

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

625

LAW AND RULES

September 22, 2021

**625 REIMBURSEMENT OF CANDIDATES' TRAVEL AND HIRING PROCESS EXPENSES**

**Education Code Section(s)**

**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.

- A. Candidates participating in an examination process administered under the auspices of the Personnel Commission shall not be reimbursed for travel or other examination related expenses.
- B. Eligibles who are requested by a District hiring authority to interview for a vacant position may be fully or partially reimbursed, at the discretion of the College President or Division Head, for travel, teleconferencing, or other related expenses necessarily incurred as part of the interview/selection process. Eligibles living within Los Angeles, Orange, Ventura, San Bernardino or Riverside counties are typically not eligible for reimbursement of expenses.
- C. Reimbursement is typically limited to eligibles for classified senior administrative positions or positions where the recruitment of qualified applicants has been difficult.
- D. Eligibles must identify and receive written agreement for reimbursement of expenses in advance of incurring the actual expenses and must submit appropriate proof of eligible expenses to the District prior to reimbursement.
- E. The source of funds for the reimbursement of expenses is the location to which the position is assigned.