to work during the legal holidays of December 25 and January 1 shall be paid for those two holidays if the employee was in paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

23. Limited-term employees shall receive pay for holidays or designated in lieu holidays under the provisions of this paragraph provided they are in paid status any portion of the working day preceding and succeeding the regular holiday or designated in lieu holiday. Payment will be for the number of hours worked on the day preceding or succeeding the holiday, whichever is the greater.

B. When a holiday occurs while an employee is on vacation or a paid leave of absence, the holiday shall be paid as a holiday and not charged against any leave benefits.

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When a legal holiday falls outside an employee's assignment basis, the employee shall receive holiday pay if the employee was in paid status during the last day of his/her assignment basis or during the first work day of the assignment succeeding the holiday.

- C. An employee serving in multiple assignments shall receive pay for holidays in each assignment independently according to his/her status in each particular assignment.
- D. When a holiday falls on the first day of an employee's weekend, the employee shall observe the holiday on the preceding day. When a holiday falls on the second day of an employee's weekend, the employee shall observe the holiday on the following day. The two days that employees are not regularly required to work when they are assigned on a typical workweek will be considered their "weekend."
- E. Employees who are required to work on days declared to be holidays (excluding college holidays and those on Saturday or Sunday) shall, in addition to the pay to which they may be entitled under this rule, be compensated as follows:
1. Time and one-half for work on regular holidays, except that if a holiday is designated in lieu of the regular holiday, work on the in lieu holiday shall be so compensated and work on the regular holiday shall be compensated at straight time.
 2. Time and one-half for work on a regular holiday for which an in lieu holiday has been designated, only for those employees who would be entitled to the regular holiday, but would not be entitled to the in lieu holiday.
 3. Executive and Administrative classes, as defined in Rule 596, OVERTIME, who are required to work on a holiday, shall be granted compensating time off on a straight time hour-for-hour basis within 12 calendar months following the month in which the holiday was worked.
- F. When a holiday falls on a Saturday, work on the preceding Friday shall be compensated in accordance with Paragraph E., above, except for Christmas Day and New Year's Day in which case compensation will be for the following Monday. When a holiday falls on a Sunday, the following Monday shall be compensated in accordance with Paragraph E., above, except for Christmas Eve Day and New Year's Eve Day in which case compensation will be for the preceding Friday. When the workweek is reduced by any holiday, time worked in excess of the reduced workweek shall be considered overtime, and the limitation of 30 hours of weekly overtime shall be increased by the amount of the reduction in the workweek due to holidays. Time absent with pay shall count as part of the 40 hours week to the extent of the payment received.
- G. If a holiday of an employee who is on a 9/80 work schedule falls within the 2-week work schedule, the holiday shall be considered the eight (8) hour day and the remaining eight working days shall be nine (9) hour days.
- H. If a holiday of an employee who is on a 9/80 or 4/40 work schedule falls on an employee's scheduled nine (9) or ten (10) hour working day, he/she shall be granted nine (9) or ten (10) hours of holiday pay, whichever is applicable (except as provided in paragraph G.).

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- I. If a holiday falls outside of an employee's 9/80 or 4/40 work schedule he/she shall receive a holiday on the workday immediately preceding or following the designated holiday.

ADMISSIONS AND RECORDS OFFICE SUPERVISOR

DEFINITION

Plans, schedules, supervises, and participates in the specialized clerical and technical work of an admissions and records office on the day shift at a smaller college or the evening shift at a larger college.

TYPICAL DUTIES

Plans, schedules, supervises, and participates in the day-to-day work of the clerical unit in the admissions and records office which performs a wide variety of functions related to student registration and class enrollment, attendance, grading, transfers, and graduation.

Selects, trains, and supervises assigned clerical admissions and records staff.

Interprets District policies, rules and regulations, and operational procedures associated with admissions and records.

Answers inquiries and investigates and resolves the non-routine problems related to registration, enrollment, fee assessments, attendance, residency and graduation requirements, and other related areas.

Assists in the coordination of any off-campus admissions and registration.

Assists in coordinating procedures with other offices such as the business office, financial aid, counseling, and other student services programs.

Utilizes standard office software applications to compile data and prepare reports and correspondence concerning student admissions and records matters.

Utilizes specialized computer application programs used for applications, electronic transcripts, and degree audits.

