

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR H-410
		WAGE TYPES, ONE TIME PAYMENTS
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REPLACES:	CHANGES: New	

I. POLICY

It is the policy of the District that individuals in particular jobs coupled with specific assignments are compensated using one time payments or stipends rather than by means of salaried or hourly wages. The employee's remuneration is accomplished through the use of individual wage types for each of these unique assignments.

II. DEFINITIONS:

- **Jobs** are general classifications that group positions together for purposes of compensation, Fair Labor Standards Act (FLSA) requirements, Equal Employment Opportunity Coding, etc.
- **Salary Schedule** is a set of rates of pay along with the associated rules and policies governing the application of the schedule to specific employee assignments.
- **Stipend** is a fixed dollar payment for services.
- **Tax Model** contains information used to determine and calculate the appropriate taxes and retirement deductions for federal and state authorities. The model consists of tables used to determine employee eligibility for a particular model and the specific associated formulas used to do the calculations.
- **Tax Model Specific Wage Type** is a SAP system wage type linked directly to a precise disbursement strategy and a particular tax model. In some instances, the tax model specific wage type is not entered directly into an SAP Info Type, but is connected to the basic wage type in the background of the SAP system.
- **Wage Types** are the basic building block components used to assign payments and deductions.

III. REQUIREMENTS

- A. Table H-410A, Wage Types - One Time Payments, below, lists the wage types associated with one-time stipends for certain assignments, the name or long text of the wage type, what the wage type is used for, and the related HR Guide which explains the process in determining the payment.
 1. All the wage types identified on the table are one time stipends that are entered into the SAP system under Info Type 0015, Additional Payments. The amount of the compensation and payment date is stipulated in the SAP system.
 2. Although the compensation is considered a one time stipend, some of the payments are broken up into two or more installments. Each installment must be manually input into the SAP system. These payments differ from recurring payments which are entered once into the SAP system and funds are disbursed to the payee based upon the time period input into the SAP program to repeat the payment.

WAGE TYPES, ONE TIME PAYMENTS

TABLE H-410A WAGE TYPES - ONE TIME PAYMENTS ¹			
WAGE TYPE ²	WAGE TYPE LONG TEXT ³	WAGE TYPE USE	HR GUIDE
1250	Perfect Attendance A	If an employee of selected bargaining units has not been absent for a particular fiscal year, the employee is granted a monetary award in accordance with the detailed criteria listed in the specific collective bargaining agreement. The payment for this incentive is paid at the beginning of the following fiscal year in which the perfect attendance occurred.	W-200 Absences
1365	Grievance Payment	This disbursement is made as a result of a monetary settlement associated with a grievance filed by a part time member of AFT Faculty Guild Local 1521 against LACCD.	None ⁵
1370	Bonus Pay	As part of negotiations between a bargaining unit and the LACCD, a one-time windfall payment may be agreed upon. The payment is made only after the Board of Trustees approves the negotiations.	None ⁵
1371	Excellent Performance	Members of the classified supervisory unit are eligible for a performance differential of a one-time, non-cumulative award per year. This payment is made in accordance with the criteria set out in the LACCD and Supervisory Employee's Union Collective Bargaining Agreement.	E-300 Achievement Awards and Employee Recognition
1400	Pre-Ret. Red. Wkld Opt II	During the first two years during which a faculty member participates in the Pre-Retirement Reduction in Workload Program Option II, the District will pay the faculty member an annual stipend in addition to the other compensation he or she earns under the program. The stipend is paid during the fall.	W-100 Leaves ⁴
1440	Supervisor Mentor Pay	A member of the classified supervisory unit may request a mentor by another supervisory unit member. The mentor-mentee relationship will be designated for a 6-month period and may be extended for a second 6-month period. The mentor will receive a stipend at the end of each 6-month period.	R-220 Classified, Represented
1450	Faculty Mentor Pay	A faculty member may serve as mentor to more than one contract faculty member. As long as the relationship exists, the mentor is paid a flat rate per mentee for the year. The payments occur at the end of the Fall and Spring semesters and are prorated for each term.	R-120 Faculty, Regular
1455	Comm Serv Techr Mtg	Community Service Teacher Course pay is <u>only</u> received for teaching a specific meeting/session. Payment is made after the meeting/session has been completed.	R-330 Recreational Employees
1457	Project Match Stipend	Project Match Interns are assigned to work with a LACCD instructor to teach a 3-unit class during the Fall semester. Project Match Participants are paid twice during the fall semester. Payments are also made to the Project Match Coordinator and Summer Institute Instructor.	R-360 Project Match Employees
1466	Prof Expert Session	A small number of professional experts <u>only</u> receive pay for working a specific instance. Payment is made after the session has been completed.	R-310 Professional Experts
1480	Dept Chair Hrly Sem Pay	Department Chair Hourly Semester Pay is processed once each semester for the department chairs and vice chairs that performed all or part of the hourly duties to supervise adjunct and/or temporary faculty.	R-125 Department Chairs
1490	Academic Dev Grantee Pay	Payment is made after the President or Vice President of the college has verified the completion of the deliverable for the grant as listed on the Application for Academic Development Grant.	R-350 Academic Development Grants
1495	Prof Expert Project	A small number of professional experts <u>only</u> receive pay for a specific project. If the project is of significant length, the expert may be paid in installments; otherwise, payment is made after the completion of the project.	R-310 Professional Experts

