

500 DEFINITIONS

Unless otherwise required by context and/or prevailing law, terms used in these rules are understood to have the following meanings:

ACADEMIC SERVICE: All positions in the District's service for which minimum qualifications have been established by the board of governors pursuant to Education Code Section 87356. Also referenced as certificated.

ACCELERATED HIRING RATE: An initial hiring rate at other than the beginning step of the schedule for the class, which rate must be specifically authorized by the Personnel Commission for the particular class. Such rates are based upon anticipated or actual recruitment difficulties. See also Shortened Range.

ACCRETION OF DUTIES: The gradual change in a position caused by the incremental assignment of higher-level duties or greater responsibilities; or a gradual increase in the scope and/or complexity of assigned work performed.

ADJUSTMENT PROCEDURE: Provisions for the hearing and adjustment of employee grievances.

ADMINISTRATIVE CLASS: One or more positions in the District with primary duties and responsibilities for the management of an organizational unit at the branch level or its equivalent. Individuals in positions designated as an administrative class direct, the activities of the unit through subordinate supervisors, establish policies regarding the operation of the unit, and review recommendations and decisions of subordinates.

ADVANCED APPOINTMENT: An appointment from an eligibility list, which is scheduled to expire, to a position which is known to become vacant within 90 calendar days after the scheduled expiration of the eligibility list. (Rule 635, APPOINTMENTS FROM ELIGIBILITY LISTS)

ALLOCATION: The assignment of a class to a salary schedule or rate.

ANNIVERSARY DATE: The date upon which an employee is granted salary step advancement earned by completion of a required period of service. This is the first day of the pay period that follows completion of the required period of service.

APPEAL: A written protest by an employee regarding an actual or potentially detrimental administrative action against them.

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APPLICANT: A person who has filed an application to take a merit system examination.

APPOINTMENT: The official act of the appointing power in approving the employment of a person in a specific position.

ARMED FORCES: For the purposes of military leave of absence, the United States Air Force, Army, Navy, Marine Corps, Coast Guard, Revenue Marine Service, Army Nurse Corps, and Navy Nurse Corps, and service as a Nurse in the American Red Cross during World War I. For the purposes of veterans' credit, the United States Air Force, Army, Navy, Marine Corps, and Coast Guard.

ASSAULT AND BATTERY LEAVE OF ABSENCE: A type of industrial accident leave granted for absence because of an injury resulting from an assault and/or battery that was incurred while performing assigned duties.

ASSIGNMENT: The placement of an appointee in a position; also, the position in which an appointee is placed.

ASSIGNMENT BASIS: The portion of the year for which employment is authorized for a specific position or class.

AUTHORIZED SUPERVISOR: An employee of the District who has been authorized on either a special or continuing basis to assign duties and responsibilities to one or more employees. An authorized supervisor need not be a "supervisory employee" as that term is set out in Section 3540.1(m) of the Educational Employment Relations Act and defined in these rules.

BEREAVEMENT LEAVE: Paid leave of limited duration granted to an employee upon the death of a relative or certain close friends.

BREAK IN SERVICE: Interruption of an individual's employment relationship with the District. The Break in Service may be cancelled by subsequent reemployment or reinstatement within 39 months.

BUMPING RIGHTS: The right of an employee, under certain conditions, to displace an employee with less seniority in a class.

CANDIDATE: A person who has taken one or more portions of a merit system examination.

CASUAL ABSENCE: Informal absence without loss of pay of one day or less which may be granted, under specified conditions, to employees by division heads or their designated representative.

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CAUSE: Any violation by an employee of law or rule which forms the basis for formal action (suspension, demotion or dismissal) when taken for the good of the District or in District's best interest. Cause as defined in Education Code 88001: "Cause relating to disciplinary actions against classified employees means those grounds for discipline, or offenses, enumerated in the law or set forth in Paragraph C. of Rule 735, CAUSES AND PROCEDURES FOR SUSPENSION, DEMOTION, AND DISMISSAL.

CERTIFICATION: The submission of the names of eligibles who may be legally appointed from an eligibility list or from some other source of eligibility to the appointing power who will select an eligible.

CHANGE OF OFFICE LOCATION: The reassignment of an employee from one position to another position in the same class between different administrative units at the same location.

CHANGE OF SERVICE ASSIGNMENT: An employee change from the academic to the classified service of the District, or vice versa.

