

	<b>LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE</b>	<b>HR H-600</b>
		<b>WORK YEAR AND ACADEMIC TERMS</b>
<b>ISSUE DATE:</b> February 19, 2007	<b>SERVICE:</b> <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
<b>REPLACES:</b> Personnel Guide B470 - Basis	<b>CHANGES:</b> Updated to describe the new salary per month pay calendar and a new academic calendar based duty period.	

## I. POLICY

It is the policy of the District to recognize that the needs of the academic program require a variety of partial year duty patterns that affect work year and compensation patterns.

## II. DEFINITIONS

- The **Academic Calendar** is a detailed listing of duty days, holidays, and vacation days applicable to faculty published in the [Agreement Between LACCD and LA College Faculty Guild](#).
- An **Academic Term** is a period of time during the year when instruction is scheduled. There are four terms each year: Fall, Winter, Spring and Summer. The exact start and stop times for each term vary slightly each year. Current term dates are posted on the [calendar page of the district website](#) and AFT Faculty Guild collective bargaining agreement.
- The **Academic Year** is the period from the first day of the Fall Semester to the last day of the subsequent Spring Semester. The precise dates change yearly.
- **Basis** is the term used to identify the period during the year when an employee is on duty and assigned a specific work schedule.
- **Compressed Calendar** is the shortened (less than 18 week) Fall and Spring academic terms published as a part of the academic calendar. For faculty, the compressed calendar results in a 15 or 16 week actual duty period for the academic period with pay being leveled over a five (5) month calendar period.
- **Personnel Sub-Area (PSA)** is the SAP software term for a code used to describe a group of employee jobs that can be categorized by collective bargaining representative, hours, work year, and eligibility for overtime. The legacy system used three separate code fields, employee unit, basis, and overtime eligibility, to identify this information.
- **Position** is a unique set of duties, responsibilities, tasks, and work schedule. Each position has several attributes such as department, job and cost center.
- **Work Schedule** is the days and hours each week an employee is on duty.
- **Work Year** is a set number of months during the year a position is budgeted and the employee is paid. Work year defines the months that a salary is paid. Basis and Work Schedule define the actual days and hours an employee is on duty. A twelve month work year is paid July through June. A ten month work year is paid September through June. *(Note: For Classified Service employees the definition of work year is subject to modification upon review of SAP functionality.)*

### III. REQUIREMENTS

- A. In order for the District to meet state and federal reporting requirements as well as to facilitate accurate and timely payroll runs, all positions must be established in a manner that accurately reflects the employee's assignment basis as summarized below:
- **12 Month Salaried Employees (A, D, & G Basis assignments)** work a standard 12-month calendar year and are expected to be on duty throughout the year except for holidays and leave of absence periods.
  - **10 Month Employees (B & C Basis assignments)** are expected to be on duty less than a full year and have assignment dates that are based on the academic calendar. A 10 month employee's actual number of duty days is determined according to employee service and assignment basis.
  - **Unclassified employees (X Basis assignments)** may be assigned to work at any time as determined by their hiring department/location. Such employees do not have specific required duty periods associated with either the calendar year or academic term as do other employees.
  - **Summer or Winter-Intersession Assignments (Z Basis assignments)** are used for extra non-classroom faculty during the summer or winter terms.
- B. **Work Year** refers to number of months an employee is paid:
- **12 Month employees** are paid 12 or 24 times a year according to the monthly or semi-monthly payroll calendar.
  - **10 Month employees** are paid 10 or 20 times a year September through June according to the monthly or semi-monthly payroll calendar. *(Note: For Classified Service employees the definition of work year is subject to modification upon review of SAP functionality.)*
  - Unclassified employees are paid during the portion of the year they work.
  - Summer Z-Basis employees are paid during July and August. Winter Z-Basis employees are paid during January.
- C. **Personnel Sub-Area (PSA):** When a position is established, the third character of the four-character PSA determines Basis. See HR Guide [HR Guide H-200 Employee Units-PSAs](#) for details. Table W-600A, Basis and Work Year, below, lists the various Basis categories and the corresponding Work Year.

TABLE W-600A BASIS AND WORK YEAR <sup>1</sup>				
BASIS	WORK YEAR MONTHS	WEEK DAYS	EMPLOYEE UNIT	COMMENTS
A	12	261 Days <sup>2</sup> , 12 Calendar Months, July 1 to June 30	Academic Managers Academic Supervisors Classified Manager Classified Supervisors Clerical-Technical Confidential Crafts Operations Unclaimed	Duty days may only be reduced weekly by using a 4/10 or 9/80 work week.
B	10	217 Continuous Days	Clerical-Technical	Dates determined yearly including all of the academic year. Duty Days may only be reduced weekly by using a 4/10 or 9/80 work week.
C	10	200 Days defined by the Academic Calendar	Faculty Classified Supervisors Clerical-Technical Crafts Operations	<ul style="list-style-type: none"> <li>Faculty duty days may be compressed per the academic calendar.</li> <li>Classified duty days may only be reduced weekly by using a 4/10 or 9/80 work week</li> <li>Employees are required to take vacation only on days specified in the academic calendar.</li> </ul>
D	12	240 Days between July 1 and June 30. See Table H-600B for precise number of non-duty days.	Faculty	<ul style="list-style-type: none"> <li>Faculty must take a sufficient number of non-duty days, as directed by their college president, to ensure that not more than 240 days of pay are received.</li> <li>Employees are required to take vacation only on days specified in the academic calendar.</li> </ul>
G	12	239 Days between July 1 and June 30. See Table H-600B for precise number of non-duty days.	Classified Supervisors Clerical-Technical Crafts Operations	Employees must take a sufficient number of non-duty days, as directed by their college president or vice chancellor, to ensure that not more than 239 days of pay are received.
X	12	Anytime, no specific duty days	Student Workers Unclassified	Temporary employees paid by the hour
Z	3	Summer or Winter Intersession	Non-Classroom Faculty	Only used during January, July and August

<sup>1</sup> For Classified Service employees the definition of work year is subject to modification upon review of SAP functionality.  
<sup>2</sup> May vary depending upon if there is a Leap Year or July 1<sup>st</sup> falls on a Saturday or a Sunday. Does not vary prior to July 1, 2011. See Table H-600B below for precise number of weekdays in a particular year.