¹ Wage types listed are one time stipends that are entered into the SAP system under Info Type 0015, Additional Payments. Other wage types, which are deductions or adjustments that are also made under Info Type 0015, are not listed.

² Actual wage type numbers entered in the SAP Info Type 0015 screen.

³ Actual wage type name that will appear on the SAP Info Type 0015 screen after the wage type number is entered.

⁴ Wage Type 1400 is specifically associated with Partial Leave.

⁵ The appropriate collective bargaining agreement determines the process for these wage types.

3. Other wage types, which are deductions or adjustments that are also made under Info Type 0015, are not listed on the Table H-410A, Wage Types - One Time Payments above. The

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District Office Human Resources Department can be contacted to aid in resolving an issue regarding the use of a wage type listed in Table H-410A.

B. Conditions

1. As stated in the previous section, the wage types listed in the first column (Wage Type) of Table H-410A are the exact wage type numbers that are input into SAP Info Type 0015 screen. However, if a schedule of all transactions for a particular wage is required, all the tax model specific wage types must be included in the report request to account for all disbursements that occurred using that particular wage type. (This statement applies to both SAP reports and Business Warehouse reports.)
2. Table H-410B Wage Types, One Time Payments – Including Tax Model Specific Wage Types contains a list of the wage types directly entered into Info Type 0015, a list of the tax model specific wage types associated with the wage type in the first column, the specific Tax Model related to each wage type, and the name of each wage type.
3. Both the wage types and tax model specific wage types are maintained by the District Office Payroll Unit in collaboration with the District Office SAP/ERP Unit.

TABLE H-410B WAGE TYPES, ONE TIME PAYMENTS – INCLUDING TAX MODEL SPECIFIC WAGE TYPES¹			
WAGE TYPE²	TAX MODEL SPECIFIC WAGE TYPE³	WAGE TYPE TAX MODEL	WAGE TYPE LONG TEXT
1250	1250	T3	Perfect Attendance A
	125A	T1	Perfect Attendance A T1
	125B	T2	Perfect Attendance A T2
1365	1365	T3	Grievance Payment
	13A5	T1	Grievance Payment T1
1370	1370	T3	Bonus Pay
	137A	T1	Bonus Pay T1
	137B	T2	Bonus Pay T2
	137F	T4	Bonus Pay T4
1371	1371	T3	Excellent Performance
	13A7	T1	Excellent Performance T1
	13B7	T2	Excellent Performance T2
	13F7	T4	Excellent Performance T4
1400	1400	T3	Pre-Ret. Red. Wkld Opt II
	140A	T1	Pre-Ret. Red. Wkld Opt II T1
	140B	T2	Pre-Ret. Red. Wkld Opt II T2
1440	1440	T3	Supervisor Mentor Pay
	144A	T1	Supervisor Mentor Pay T1
	144B	T2	Supervisor Mentor Pay T2
	144F	T4	Supervisor Mentor Pay T4
1450	1450	T3	Faculty Mentor Pay
	145A	T1	Faculty Mentor Pay T1
	145B	T2	Faculty Mentor Pay T2
	14F5	T4	Faculty Mentor Pay T4
1455	1455	T3	Comm Serv Tchr Mtg
	1A54	T1	Comm Svc Tchr Mtg T1
	1B54	T2	Comm Svc Tchr Mtg T2
	1F54	T4	Comm Svc Tchr Mtg T4

