



# WHAT'S NEW

No. 8

SEPTEMBER 17, 2004

## THE WORK YEAR AND BASIS REDEFINED: PART I

In our legacy system, assignment and pay categories were called Basis. Basis defined how many months/days/hours an employee was assigned to work during a fiscal year. For example, "C Basis" employee worked and were paid on a schedule directly associated with the academic calendar. As our District developed more flexible instructional calendars, it gradually departed from traditional semester concepts. In turn, it became increasingly difficult to coordinate payment methods with actual work time. Increasing complexity unfortunately often resulted in late paychecks. To address such issues, new concepts such as "level pay" and "pay by class" were introduced three years ago to avoid some of the more obvious difficulties in the legacy system. More changes are on the way.

This newsletter and the next will explain the new system, as it will be implemented for four basic pay categories: 12 Month, 10 Month, Academic Term, and Hourly employees. This newsletter will discuss 12 month and hourly employees. The next newsletter will discuss 10 Month and Academic Term employees.

### Transitioning From A, D, and G Basis to 12-Month Employee: What to Expect



In simple terms, 12-month employees will be paid monthly or semi-monthly on a year round cycle. Each paycheck will be the same regardless of the number of days in a month. In the legacy system, there were three types of 12-month employees: A, D, and G. Here's how the calculations work:

- **A Basis Employees** will be paid in either 12 or 24 times a year instead of the old 13 or 26 times a year. (Collective bargaining agreements and Personnel Guides determine frequency.) Since monthly payday frequency is less, the amount in each check is increased so that the total annual salary remains the same. The gross pay for each check will be 8.75 percent bigger in the new system than in the legacy system. Tax withholdings will also increase proportionately, but the amount of tax will vary slightly according to the IRS tax tables (plus or minus \$2 a month).

8.75 percent is the result of dividing 13.05 pay periods by 12.00 monthly paydays. 13.05 is used instead of 13.00 because the average year has an extra workday. Actual working duty days remain the same in both systems.

- **D Basis Employees** will be paid 12 times a year instead of the old 13 times a year. Monthly gross pay will be the same as the old "pay period" gross pay but will not show any reductions for the 21 (or 20 or 22) "unpaid" days as they did in the old system. The total number of paid "days" and non-duty days, 240, will be the same and pay will be level.

To account for "non-duty" days, a special quota is set up so that, as non-duty days are reported, time is deducted from the quota. The taking of non-duty days will not affect pay unless for some reason more "non-duty" days

than are in the quota for the year are taken. The total annual salary is the same in both systems. Actual working duty days remain the same in both systems.

- **G Basis Employees** are paid in a manner similar to D Basis employees. The primary difference between the two is that G Basis employees have a non-duty day quota one greater (21, 22, or 23) than D Basis employees. G Basis employee pay is based on 239 working days.

A second difference between D and G Basis is that some G Basis employees are paid twice a month. G-Basis employee semi-monthly pay will be equal to half of the old pay period gross pay. Total annual salary and actual working days are the same in both systems.

### Hours Worked = Hours Paid Employees

One employee category, Hourly Employees, will be paid in the same manner in both the new and the old systems. In this employee category, each hour worked generates an hour's pay. Hourly employees are categorized as such because they do not have a regular work schedule and their time must be reported on a "positive" hour-by-hour basis. Generally, this employee category includes Unclassified Service employees such as student workers but will also include a small group of other employees whose work precludes them from having a regular work schedule on file. Adjunct Faculty will be normally salaried because almost all of them have the same schedule each week.

NEXT  
WEEK**What's New:** The Work Year and Basis Redefined: Part II

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