

ARTICLE IV

CERTIFICATED ASSIGNMENTS

10403. PART-TIME MONTHLY RATE TEACHING AND OTHER CERTIFICATED ASSIGNMENTS. All part-time monthly rate teaching assignments during regular and summer sessions shall be on a fractional basis; that is, proportional to a full-time monthly rate teaching assignment of 30 hours per week, 120 hours per pay period. Part-time monthly rate non-teaching assignments shall be on a fractional basis; that is, proportional to a full-time monthly rate non-teaching assignment of either 140 or 160 hours per pay period in accordance with Board Rule 10402. Employees who are assigned to part-time monthly rate teaching and to part-time monthly rate non-teaching assignments are to serve the number of hours per pay period as the fractional assignment bears to a full-time monthly rate assignment for that type of service.

Adopted 11-15-72
Amended 06-28-73

10404. RELEASED TIME FOR ACADEMIC SENATE OFFICERS. The President of the District Academic Senate may be granted release time from his/her regular assignment for 0.4 FTE, the Vice-President of the District Academic Senate may be granted release time from his/her regular assignment for 0.2 FTE, and the Presidents of each College Academic Senate may be granted release time from their regular assignments for 0.2 FTE during their term in office.

Adopted 11-15-72
Amended 06-28-73
Amended 11-26-85

10405. AUTHORIZATION FOR CERTIFICATED EMPLOYEES TO SERVE AS REPLACEMENT INSTRUCTORS. Replacement service is teaching rendered by one employee for an instructor at the same college reported as absent on the payroll records. Such service is to be authorized only when the replacement instructor is regularly assigned on the same salary schedule as the absent instructor and is well qualified for the assignment. Employees authorized to render replacement service shall be paid additional salary for such service at the rate of their regular assignments.

An employee performing replacement services shall receive one hour's pay in addition to pay for his/her regular assignment for each class hour during which he/she teaches an absent instructor's class. The rate of pay for replacement service for an absent monthly rate instructor shall be the replacement instructor's pay period rate for this regular assignment. The rate of pay for replacement service for an absent hourly rate instructor shall be the replacement instructor's regular hourly rate.

The Chancellor shall establish the administrative procedures for the processing and control for pay for replacement service.

Adopted 08-20-75
Amended 11-26-85

10406. ASSIGNMENT AUTHORIZATION FOR NEW CERTIFICATED EMPLOYEES. Administrators shall not assign any new certificated monthly rate employee, including a substitute, without authorization of the Human Resources Division.

Adopted 08-20-75
Amended 11-26-85

10406.10 Method of Submitting Personnel Assignments for Board Action. Assignments of personnel including elections, terminations, leaves, and resignations, to positions requiring certification qualifications, other than probationary assignments to administrative positions at the level of vice president or above, shall be reported for Board action in summary form by assignment order number; provided, that all assignment orders shall be on file and available in the Division of Human Resources.

Adopted 08-20-75
Amended 11-26-85

10406.11 Assignment of Entrance-Level Certificated Employees. Entrance-level certificated personnel including but not limited to counselors, instructors, librarians and nurses may, subject to the provisions of the certificated agreement, be assigned to perform any duties appropriate within their present classifications or be reassigned to another entrance-level classification provided that the employees hold credentials which authorize the performance of such duties.

An authorization to instruct subjects in a subject matter minor named on a community college teaching credential may be granted annually for the holder of such credential provided such authorization is approved by the Board as a personnel action reported in accordance with Board Rules. If renewal of such authorization is needed, a personnel action shall be submitted annually for Board approval.

Adopted 08-20-75
Amended 11-26-85

10407. TERMINOLOGY FOR USE IN CERTIFICATED ASSIGNMENTS. The following definitions shall apply to terms used in certificated assignments:

- A. Position. A position is a set of duties and responsibilities to be performed by one, or the equivalent of one, full-time employee.
- B. Status. The status of an employee pertains to the extent of his/her rights of employment in any class to which he/she is assigned.
- C. Class. A class is one or more positions sufficiently similar in respect to duties and responsibilities, that for a specific status:
 - (a) the same title can be applied to all positions;
 - (b) the same minimum qualifications are required of the incumbents;
 - (c) the same tests of fitness are used to choose qualified employees; and
 - (d) the same salary schedule can apply with equity for all positions.
- D. Entrance-level Class. An entrance-level class is a class in which permanent status may be acquired with the appropriate service and appropriate credential.
- E. Promotional Class. A promotional class is a class in which permanent status cannot be acquired.
- F. Eligible List. An eligible list is a list of names of persons who have qualified by the procedures established for the selection of probationary or promotional employees.