Attends and participates in seminars, conferences, workshops, and other meetings related to admissions and records.

Reviews and supervises the processing of documents and petitions for grade changes, withdrawals, transfers, graduation, academic and progress renewals, etc.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Admissions and Records Office Supervisor** supervises and participates in the technical and clerical work in a college admissions and records office on the day shift at a smaller college or the evening shift at a larger college.

A **Senior Admissions and Records Office Supervisor** supervises the day-to-day clerical and technical operations of a college admissions and records office and resolves the most complex and difficult technical problems of the office.

An **Admissions and Records Evaluation Technician** applies judgment and specialized knowledge in the evaluation of academic records of incoming and continuing students for the purpose of determining eligibility for admittance, academic status changes, and graduation. The work requires the ability to interpret and explain admissions regulations and procedures to students.

SUPERVISION

General supervision is received from the Registrar or an academic supervisor, in the absence of a Registrar. Immediate supervision is exercised over assigned admissions and records staff.

CLASS QUALIFICATIONS

Knowledge of:

Policies, rules, regulations, and procedures relating to enrollment, registration, grading, transfer, and graduation of students from college programs and specially funded programs

Practices and procedures of office management

Principles of supervision and training

Research techniques and sources of reference material and information pertaining to admissions

Letter, memorandum, and report formats

Recordkeeping procedures

Capabilities of computer applications, systems, and hardware used in the operations of an admissions and records office

Ability to:

Plan, assign, and supervise the work of assigned staff

Evaluate work methods and performances

Understand, interpret, and apply the rules and procedures governing registration, enrollment, transfers, and graduation

Establish and maintain effective relationships with administrators, staff, students, and the public

Communicate effectively with individuals from various ethnic and socio-economic backgrounds and different levels of academic achievement

Communicate effectively orally and in writing

Keep information confidential

Effectively utilize computer equipment and software in the performance of duties

Assess situations correctly and take effective action

Gather, compile, and interpret statistical data

Meet schedules and timelines

Prepare comprehensive reports and correspondence

Give clear and concise instructions

Travel to off-site events and meetings

Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate degree or its equivalent from a recognized college or university preferably with coursework in business administration, human relations, and computer applications and office technology (CAOT) **AND** three years of full-time, paid experience in a college or university admissions office which must have included determining eligibility for enrollment, course credit, and/or graduation and residency. One year of the required experience must have been in a supervisory capacity. A successfully completed college-level course in supervision or management may substitute for the required one year in a supervisory capacity.

OR

B. A bachelor's degree from a recognized college or university preferably with a major in business administration, public administration, or a related field **AND** two years of full-time, paid experience in a supervisory capacity in a college or university admissions office which must have included determining eligibility for enrollment, course credit, and/or graduation and residency. A successfully completed college-level course in supervision or management may substitute for the required one year in a supervisory capacity.

Special:

A valid Class "C" California driver's license is required.

Travel to locations throughout the District is required.

Reasonable Accommodation

Our class specification generally describes the duties, responsibilities, and requirements characteristic of the position(s) within this job class. The duties, responsibilities, and requirements of a particular position within this class may vary from the duties of other positions within the class.

In accordance with the Americans with Disabilities Act (ADA), the Los Angeles Community College District provides reasonable accommodation to qualified individuals with covered disabilities on a case-by-case basis throughout the application, examination, and hiring processes and throughout employment. If an individual is in doubt about his or her ability to perform the duties and responsibilities of a position or possession of any other requirement noted in a class specification or job announcement, he or she should always apply for a position and request reasonable accommodation at the appropriate time.

SENIOR ADMISSIONS AND RECORDS OFFICE SUPERVISOR

DEFINITION

Plans, schedules, and supervises the specialized clerical and technical work of an admissions and records office and performs the more complex technical assignments.

TYPICAL DUTIES

Plans, schedules, and supervises the day-to-day work of the clerical unit in the admissions and records office which performs a wide variety of functions related to student registration, class enrollment, attendance, grading, transfers, and graduation.

Selects, trains, and supervises assigned admissions and records staff.

Assists in developing and revising procedures to audit, update, reconstruct, and maintain records.

Reviews and supervises the processing of documents and petitions for grade changes, withdrawals, transfers, graduation, academic and progress renewals, etc.

Interprets for staff District policies, rules and regulations, and operational procedures associated with admissions and records.

