

716 CHANGE TO A RELATED CLASS

Education Code Sections

88080. (a) The commission shall prescribe, 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, 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.

- A. A regular employee who has attained permanent status in their job classification shall be eligible to request a change to a related class in which they have not served if the salary of the requested class does not exceed the salary of the employee's current class by more than three percent at the maximum base salary rate. If an employee has not attained permanent status in their job classification, approval of the request by the applicable division head or college president is required to attest that such action will be in the best interest of the District.
- B. Salary differentials such as career increments, shift differentials, and bilingual differentials shall not be considered as part of an employee's base salary for the purpose of determining eligibility for appointment to a related class.

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

716

LAW AND RULES

June 1, 2022

- C. To request a change to a related class, an employee must complete and submit an in-service transaction request. The request shall be processed by the Personnel Commission Office. After receipt of the request, the Personnel Commission Office shall provide a timely written notification of the disposition of the request to the employee and the applicable division head or college president.
- D. Change to a related class in-service transaction requests shall be maintained by the Personnel Commission Office. The names of employees with approved requests shall be certified to the appointing authority along with names on the applicable eligibility list and/or other employment lists, to any vacancy in the class. The appointment authority does not have an obligation to prefer a change to a related class request to other means of filling a vacancy.
- E. A change to a related class request is valid for a two-year period from the date the acknowledgment notice. It is the responsibility of the employee to submit a new request at the expiration of the two-year period.
- F. The Personnel Commission staff shall determine whether or not a class is "related" based on the following:
1. Similarity of duties.
 2. Similarity of examination content
 3. Similarity of entrance and class qualifications.
 4. Similarity of occupational field.
- G. The extent to which the two classes must be comparable depends upon several factors. In general, more latitude is allowed:
1. as the employee's length of service with the District increases.
 2. when the request is based on layoff, reclassification, or reasons of health.
 3. when there is no eligibility list for the requested class.
 4. when the receiving division or college is in support of the request.
 5. when the employee meets the minimum entrance qualifications for the requested class.
- I. If an employee changes to a class with a higher maximum base salary, the employee shall not be eligible to request a change to a higher paid class for two years thereafter.
- J. The benefits of this rule shall not be granted to an employee who was unsuccessful in an examination within the last six months for the requested class.