CHANGE TO A RELATED CLASS: The reassignment of an employee without examination from one job classification to a related job classification with the same salary or with a maximum base salary rate not more than three percent higher.

CLASS: A group of positions placed, with sufficient similarity as to kind of work, level of difficulty, and degree of responsibility that the following criteria can be applied: (1) the same descriptive title can be used; (2) the same levels of education and experience, knowledge, skill, and other pertinent qualifications are required; (3) the same tests of fitness may be used to choose qualified employees; and (4) the same salary range can be applied equitably.

CLASS DESCRIPTION: A description, approved by the Personnel Commission, of the nature and level of duties of the positions in a class.

CLASSIFICATION: The act of placing a position in a class (see also Classify).

CLASSIFIED SERVICE: All positions and employees in the District's service except those specifically excluded from the classified service by the Education Code. Classified employees are governed by the merit system provisions of the Education Code.

CLASSIFY: The allocation of positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies and preparing written specifications.

COMMISSION: The three-member Personnel Commission established pursuant to the merit system provisions of the Education Code (see also Personnel Commission).

COMMUNITY REPRESENTATIVE: A person employed in an advisory or consulting capacity up to 90 working days in a fiscal year; such persons are excluded from the classified service.

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CONCURRENT ASSIGNMENT: The short-term assignment of two regular incumbents to the same position at the same time, for the purpose of giving a successor an opportunity to obtain on-the-job orientation from an incumbent who is leaving.

CONDITIONAL EMPLOYEE: A provisional employee who does not meet the entrance qualifications for the class and who will probably be ineligible to compete in the merit system examination for that class.

CONFIDENTIAL: An employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions (Government Code § 3540.1(c)).

CONTINUOUS EXAMINATION: A procedure authorized by the Personnel Commission for the frequent testing of applicants.

DAY: The period of time between any midnight and the midnight following. Unless otherwise specified, the "day" in a rule shall mean a calendar day.

DEBARMENT: The act of denying the opportunity to participate in the agency's selection process.

DEMOTION: A change in assignment of an employee from a position in one class to a position in another class that is allocated to a lower maximum salary rate. Demotions are two types, voluntary and involuntary; a definition of each type is contained in this rule.

DIFFERENTIAL: Salary allowance in addition to the basic rate or schedule based upon additional skills, responsibilities, or night work. Also, the size of the interval between salary schedules or rates of related classes.

DISCHARGE or DISMISSAL: Separation from service for cause in accordance with Personnel Commission Rules. Requires action by the Board of Trustees.

DISTRICT: The Los Angeles Community College District.

DUAL CERTIFICATION: A procedure authorized by the Personnel Commission under specific conditions which provides for simultaneous certification from an open eligibility list and a promotional eligibility list according to examination scores.

DUE PROCESS: The opportunity to be advised of charges against one, and the opportunity to be heard regarding the charges prior to any final action on the charges in accordance with applicable State law and Board Rules.

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DUTIES STATEMENT: A listing of the specific duties assigned to an individual position. Also known as position description or job description.

ELIGIBLE: A person whose name appears on a merit system eligibility list.

ELIGIBILITY LIST: A rank order list of the names of persons who have qualified in all parts of a merit system examination.

EMERGENCY APPOINTMENT: A provisional appointment for a period not to exceed 15 working days to prevent the stoppage of public business when an emergency arises and there is insufficient time to canvass eligibility lists.

EMPLOYEE: A person who is legally an incumbent of a position or who is on an authorized leave of absence.

EMPLOYMENT LIST: A list of names from which certification may be made pursuant to the authority set out in Education Code Sections 88080, 88081, and 88091. Includes eligibility lists, reemployment lists, substitute/relief lists, and lists of persons who wish to transfer, change location, demote, be reinstated after layoff, resignation or retirement, or be restored after voluntary demotion or reduction to limited-term or part-time status.

ENTRANCE QUALIFICATIONS: Mandatory and desirable qualifications for a class established for those who wish to compete in merit system examinations.

EXAMINATION: The process of testing and evaluating the fitness and qualifications of applicants.

EXECUTIVE CLASS: A position in the District with primary duties and responsibilities for the management of an organizational unit above the branch level. Individuals in positions designated as an executive class are regularly involved in making recommendations affecting District-wide operations or personnel, or regularly making policy presentations to the Board of Trustees.