Adopted 08-20-75
Amended 11-26-85

10408. MULTIPLE ASSIGNMENT. Employees assigned full time may be employed in additional assignments within the limits provided in the Chancellor's regulations concerning multiple assignments or within the limits contained in unit contracts.

Adopted 08-20-75
Amended 11-26-85

10408.10 Authorization to Serve in Additional Assignments. All regular, full-time certificated employees, having proper qualifications, are authorized to serve as needed and directed in any assignment which is in addition to their regular full-time assignment, in accordance with applicable multiple assignment rules and regulations.

Adopted 08-20-75
Amended 11-26-85

10409. ASSIGNMENT BASES. The various bases of assignment for employees shall be as follows:

Basis Definition of Assignment Period.

- A. From July 1 to June 30, inclusive (full year positions).
- B. 10-17/20 (10.85) continuous payroll periods within the academic year which includes the period from the first day of fall semester to the last day of the spring semester the beginning date of the assignment to be determined by the Chancellor.
- C. From the first day of the fall semester to the last day of the spring semester, inclusive. Classified employees may be assigned up to twenty (20) of the days within this assignment basis immediately preceding the first day of the fall semester or immediately following the last day of the spring semester in accordance with administrative regulations established by the Chancellor or his designee.
- D. 240 days, excluding Saturdays and Sundays but including legal and school holidays occurring during the period of assigned time, as designated by the Chancellor or his authorized representative, between July 1 and June 30, inclusive, and such assigned time to include the winter and spring vacation periods.

Adopted 08-30-72
Amended 06-22-77

- E. All days when colleges are in session and in addition not to exceed six (6) days as assigned. School holidays not assigned as working days shall be unpaid days except that earned vacation shall be taken during school holiday periods. Applicable to cafeteria manager positions.
- F. All days when colleges are in session and in addition not to exceed three (3) days as assigned. School holidays not assigned as working days shall be unpaid days except that earned vacation shall be taken during school holiday periods. Applicable to cafeteria positions other than managers.
- G. 239 days, excluding Saturdays and Sundays but including legal and school holidays occurring during the period of assigned time, as designated by the Chancellor or his authorized representative, between July 1 and June 30, inclusive.
- J. All days when colleges are in session with the exception of the first week of the fall semester and the last week of the spring semester. School holidays not assigned as working days shall be unpaid days except the earned vacation shall be taken during school holiday periods. Applicable to certain cafeteria positions.
- K. All days when colleges are in session with the exception of the last two weeks of the fall semester and the last two weeks of the spring semester. School holidays not assigned as working days shall be unpaid days except that earned vacation shall be taken during school holiday periods. Applicable to all cafeteria positions other than managers.

Adopted 08-30-72
Amended 06-22-77

M. From July 1 to June 30, inclusive, or portions thereof, in accordance with the contract of employment. Employees compensated at a pay period rate shall earn vacation at the rate of .05 hour for each hour for which pay is received. All accumulated vacation must be taken during the period of the contract of the employee. Applicable only to specially funded programs in the certificated service.

Adopted 08-30-72
Amended 06-22-77
Amended 08-30-78

P. All days when colleges are in session and in addition not to exceed six (6) days as assigned by the President or Division Head. School holidays not assigned as working days shall be unpaid days except that earned vacation shall be taken during school holiday periods.

Adopted 08-30-72
Amended 06-22-77

R. 240 days, excluding Saturdays and Sundays but including legal and school holidays occurring during the period of assigned time, as designated by the Chancellor or his authorized representative, between July 1 and June 30, inclusive. This is applicable to management employees only.