TABLE H-410B WAGE TYPES, ONE TIME PAYMENTS – INCLUDING TAX MODEL SPECIFIC WAGE TYPES (CONTINUED) ¹			
WAGE TYPE ²	TAX MODEL SPECIFIC WAGE TYPE ³	WAGE TYPE TAX MODEL	WAGE TYPE LONG TEXT
1457	1457	T3	Project Match 1 Install
	1A45	T1	Project Match T1
	1B45	T2	Project Match T2
	1F45	T4	Project Match T4
1466	1466	T3	Prof Expert Session
	14A6	T1	Prof Expert Session T1
	14B6	T2	Prof Expert Session T2
	14F6	T4	Prof Expert Session T4
1480	1480	T3	Dept Chair Hrly Sem Pay
	148A	T1	Dept Chr Hrly Sem Pay T1
	148B	T2	Dept Chr Hrly Sem Pay T2
	148F	T4	Dept Chr Hrly Sem Pay T4
1490	1490	T3	Academic Dev Grantee Pay
	149A	T1	Academic Dev Grantee Pay T1
	149B	T2	Academic Dev Grantee Pay T2
	149F	T4	Academic Dev Grantee Pay T4
1495	1495	T3	Prof Expert Project
	14A9	T1	Prof Expert Project T1
	14F9	T4	Prof Expert Project T4
¹ Wage types listed are one time stipends that are entered into the SAP system under Info Type 0015, Additional Payments. Other wage types, which are deductions or adjustments that are also made under Info Type 0015, are not listed. ² Actual wage type numbers entered in the SAP Info Type 0015 screen. ³ All the tax model specific wage types must be included in the report request to account for all disbursements that occurred using that particular wage type in column one.			

C. Salary Schedule

1. The compensation for wage types 1250, 1371, and 1440 is only for selected bargaining units. The amount of the disbursement is specified in the latest collective bargaining agreement with LACCD for those particular units.
2. The distinct reimbursements related to wage types 1365 and 1370 are determined by the particular settlement or bargaining unit agreement.
3. The payments attached to wage types 1400, 1450, and 1480 are associated with the academic service. Therefore, the salary schedules for these assignments are determined by the latest LACCD and Faculty Guild collective bargaining agreement.
4. The Academic Development Grantee, wage type 1490, compensation is determined by the procedures set forth in HR R-350, Academic Development Grants.
5. The remaining wage types identified on Table H-410A are connected with unclassified service assignments. The salary schedule development for these assignments follow the procedure as defined in HR R-300, Unclassified Employees, section B, Job Classifications and Salary Rates.

D. Procedure

1. Prior to disbursement of funds to LACCD employees for the wage types listed in Table H-410A, the appropriate authority reviews the assignment and approves the payment after the effort is completed. The authorities include the Board of Trustees, the particular college, the District Office – Office of Diversity, and the District Office – Human Resources Division. Except for wage types 1365 and 1370, the specific processes for each wage type are listed in the HR Guides identified in Table H-410A.
 - a. The unique grievance process associated with payment of the grievance remuneration, wage type 1365, is listed in AFT Faculty Guild Local 1521 collective bargaining agreement with LACCD.
 - b. If approved by the LACCD Board of Trustees, a one time payment, wage type 1370, may be made to a specific collective bargaining unit as the result of the completion of the negotiation process with that particular unit.

2. After the time and attendance data is entered into the SAP for an entire fiscal year, the perfect attendance payment, wage type 1250, is automatically made by the SAP system if the employee meets the criteria set forth in the employee’s particular collective bargaining agreement for perfect attendance. After certification by the required approval authority, the remaining wage type actions are input by personnel in either the LACCD District Office Accounting and Disbursements-Payroll Department or the LACCD District Office Human Resources Department.

IV. ADDITIONAL SOURCES

CALIFORNIA EDUCATIONAL CODE

88078 Exemptions from Classified Service; Community Representatives in Advisory or Consulting Capacities.

LACCD BOARD RULES

Chapter X. Human Resources,
Article XI Unclassified Assignments

LACCD HUMAN RESOURCE GUIDE

HR E-300 Achievement Awards and Employee Recognition
 HR R-120 Faculty, Regular
 HR R-125 Department Chair
 HR R-220 Classified, Represented
 HR R-310 Professional Experts
 HR R-330 Recreational Employees
 HR R-350 Academic Development Grant
 HR R-360 Project Match Employees
 HR W-100 Leaves
 HR W-200 Absences

LACCD COLLECTIVE BARGAINING AGREEMENTS

AFT Faculty Guild Local 1521:

Article 17, Department Chairs and Departments
 Article 26, Pre-Retirement Reduction in Workload Program
 Article 42, Tenure Review and Evaluation of Contract (Probationary) Faculty
 H. Mentors
 Appendix A, Faculty Salary Schedule

American Federation of Teachers College Staff Guild, Local 1521A

CFT/AFT, AFL-CIO

Article 19 Leave and Absences

Los Angeles City and County School Employees Union Local 99, S.E.I.U.

Article 13 Vacation

Supervisory Employees' Union Local 721 S.E.I.U.

Article 8 Leave and Absences

Article 11 Performance Evaluation Procedure

PERSONNEL COMMISSION RULES

517 Positions Exempted from the Classified Services as "Professional Experts" and "Community Representatives"