

598 AUDIT AND CORRECTION OF PERSONNEL ACTIONS

Education Code Sections

88129. No warrant shall be drawn by or on behalf of the governing board of any district for the payment of any salary or wage to any employee in the classified service unless the assignment bears the certification of the personnel director that the person named in the assignment has been employed and assigned pursuant to this article and the rules of the commission.

Whenever the commission, after a public hearing, finds that any appointment has been made in violation of this article or the rules of the commission as they apply to examination procedures, the commission may order that no salary warrant shall thereafter be drawn to the employee so appointed, for services rendered after the date of said order. Any violation of this article or the rules of the commission as they apply to examination procedures shall constitute grounds for the dismissal of the employee or employees guilty of such violation.

- A. The Personnel Director or designated members of the Personnel Commission staff shall review classified personnel actions and related documents for compliance with applicable provisions of the Education Code and Personnel Commission Rules prior to the actions being authorized for payment by the Board of Trustees.
- B. The review of such actions is conducted by utilizing information entered into the electronic Personnel Change Request (PCR) system, the SAP system, the JobAps system, and other applicable documents, forms, and reports for the following types of actions:
 - 1. elections
 - 2. reinstatement
 - 3. return to former class
 - 4. change to a related class
 - 5. voluntary demotion
 - 6. transfers
 - 7. changes to assignment basis, shift, time, and status
 - 8. leaves of absence
- C. Periodic verification of source documents and selection results may be conducted by designated members of the Personnel Commission staff.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

598

LAW AND RULES

August 17, 2022

- D. Whenever the Personnel Director finds evidence that substantiates withholding certification of an assignment, the matter shall be reported to the Personnel Commission at the earliest possible date. If the Personnel Commission, after a public hearing, finds that an appointment has been made in violation of the Merit System Article of the Education Code or the Personnel Commission Rules, it may order that no salary warrant shall thereafter be drawn to the employee so appointed for services rendered after the date of such order. The Personnel Director shall notify the appointing authority of any corrective action that will be taken to address this violation.