Adopted 04-14-82

S. 220 days, excluding Saturdays and Sundays but including legal and school holidays occurring during the period of assigned time as designated by the Chancellor or his authorized representative, between July 1 and June 30, inclusive. This is applicable to management employees only.

Adopted 04-14-82

X. Periods of assignment not otherwise provided including such assignments as overseas instructors, substitutes, temporary, relief and unclassified.

Adopted 08-30-72
Amended 06-22-77
Amended 02-03-82

Z. Applicable to certificated and classified employees in other than A basis positions. Provides regular illness, holiday and vacation benefits.

1. Certificated employees qualify as follows:

- a. The period between the ending date of an employee's regular assignment basis in one school year and the beginning date of his regular basis for the following school year for assignments of ten (10) or more consecutive working days, or
- b. The periods of unassigned time for D basis employees.

2. Classified employees qualify for all periods of unassigned time.

Adopted 08-30-72
Amended 06-22-77
Amended 06-06-79

10409.10 Mandatory Unpaid Leave of Absence for Academic Administrators.

- A. Upon the affirmative vote of at least four members of the Board, the Board may place any academic administrator who is employed on the "A" Basis on mandatory unpaid leave of absence for up to 15 working days each fiscal year.

Adopted 02-26-03
Amended 06-24-09

- B. No action placing any academic administrator on mandatory unpaid leave of absence pursuant to this rule shall be taken unless notice of the proposed action has been given at a previous regular Board meeting.
- C. This rule shall apply to academic administrators whose terms and conditions of employment are set forth in a collective bargaining agreement only to the extent and in the manner prescribed in that collective bargaining agreement.

Adopted 02-26-03
 Amended 06-24-09

10410. HOLIDAYS. The basis of assignment for a certificated employee shall determine the holidays for which he/she shall receive pay according to the provisions of Rules 10411 or 10412. Holidays authorized for each assignment basis are indicated in the following table:

Assignment Basis	Holidays
A, Z	Holidays listed in Rule 2304.10 and any other holidays declared by the Board to apply to these employees.
B, C, D	Holidays listed in Rule 2304.10 and any school holidays or other holidays declared by the Board which come within the assignment period.
M	Holidays in accordance with contract.
X	No holiday benefits.

Adopted 08-20-75
 Amended 11-26-85

10411. PAYMENT FOR HOLIDAYS - CERTIFICATED EMPLOYEE WITH REGULAR STATUS AND SERVING IN SUCH STATUS OR AS A SUBSTITUTE IN A HIGHER CLASS. A certificated employee shall receive pay in a regular assignment or in an assignment in lieu of his/her regular assignment as a temporary consultant, acting employee, or as a substitute in a higher class than that of the regular assignment for holidays listed in Rule 2304.10 and for other holidays authorized by the Board for employees on his/her assignment code basis, which are part of the employee's regularly assigned days, subject to the following conditions and exceptions:

- A. The employee has been in paid status during any portion of the last working day of his/her assignment preceding the holiday or during any portion of the first working day of his/her assignment following the holiday provided that:
 - 1. An employee on a sabbatical leave of absence shall receive the same rate of pay for a holiday occurring during the leave as is received for other working days in such period, and
 - 2. An employee on a military leave of absence entitled to compensation under Rule 101023 shall only receive pay for the portion of the holiday period needed to meet the total time for which compensation is required by law.
- B. If the first day of his/her assignment is a holiday and the employee has been in paid status during any portion of the next following day.
- C. If the last day of his/her assignment is a holiday and the employee has been in paid status during any portion of the last working day preceding the holiday.

Adopted 08-20-75
Amended 11-26-85

10412.

PAYMENT FOR HOLIDAYS - SUBSTITUTE CERTIFICATED EMPLOYEE.