D. **Calendar Fluctuations:** The number of calendar days, weekdays, and non-duty days fluctuate in a particular year depending upon if the year is a leap year or if July 1<sup>st</sup> falls on a Saturday or a Sunday. The most frequent case is no leap year with July 1 not on a Saturday or Sunday. In the most frequent case, there are 365 calendar days, 261 week days, 21 “D” basis non-duty days, and 22 “G” basis non-duty days. Table H-600B below details the adjustments methodology for different year patterns. Table H-600C immediately following H-600B lists the precise number of days appropriate for each year:

TABLE W-600B DETERMINATION OF FISCAL YEAR CALENDAR DAYS <sup>1</sup>				
YEAR	DAY OF WEEK FOR JULY 1	NUMBER OF CALENDAR WEEK DAYS	NUMBER OF "D" BASIS NON-DUTY DAYS	NUMBER OF "G" BASIS NON-DUTY DAYS
Normal	Not Sat/Sun	261	21	22
Normal	Sat	260	20	21
Normal	Sun	260	20	21
Leap	Not Sat/Sun	262	22	23
Leap	Sat	260	20	21
Leap	Sun	261	21	22

<sup>1</sup> For Classified Service employees the definition of work year is subject to modification upon review of SAP functionality.

TABLE W-600C NUMBER OF CALENDAR DAYS FLUCTUATIONS <sup>1</sup>				
FISCAL YEAR	NUMBER OF CALENDAR DAYS	NUMBER OF CALENDAR WEEK DAYS	NUMBER OF "D" BASIS NON-DUTY DAYS	NUMBER OF "G" BASIS NON-DUTY DAYS
2000-01	365	260	20	21
2001-02	365	260	20	21
2002-03	365	261	21	22
2003-04	366	262	22	23
2004-05	365	261	21	22
2005-06	365	261	21	22
2006-07	365	260	20	21
2007-08	365	261	21	22
2008-09	366	261	21	22
2009-10	365	261	21	22
2010-11	365	261	21	22
2011-12	366	262	22	23

<sup>1</sup> For Classified Service employees the definition of work year is subject to modification upon review of SAP functionality.  
<sup>2</sup> May vary depending upon if there is a Leap Year or July 1<sup>st</sup> falls on a Saturday or a Sunday. Does not vary prior to July 1, 2011. See Table H-600B below for precise number of weekdays in a particular year.

E. **Work Year / Academic Terms:** Classroom Adjunct Faculty assignments have a special sub-division of work year and basis called "Academic Term" which consists of the following:

- **Level Pay:** Classroom adjunct faculty are paid the same amount each month during a term regardless of specific class start and stop dates. This payment system is also called "pay by class".

- **Work Year Sub-Divisions:** For classroom adjunct faculty, the payroll year is broken up into four subdivisions: Fall, Winter, Spring, and Summer terms. Table W-600D, Work Year Sub-Divisions: Academic Terms, below, details the months applicable to each term:

TABLE W-600D WORK YEAR SUB-DIVISIONS: ACADEMIC TERMS	
ACADEMIC TERM	CALENDAR MONTHS PAID
Fall	September through January
Winter	January
Spring	February through June
Summer	July and August

#### F. Paid Work Year / Duty Periods

- Regular Academic and Classified Service employees are paid an equal salary each month for each month of their assigned work year. This salary does not change or fluctuate if, in a particular year, the total number of weekdays or workdays might vary due to changes in the calendar.
- If C-Basis Classified employees work during the summer term, their extra summer pay is manually calculated by Human Resources, District Office. An email, rather than a Personnel Change Request (PCR) should be submitted to Human Resources, District Office to activate this process.
- Adjunct Classroom Faculty are paid the same salary each month for the months of the Academic Term regardless of what portion of the term the classes meet.
- When Adjunct Classroom Faculty only work the portion of the class (“broken assignment”), their pay is recomputed as discussed in [HR Guide R-140, Faculty, Substitutes](#). See Figure R-140, Partial Semester Assignment Formula, for details.
- Level salary received does not mean that the employee actually works the same number of hours each month. This situation occurs because different months may have different numbers of work days and employees may have start and stop dates in the middle of the month. Adjunct classroom faculty may have short term classes for which the salary is distributed over the entire term. In all cases, the principle is that the total salary received is equated to total duty hours worked.
- “D” basis department chairs, in consultation with the appropriate Vice President or designee, shall establish a work schedule and a non-duty day absence schedule, that ensures availability on campus for required classes, meetings, consultations, and services for students. An absence that is not scheduled or reported is an “Absence without Leave” and may result in unpaid status.
- Generally, the District will assign contract and regular members to a schedule of classes or other scheduled duties that fall with the normal academic workday and workweek, but the District retains the discretion to assign faculty to other reasonable schedules necessary to meet the needs of the colleges and their programs.
- Table W-600E, Paid Work Year and Duty Periods, below illustrates the differences between paid “Work Year” and duty period for each “Basis” category.