EXHAUSTED LIST: A list of eligibles from which it is not possible to fill a regular full-time or part-time vacancy. A list may be exhausted for a part-time position vacancy, yet remain in effect for full-time position vacancies, or vice versa.

EXPIRED LIST: A list which is two years old; a list which is one or more years old when a new list has been established; or a six month list that has exceeded six months.

FIELD OF COMPETITION: Those categories of persons (either from within or outside the District) identified by the Personnel Commission as possessing the necessary qualifications to participate in a merit system examination.

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FISCAL YEAR: July 1 to June 30.

FULL-TIME POSITION: A position for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is equal to or greater than 87 1/2 percent of the normally assigned time of the majority of employees in the classified service.

GOVERNING BOARD: The Board of Trustees of the Los Angeles Community College District.

GRADUAL ACCRETION: Incremental assignment of higher-level duties or responsibilities or an increase in the scope and/or complexity of work performed.

GRIEVANCE: The procedure through which a permanent employee can seek an adjustment of a complaint concerning alleged violations of rules, policies, procedures, or conditions of employment, not including appeals of disciplinary actions or requests for classification study or salary review.

HEARING: Formal review in the presence of the parties involved, of evidence in connection with an action affecting an employee, concerning issue(s) which the employee has filed an appeal.

HEARING OFFICER: A qualified person employed by the Personnel Commission to hear and make recommendations on appeals from disciplinary actions for non-medical reasons.

ILLNESS: Any deviation from a normal, healthy state which makes it disadvantageous to the Los Angeles Community College District and/or detrimental to the employee to be at work and shall include emergency medical, dental, optical, and prosthetic work.

ILLNESS LEAVE: Paid or unpaid leave given to an employee because of personal illness or injury. May also be used for specified personal emergencies of limited duration.

INCUMBENT: An employee assigned to a position and currently serving in or on leave from that position.

INDUSTRIAL ACCIDENT or INDUSTRIAL ILLNESS LEAVE: Absence because of injury or illness which arose out of and in the course of employment with the District.

INFORMAL LEAVE: A leave of less than 20 days which may be granted by a Division Head.

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INTERVIEW: Part of the selection process, usually the final portion of an examination, for the purpose of evaluating education, experience and personal qualifications of the candidates. Also known as oral interview. Also, the meeting between an eligible and an appointing power in order to discuss appointment to a specific vacancy.

INVESTIGATION: A fact finding procedure related to an appeal or complaint. An investigation is less formal than a hearing.

INVOLUNTARY DEMOTION: A type of disciplinary action, initiated by the Administration, which results in the reduction of an employee from a higher class to a class that is allocated to a lower maximum salary rate.

JURY DUTY LEAVE: A paid leave given in response to a subpoena for jury service to an employee for a maximum of two weeks within any two consecutive fiscal years, in accordance with regulations established by the Chancellor.

LAYOFF: Separation from a permanent position because of lack of work or lack of funds, or because the position has been abolished or reclassified, or because an employee has exhausted all leave privileges after illness or accident; a change in a regular employee's position which results in an involuntary reduction in hours or basis or assignment to a lower job classification.

LEAD ASSIGNMENT (INTERMITTENT): An assignment given to an employee who temporarily provides lead responsibilities over a group of three or more other employees. Excludes employees whose positions normally include lead responsibilities.

LEAVE OF ABSENCE: An approved absence from duty, with or without pay, for a prescribed period of time from a class, but not necessarily from a specific position within the class.

LIMITED-TERM: A term used in the Education Code to designate employment for periods not to exceed six months, or employment not to exceed the authorized absence of a permanent employee.

LIMITED-TERM EMPLOYEE: An employee who is serving in a provisional appointment, or as a substitute for a regular employee, or in a position established for a limited time period of six months or less.

LOYALTY OATH: A statement required of each new employee concerning their support of the United States and California Constitutions; required by State law and local Board Rule.

MEDICAL CONSULTANT: A District approved medical professional approved to review and determine, based on District health policies and standards, the medical status of an appellant in appeal of medial disqualifications of employees or eligibles.

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MERGING: The act of combining two or more eligibility lists for the same class, established not more than one year apart, in order of the scores of eligibles. Each individual eligibility list within a merged list expires one year after its promulgation. In some cases, a list will expire six months after its promulgation.

MERIT SYSTEM: A personnel system in which comparative merit and fitness govern each individual's selection and progress in the service.