A certificated employee shall receive pay in a substitute assignment on his/her assignment code basis, except as provided in Rule 10411 for a substitute in a higher class, for holidays listed in Rule 2304.10, and for other holidays authorized by the Board of employees on his/her assignment code basis, subject to the following conditions:

- A. The holiday is one of the assigned days of the regular employee in whose place the substitute is serving.
- B. The employee must have status as a substitute on the holidays for which salary is received.
- C. With the exception of those holiday periods exceeding two days, the substitute employee must serve as substitute for a regular employee on any portion of the last working day of the assignment of such regular employee preceding a holiday, and on any portion of the first working day of assignment of the same regular employee following the holiday.
- D. In order to receive pay for any part of a holiday period exceeding two days, the substitute employee must be assigned on a B, C, or D basis at monthly rate, and must meet the following requirements:

For holiday pay for the winter holiday period, the substitute must have been paid for at least the number of hours corresponding to 60 days within the B, C, or D assignment basis during the current academic year up to and including the last working day of the fourth school month. For holiday pay for the spring holiday period, the substitute must have been paid for at least the number of hours corresponding to 30 days from the beginning of the sixth school month up to and including the last working day of the seventh school month.

Adopted 06-09-76
Amended 11-26-85

10413. CHANGE OF SERVICE ASSIGNMENT - DEFINITION. A "Change of Service Assignment" shall be defined as a change from the classified service to the certificated service by a classified employee of the District, other than one with relief, substitute, provisional or part-time status only, who is assigned with probationary status in the certificated service.

Adopted 06-06-79
Amended 11-26-85

10413.10 Change of Service Assignment - Unused Vacation Balances. A classified employee who receives a change of service assignment to a position on an A basis in the certificated service may carry over all unused vacation balances earned as a classified employee or may be paid the money value of all or part of said accumulated vacation time upon his/her request in the manner as provided in Board Rule 101004.

Adopted 06-06-79

10413.11 Change of Service Assignment to Basis not having Vacation Privileges. A classified employee who receives a change of service assignment to an assignment basis in the certificated service not having vacation privileges shall be paid the money value of said accumulated vacation time in the manner as provided in Board Rule 101004.

Adopted 06-06-79

10413.12 Change of Service Assignment - Step Advancement and Leave Privileges. Prior service as a classified employee shall be computed in determining eligibility for step advance and leave privileges in accordance with relevant rules for the certificated service, provided that, in the case of sabbatical leave, the prior service must be in the certificated service in accordance with provisions of the Education Code.

Adopted 06-06-79
Amended 11-26-85

10413.13 Change of Service Assignment - Allocation to Appropriate Salary Increment. An employee of the District who receives a change of service assignment shall be allocated to the step and, in the case of the preparation salary schedule, the column on the salary schedule of the class to which he/she is assigned on the following basis:

a. Allocation shall be made to the step of the salary schedule equal to or next above the last regular salary of the employee, plus any earned step advancement not previously allowed, but in no case shall such employee suffer a reduction in salary except where the maximum rate for the class would entail such a reduction. Allocation to the preparation salary schedule shall be made as follows:

1) Allocate to Column B, C, D or E if qualified, according to rating-in rules and the number of points allowed for previous study. Allocate to the step on the column determined above of the schedule equal to or next above the employee's last regular salary including any earned step advancement not previously allowed.

If the employee possesses an advanced degree meeting the standards provided in Board Rule 10535, the appropriate degree differential shall be added to his basic rate on the preparation salary schedule.

For the purposes of this rule, a year of service is defined as a year of service in the District which met step advancement requirements at the time the service was rendered.

Adopted 07-19-72
Amended 11-26-85

- b. An employee assigned to a class for which rating-in of new employees is provided shall receive the benefit of such rating-in provided the salary would thereby be greater than that to which entitled by virtue of prior status as a classified employee.

- c. A certificated employee who receives an assignment in the classified service and who thereafter reenters the certificated service shall receive salary not less than that to which he is entitled by other applicable Board Rules relating to rating-in or salary restoration.

Adopted 07-19-72

Amended 11-26-85

10415. RETURN TO SERVICE AFTER RESIGNATION. According to the procedures established by Board Rule 10415.10, a former permanent certificated employee who has resigned may be returned to his former class as a permanent employee if he is re-employed within 39 months from the last day of paid service or as a probationary employee if the period following the resignation is more than 39 months. Time spent in active military service or its equivalent, as defined in the Education Code, shall be excluded in computing length of time following separation.