Coordinates any off-campus admissions and registration.

Assists in developing and coordinating procedures with other offices such as the business office, financial aid, counseling, and other student services programs.

Answers inquiries and investigates and resolves the more complex problems related to registration, enrollment, fee assessments, attendance, residency and graduation requirements, and other related areas.

Utilizes standard office software applications to compile data and prepare reports and correspondence concerning student admissions and records matters.

Utilizes specialized computer application programs used for applications, electronic transcripts, and degree audits.

Attends and participates in seminars, conferences, workshops, and other meetings related to admissions and records.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Senior Admissions and Records Office Supervisor** supervises the day-to-day clerical and technical operations of a college admissions and records office and resolves the most complex and difficult technical problems of the office.

A **Registrar** plans, directs, and administers the operations of a college admissions and records office and develops and implements policies, rules, and operational procedures related to student admissions, registration, student academic records, transfers, graduation, and other functions of admissions and records services.

An **Admissions and Records Office Supervisor** supervises and participates in the technical and clerical work in a college admissions and records office on the day shift at a smaller college or the evening shift at a larger college.

SUPERVISION

General supervision is received from the Registrar or an academic supervisor, in the absence of a Registrar. Immediate supervision is exercised over assigned admissions and records staff.

CLASS QUALIFICATIONS

Knowledge of:

Policies, rules, regulations, and procedures relating to enrollment, registration, grading, transfer and graduation of students from college programs and specially funded programs

Practices and procedures of office management

Principles of training and supervision

Research techniques and sources of reference material and information pertaining to admissions

Organization and management of records

Letter, memorandum, and report formats

Capabilities of computer applications, systems, and hardware used in the operations of an admission and records office

Ability to:

Plan, assign, and supervise the work of assigned staff

Evaluate work methods and performances

Understand, interpret and apply the rules and procedures governing registration, enrollment, transfers, and graduation

Effectively utilize computer equipment and software in the performance of duties

Gather, compile, and interpret statistical data

Prepare comprehensive reports and correspondence

Communicate effectively orally and in writing

Keep information confidential

Meet schedules and timelines

Give clear and concise instructions

Assess situations correctly and take effective action

Establish and maintain effective relationships with administrators, staff, students, and the public

Communicate effectively with individuals from various ethnic and socio-economic backgrounds and different levels of academic achievement

Travel to off-site events and meetings

Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate degree or its equivalent from a recognized college or university, preferably with coursework in business administration, human relations, and computer applications and office technologies (CAOT) **AND** three years of full-time, paid experience in a college or university admissions office which must have included determining eligibility for enrollment, course credit, and/or graduation and residency. One year of the required experience must have been in a supervisory capacity.

OR

B. A bachelor's degree from a recognized college or university, preferably with a major in business administration, public administration, or a related field **AND** two years of full-time, paid experience in a college or university admissions office which must have included determining eligibility for enrollment, course credit, and/or graduation and residency. One year of the required experience must have been in a supervisory capacity.

Special:

A valid Class "C" California driver's license is required.

Travel to locations throughout the District is required.

Reasonable Accommodation

Our class specification generally describes the duties, responsibilities, and requirements characteristic of the position(s) within this job class. The duties, responsibilities, and requirements of a particular position within this class may vary from the duties of other positions within the class.

In accordance with the Americans with Disabilities Act (ADA), the Los Angeles Community College District provides reasonable accommodation to qualified individuals with covered disabilities on a case-by-case basis throughout the application, examination, and hiring processes and throughout employment. If an individual is in doubt about his or her ability to perform the duties and responsibilities of a position or possession of any other requirement noted in a class specification or job announcement, he or she should always apply for a position and request reasonable accommodation at the appropriate time.



LOS ANGELES COMMUNITY COLLEGE DISTRICT

NOTICE OF OUTSTANDING WORK PERFORMANCE

Name Askew Albert
Last First

Employee Number 771240

College/Division Harbor/Receiving

Classification Stock Control Supervisor C5203

The employee named above is commended for outstanding work performance for the period beginning 03/18/2020 and ending 08/30/21. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

During the pandemic from the time that on line instruction was announced to begin on 3/18/20 through the campus reopening on 8/30/21, Mr. Askew has seen to it that the receiving department has always been staffed to receive and distribute necessary supplies and safety equipment including PPE and disinfectant to keep the Staff, Administration & Faculty safe during the crisis. In addition to remaining open he has worked long hours in the weeks prior to reopening to asset tag, inventory and distribute air purifiers to every single classroom, laboratory and office suite throughout the entire campus. All of this critical work was done without complaints or objections throughout the emergency period which lasted over a year. His dependability and ability to work well with others while displaying a good attitude set the best example as a supervisor and leader throughout this difficult time.