MILITARY LEAVE: Authorized absence to engage in ordered military duty.

MOST APPROPRIATE ELIGIBILITY LIST: Designation of an eligibility list for an equal or higher class in making appointments in another class.

MULTIPLE ASSIGNMENT: A limited-term classified assignment in addition to a regular classified assignment.

NEPOTISM: Assignment of close relatives in a supervisor-subordinate relationship in the same office.

NOTICE OF UNSATISFACTORY SERVICE: A form prescribed by the Division of Human Resources to document and to inform an employee of their unsatisfactory service.

OCCUPATIONAL GROUP: Classes that are similar in type of duties and responsibilities or related by other criteria, as determined by the Personnel Commission.

OPEN ELIGIBILITY LIST: An eligibility list resulting from a competitive examination in which all candidates who met the entrance qualifications were allowed to compete.

OPEN EXAMINATION: An examination which is not restricted to persons who are current permanent employees of the district; i.e., may be taken by any person otherwise qualified.

OVERTIME: Authorized time worked by an employee in excess of 40 hours in one workweek or in excess of the employee's established workday schedule.

PART-TIME POSITION: A position for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than 87 1/2 percent of the normally assigned time of the majority of employees in the classified service. Within the District this is 87.5% of 1 full-time equivalent classified position.

PAY PERIOD: The total workdays or work hours during a calendar month. There are 12 pay periods each year.

PERFORMANCE EVALUATION: An evaluation of the work performed by an employee.

PERMANENT EMPLOYEE: An employee who has completed a period of 130 days of paid regular service in a class in the classified service (260 days required for executive and administrative classes). An employee must complete a probationary period in a class in order to attain permanent status in the classified service.

PERMANENT POSITION: A position established for a continuing and indefinite or unlimited period of time or for a fixed period in excess of typically six months.

PERSONAL NECESSITY LEAVE: Leave which may be taken for reasons of personal necessity as specified in the Education Code and Personnel Commission Rules. Such leave is charged to the employee's illness leave and is limited to six days a school year.

PERSONNEL COMMISSION: Three members appointed in accordance with Education Code provisions and responsible for maintenance of the merit system for classified employees.

POSITION: A group of duties and responsibilities assigned by competent authority requiring the full or part-time employment of one person.

PRE-REQUISITES: Items such as meals, uniforms, and monetary awards provided to employees without charge and which are considered a part of employee's compensation.

PRIORITY SHIFT TRANSFER: The transfer of an employee from one shift to another shift for which they would be entitled to a shift differential or an increase in a shift differential.

PRIVILEGE: A benefit that is discretionary (may or may not be granted), in contrast to a right, which must be granted.

PROBATIONARY PERIOD: A trial period of 130 days (or 260 days for employees in executive or administrative classes) of paid service following appointment to a permanent position.

PROFESSIONAL EXPERT: A person employed in a professional capacity for a specific limited-term project; such persons are excluded from the classified service.

PROMOTION: A change in the assignment of an employee from a position in one class to a position in another class with a higher maximum salary rate.

PROMOTIONAL APPLICANT: As defined in Rule 621, SENIORITY CREDIT ON PROMOTIONAL EXAMINATIONS, a promotional applicant is any person who has successfully completed an initial probationary period prior to the opening date of filing for a promotional examination, has regular status in the District, and meets the qualification requirements for the class.

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PROVISIONAL APPOINTMENT: A temporary appointment to a permanent or limited-term position made in the absence of a sufficient number of available eligibles.

PROMOTIONAL ELIGIBILITY LIST: An eligibility list resulting from a competitive examination in which only employees with permanent status in the Los Angeles Community College District were allowed to compete.

PROVISIONAL EMPLOYEE: A person employed under a provisional appointment.

RANK (Rule of Three Ranks): A position on an eligibility list for a class for the purpose of certification, wherein the eligible's final scores on the examination, after the addition of veteran's preference points and promotional credits as applicable, have been rounded to the nearest whole percent and all eligibles with the same score are accorded the same position on the list.

RATING-IN: A pre-employment process whereby a hiring authority may request that a new hire be placed on a salary step other than the lowest step in the established salary schedule of the class. Rating-in may be used in executive, administrative, supervisory, or highly specialized information technology job classifications, and in other professional job classifications at the journey level when there is a limited number of eligibles.