A former probationary certificated employee who has resigned may be returned to his former class as a probationary employee according to procedures established by Board Rule 10415.10.

Adopted 03-15-72
Amended 09-14-77

10415.10 Return after Resignation - Qualification. A former permanent or probationary certificated employee who returns to the former class as either a permanent employee or as a probationary employee under the provisions of Board Rule 10415 shall qualify for such return to service according to administrative procedures established by the Chancellor for evaluating the qualifications of former permanent or probationary certificated employees desiring to return to service.

Adopted 03-15-72
Amended 09-14-77

10415.11 Employment of Certificated Employees After Retirement. Notwithstanding any Board Rule to the contrary, any person who has retired under any California State Retirement system or the Los Angeles Community College Retirement System may be employed according to administrative regulations established by the Chancellor for service not to exceed the authorizations provided by the respective retirement system.

Adopted 03-15-72
Amended 09-14-77
Amended 11-26-85

Such former employee may be re-employed for services during an academic year provided the following conditions are met:

- a. The employee is approved for service in accordance with standards and procedures prescribed by the Chancellor for such service.
- b. Any employee receiving a retirement allowance from the State Teachers' Retirement System has on file with the Los Angeles County Superintendent of Schools a certificate from a physician or surgeon showing that he/she has submitted to and passed a physical examination as provided in Section 87408.5 of the Education Code.

Adopted 11-26-85

10415.12 Employment After Retirement - Salary. Any person who is employed as provided in Rule 10415.11 shall be paid salary in accordance with appropriate salary rules.

Adopted 03-15-72
Amended 11-26-85

10416. SEPARATION FOR DISABILITY ALLOWANCE. A permanent certificated employee who has been approved for a disability allowance by the State Teachers' Retirement System shall be separated for disability allowance on the date the District is notified of such disability allowance by the State Teachers' Retirement System.

Adopted 04-28-76
Amended 07-11-90

10417. REEMPLOYMENT RIGHTS FOLLOWING DISABILITY RETIREMENT. A former permanent certificated employee who has not attained the age of 60, who has been separated for disability retirement for not more than five years, and who has been declared no longer disabled by the State Teachers' Retirement System shall be restored to active service in the classification in which he held tenure at the beginning of the following fall semester.

Adopted 04-28-76

10419. ASSIGNMENT OF TEMPORARY CERTIFICATED EMPLOYEES. If, due to an emergency situation, it is considered necessary to fill a position for which the eligible list is exhausted, or for which the persons on the eligible list are not immediately available, a temporary employee may be appointed to such position. The service in this position shall be from day to day but not in excess of 20 working days. Such service shall not be included in that required as a prerequisite to attainment of, or eligibility to, classification as a permanent employee of the District. Temporary employees so assigned shall be paid on the same schedule as for substitute employees in the class to which assigned.

Adopted 04-28-76
Amended 11-26-85

10420. EARLY RETIREMENT PLAN WITH INCREASED RETIREMENT BENEFITS. Certificated employees who meet the following conditions shall be granted the retirement benefits provided by Education Code Section 24212:

- A. The employees must have 30 years or more of credited service on the effective date of retirement excluding credit for unused sick leave.
- B. The employee must have attained the age of 55 on the effective date of retirement.
- C. The employee must retire on or after June 1, 1979, and before July 15, 1985.

Adopted 11-07-79
Amended 10-06-82

10421. EARLY RETIREMENT PLAN AT AGE 50. Certificated employees who meet the following conditions shall be granted the retirement benefits provided by Education Code Section 24007:

- A. The employee must have 25 years or more of credited service the State Teachers' Retirement System on the effective date of retirement excluding credit for unused sick leave.
- B. The employee must have attained the age of 50 on the effective date of retirement.
- C. The employee must retire before January 1, 1989.

Adopted 01-05-83
Amended 11-26-85

10422. DISMISSAL OF ENTRANCE-LEVEL SUBSTITUTE CERTIFICATED EMPLOYEES. An entrance-level substitute certificated employee may be dismissed from a substitute assignment at any time.

Amended 11-26-85