

	<b>LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE</b>	<b>HR P-100</b>
		<b>ASSIGN EMPLOYEE</b>
<b>ISSUE DATE:</b> January 18, 2006	<b>SERVICE:</b> <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
<b>REPLACES:</b> <u>Legacy Personnel Guides:</u> B 396 Processing / New Employees B 439 Request for Personnel Action / Certificate Faculty B 458 Assignment / Unclassified Service B 462 Request for Personnel Action / Classified B 465 Effective Date of Assignment B 488 Assignment / Retiree B 518 Assignment / Unclassified Service Community Representative B 547 RPA System / Status Codes	<b>CHANGES:</b> New	

**I. POLICY**

It is the duty of each College and Division to establish internal processing procedures that ensures assignments are submitted prior to an employee being instructed to report for service and to verify the accuracy and completeness of all information required to process his/her assignment within established timelines and guidelines.

**II. DEFINITION**

- **Assign employee** is the type of personnel action procedure which places a person in a position.

**III. REQUIREMENTS**

- A. To assign a person to a position, the following steps must be completed before the assignment may be submitted for processing.
1. **Establish budget.**
  2. **Establish position.** See HR Guide H-700, Position Establishment and Change, for details.
  3. **Complete approved selection process.** See HR Guide Section R, Recruitment, Selection, and Employment for details.
  4. **Complete assignment authorization process.** See [HR Guide P-000, Personnel Actions](#), for details.

## B. Types of Assignment

Assignments are divided into basic categories as summarized in Table P-100A, Types of Assignments.

Assignment Type	Definition	HR Guide
New Hire	Assignment of a new employee who has never worked for the District.	<a href="#">P-110 New Hire</a>
Rehire	Assignment of a returning employee who has separated but is not retired.	<a href="#">P-120 Rehire</a>
Additional Assignment	Addition of a new or extra assignment for a current employee or retiree.	<a href="#">P-130 Additional Assignment</a>
Organizational Change	Movement of a current employee from one position to another.	P-140 Organizational Change
Change Assignment	Change employee assignment.	P-200 Change Assignment P-210 Change Work Schedule/FTE P-220 Change Assignment Start/End Dates P-230 Change Employee Sub-Group (ESG)

## C. Basic Assignment Information

To support getting employees paid accurately and on time, correct and complete assignment information is required on all assignments submitted for processing. The guidelines listed below identify the basic information needed on an employee assignment.

1. **Employee Information** identifies the person assigned to a job. When processing an assignment, special care must be taken to insure employee name identified is verified through the use of personal information such as employee identification number, birth date, or Social Security Number.
2. **Assignment Dates** must reflect actual beginning and/or ending dates of employment.
  - a. **Start Date:** Date assignment begins.
    - 1) With the exception of classroom faculty, the start date on all assignments corresponds to the first day of actual service. The start date for classroom faculty is the dates the class is scheduled for each academic term as shown in Table P-100B.
    - 2) The start date for a ten-month Classified will be September 1 when the employee is expected to start work on the first day of classes.
  - b. **End Date:** Date assignment stops.

Term	Start Date
Fall	September 1
Winter	January 1
Spring	February 1
Summer	July 1

TABLE P-100C ASSIGNMENT END DATES		
Assignment	End Date	Sub-Group
Regular Assignments (All)	Must have end date of 12/31/9999	Automatically assigned to regular employee sub-groups SM, S2, or S3
Classroom Adjunct Faculty <sup>1</sup>	Must have end date of 12/31/9999	Automatically assigned to classroom adjunct faculty sub-group PM
Temporary, Except for Classroom Adjunct Faculty	Must be at least one of the following: <ul style="list-style-type: none"> <li>• Last day of service</li> <li>• Within five (5) years in the future</li> <li>• Up to last day of program funding</li> </ul>	Any sub-group group other than SM, S2 or S3

<sup>1</sup> Actual work schedule and pay determined by term as listed in the schedule of classes.

3. **Dates Changes and Corrections:** Once a personnel action has been entered into the District's computer system, dates may only be changed by submitting a subsequent personnel action. The reason for the change or correction should be noted under remarks.
4. **Benefit Status** is determined by employee sub-group. See HR Guide H-300, Work Status, Employee Sub-Groups, for details.

#### IV. ADDITIONAL SOURCES

##### CALIFORNIA EDUCATION CODE

##### **LACCD BOARD RULES**

Chapter X. Human Resources

[Article IV Certificated Assignments](#)

[Article XI Unclassified Assignments](#)

[Article XII Child Development Centers](#)

[Article XIX Student Worker Classifications](#)

##### **LACCD HUMAN RESOURCES GUIDES**

HR H-700 Position Establishment and Change

HR P-000 General Policy on Personnel Actions

[HR P-110 New Hire](#)

[HR P-120 Rehire](#)

[HR P-130 Additional Assignment](#)

HR P-140 Organizational Change

HR P-210 Change Work Schedule / FTE

HR P-220 Change Assignment Begin / End Dates

HR P-230 Change Employee Sub-Group (ESG)

##### PERSONNEL COMMISSION RULES

##### **SAP DOCUMENTATION**

[Business Data Warehouse \(BW\)](#)

[SAP Human Resource / Personnel Administration Documentation](#)