READY AND WILLING: The willingness and ability of an eligible to report for an employment selection interview within the prescribed time limits; or the willingness and ability of a selected eligible to report to duty within prescribed time limits as prescribed in Personnel Commission Rule 635, APPOINTMENTS FROM ELIGIBILITY LISTS.

REALLOCATION: Movement of an entire class from one salary schedule or hourly rate to another salary schedule or hourly rate.

REASSIGNMENT: The assignment of an employee from one organizational unit to another organizational unit in the same class at the same location.

RECLASSIFICATION: The removal of a position or positions from one class and placement into another class typically caused by a change in duties or organizational needs.

REEMPLOYMENT: Exercise of the right to return to duty of an employee who has been laid off. Also applies to employees who return to duty for a limited period after retirement.

REEMPLOYMENT LIST: A list of employees, arranged in order of employment rights, who have been laid off from permanent positions due to lack of work, lack of funds, abolishment or reclassification of position, exhaustion of illness or industrial accident leave, or other reason specified in these rules, and are eligible for reemployment in their former class for a period of 39 months. The period of reemployment may be extended an additional 24 months in certain cases where reduction in class or time was accepted in lieu of layoff.

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REGULAR APPOINTMENT: An appointment made from an eligibility list to fill a continuing full-time or part-time position vacancy.

REGULAR POSITION: A continuing position established and authorized within budget allocation.

REGULAR STATUS: Probationary or permanent status in the classified service.

REINSTATEMENT: Exercise of the privilege of reappointment after layoff or resignation, within 39 months after the last day of paid service, to a position in one of the employee's former classes or in a related lower class. Also refers to a return to work after appeal from disciplinary action when so ordered by the Personnel Commission, or the return of a retiree to active service.

REJECTION: The refusal to accept an application or examine an applicant, candidate, or eligible, or the removal of an eligible's name from an eligibility or substitute and relief list.

RELIEF EMPLOYEE: A person hired to fill a relief position.

RELIEF POSITION: A limited-term position of not more than six month's duration which augments the number of positions in a given organizational unit.

RESIGNATION: A voluntary statement, preferably in writing, in which an employee indicates that they wish to terminate one or all of their assignments.

RESPONSIBILITY DIFFERENTIAL: A salary allowance paid to management employees with temporary responsibility for supervising a function or activity at more than one college location.

RESTRICTED: Positions whose incumbents have mental, physical, or developmental disabilities or must be from low income groups, from designated impoverished areas, or who meet other criteria established by the granting agency and the District and who are not entitled to employment permanency.

RETURN TO FORMER CLASS: A reappointment of an employee to their former regular class.

RIGHT: A benefit which is bestowed by law or rule and which must be granted.

RULE OF THREE RANKS: The scope of choice available to an appointing power in making a selection from an eligibility list; refers to selection from the eligibles having the first three ranks on the list who are ready and willing to be appointed to a specific position.

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SALARY RANGE: A series of salary steps that comprise a schedule of rates of pay for a class.

SALARY RATE: A specific amount of money paid for a specific period of service; i.e., dollars per hour, pay period, or month.

SALARY STEP: One of the salary rates within the established salary range or schedule of rates of a class.

SALARY SURVEY: The collection of current wage and salary data for the purpose of determining the prevailing wage for certain types of work in private industry or other public agencies. Also, the report of such data.

SALARY YEAR: Consists of 12 consecutive months per year.

SCHOOL YEAR: Same as fiscal year (July 1 to June 30).

SELECTIVE CERTIFICATION: The submission of the names of eligibles who possess one or more special occupational requirements that may be legally appointed from an eligibility list to the appointing power who will select an eligible.

SENIOR CLASSIFIED ADMINISTRATIVE EMPLOYEE: A classified employee who acts as the chief business, fiscal, facilities, or information technology advisor or administrator for the District Chancellor or a College President. Employees do not obtain permanent status in these types of positions.

SENIORITY: Credits secured by length of service to which certain rights are attached. Different formulas are used in calculating seniority credit for employees taking promotional examinations and for the purpose of determining the order of layoff.

SEPARATION: The ending of all status as an employee.

SERIES: A number of groups of classes closely related in an occupational hierarchy and arranged on a list in order to indicate occupational levels in each group.

SHIFT DIFFERENTIAL: Additional pay for night work.

SHORTENED RANGE: A salary schedule consisting of less than the usual five steps, based upon a narrow range of prevailing community rates for that occupation.