Signature of Supervisor [Handwritten Signature]

Facilities Director Sep 8, 2021

Signature of Employee Reagan Romali

Stock Control Supervisor 9-8-21

Vice President of Administrative Svcs Sep 8, 2021

Signature of Reviewer (Optional)

Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

- 1. Reasons for Awarding a Notice of Outstanding Work Performance: To provide an official record of commendation for:
a. Outstanding, day-to-day performance of an employee
b. Outstanding work performance in unusually difficult and/or emergency situations.
2. When: Outstanding service may be awarded as often as the supervisor considers appropriate.
3. Who: Notices are completed by the immediate supervisor. The immediate supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or is most closely acquainted with the employee's work.
4. How: The supervisor should give specific examples or explanatory comments of the employee's work performance which illustrate in what respect the employee has clearly exceeded the supervisor's standards for satisfactory work. These examples or comments should demonstrate the employee's outstanding work performance on one or more of the following factors:
Quantity of work Quality of work Work habits and attitudes
Dependability Relationships with people Supervisory ability
5. Awarding the Notice of Outstanding Service:
a. Present the signed Notice of Outstanding Service to the employee being recognized so that he or she can sign and receive a copy.
b. Forward a copy to the Services Unit, District Human Resources Division so that a copy can be added to the employee's Personnel File.
c. Forward a copy to the Personnel Commission Office.



LOS ANGELES COMMUNITY COLLEGE DISTRICT

NOTICE OF OUTSTANDING WORK PERFORMANCE

Name Gallegos Salvador
Last First

Employee Number 820758

College/Division Harbor/Receiving

Classification Stock Control Aide C5292

The employee named above is commended for outstanding work performance for the period beginning 03/18/2020 and ending 08/30/21. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

During the pandemic from the time that on line instruction was announced to begin on 3/18/20 through the campus reopening on 8/30/21, Mr. Gallagos was an outstanding supporter of the receiving department and reported for duty well before many others of his Union returned to campus. This work was critical to help distribute necessary supplies and safety equipment including PPE and disinfectant to keep the Staff, Administration & Faculty safe during the crisis. He has worked long hours in the weeks prior to reopening to asset tag, inventory and distribute air purifiers to every single classroom, labratory and office suite throughout the entire campus. He has proven to be dependable, reliable and all of his work was performed with a good attitude, with no complaints or objections throughout the emergency period which lasted over a year.

Signature of Supervisor

Handwritten signature of supervisor

Signature of Employee Reagan Romali

Signature of Reviewer (Optional)

Facilities Director Sep 8, 2021

Title Date

Stock Control Aide 9-8-21

Title Date

Vice President of Administrative Svcs Sep 8, 2021

Title Date

INSTRUCTIONS FOR PREPARING NOTICES OF OUTSTANDING WORK PERFORMANCE

- 1. Reasons for Awarding a Notice of Outstanding Work Performance: To provide an official record of commendation for:
a. Outstanding, day-to-day performance of an employee
b. Outstanding work performance in unusually difficult and/or emergency situations.
2. When: Outstanding service may be awarded as often as the supervisor considers appropriate.
3. Who: Notices are completed by the immediate supervisor. The immediate supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or is most closely acquainted with the employee's work.
4. How: The supervisor should give specific examples or explanatory comments of the employee's work performance which illustrate in what respect the employee has clearly exceeded the supervisor's standards for satisfactory work. These examples or comments should demonstrate the employee's outstanding work performance on one or more of the following factors:
Quantity of work Quality of work Work habits and attitudes
Dependability Relationships with people Supervisory ability
5. Awarding the Notice of Outstanding Service:
a. Present the signed Notice of Outstanding Service to the employee being recognized so that he or she can sign and receive a copy.
b. Forward a copy to the Services Unit, District Human Resources Division so that a copy can be added to the employee's Personnel File.
c. Forward a copy to the Personnel Commission Office.