SPECIAL EXAMINATION ADMINISTRATION: An individual examination granted to an applicant or candidate due to a special circumstance as defined in Rule 616, SPECIAL EXAMINATION ADMINISTRATIONS.

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SPECIAL LIMITED-TERM ASSIGNMENT: An assignment to a regular position vacancy which will facilitate an impending reclassification, reorganization, layoff, reduction in hours or resolution of an employee appeal.

STARRED RATE: A rate above the established rate or range of salary of a class, paid only to specified employees upon authorization by the Personnel Commission, in accordance with Rule 591, SALARY ALLOCATION AT RECLASSIFICATION OR REALLOCATION.

STATUS: Character of employment in the classified service or in a class, with the following categories:

Regular: Based upon appointment of a fully qualified person to a position of more than six months' duration. Subcategories are probationary and permanent.

Limited-Term: See definition of "limited-term" and "limited-term employees".

STEP ADVANCEMENT: Movement to a higher step on the salary schedule for a class as a result of having served the required number of days in paid status.

SUBSTITUTE ASSIGNMENT: An assignment to a regular position which provides temporary employee service in the absence of the regular incumbent.

SUBSTITUTE EMPLOYEE: An employee temporarily occupying a regular position during the absence of the incumbent.

SUPERVISORY CLASS: As set out in Section 3540.1(m) of the Educational Employment Relations Act, "Supervisory employee' means any employee, regardless of job description, having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work and direct them, or to adjust their grievances, or effectively recommend action, if, in connection with the foregoing functions, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment."

SUSPENSION: The temporary removal of an employee from a position for cause without pay or the removal of an employee from a position for cause with or without pay as determined by the District pending investigation into issues and/or charges which may lead to demotion or dismissal of the employee.

TEMPORARY: Employment on basis other than permanent or probationary; i.e., in a limited-term status. Also used to denote a provisional employee.

TEMPORARY MILITARY LEAVE: Ordered military leave of not more than 180 calendar days, including travel time.

TERMINATION: The ending of an incumbent's assignment in a specific class without ending their continuing status in another class.

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TRANSFER: The assignment of an employee from one location to another location in the same job classification within the District.

UNCLASSIFIED SERVICE: Community representatives employed in advisory or consulting capacities of limited duration, full-time students employed part-time, part-time students employed part time in a college work-study program or in a work experience education program, apprentices, and professional experts employed on a temporary basis for a specific project.

UNSATISFACTORY SERVICE: The performance of assigned duties and responsibilities in a manner which is detrimental to the good of the service or the failure to perform assigned duties adequately; the performance of actions detrimental to the good of the service while on duty.

VETERANS' CREDIT: Five additional points added (or ten points for veterans with service-incurred disabilities) to a passing score in open examinations for a veteran of the armed forces of the United States who rendered service during time of war or national emergency as defined in Rule 618, VETERAN'S CREDIT.

VOLUNTARY DEMOTION: An action, pursuant to the employee's request, which may be in lieu of layoff or reclassification and which results in a change in the assignment of the employee from a position in one class to a position in another class that is allocated to a lower maximum salary rate.

WAIVER: The voluntary relinquishment by an eligible of a right to be considered for appointment from an employment list in one or more positions, locations, or for a specific or unlimited period of time.

WORKDAY: That part of a 24-hour period during which an employee is scheduled to work in accordance with their specific assignment. Synonymous with working day.

WORK OUT OF CLASSIFICATION: The performance of assigned duties which are not fixed and prescribed for the class and are evaluated as being at a higher level of difficulty and responsibility than those of the employee's regular class. (See Rule 550, COMPENSATION FOR INCONSISTENT DUTIES: TEMPORARY WORK OUT OF CLASSIFICATION)

WORKING DAY: Any day for which an individual employee received compensation, regardless of the number of hours in a day for which compensation is received, with the following two exceptions:

1. A workshift that begins in one day and ends in the succeeding day shall be considered one working day.
2. Working hours for which only overtime compensation is received shall not be considered a working day.

CONSECUTIVE WORKING DAYS are defined as days that follow one another in uninterrupted succession in a designated work week.

WORKWEEK: The part of a seven-day period during which an employee is scheduled to work in accordance with their specific assignments. Forty hours, usually served in five consecutive days within a seven-day cycle, is the typical workweek for the majority of the District's classified employees.