

	<b>LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE</b>	<b>HR W-410</b>
		<b>WORK SCHEDULE AND YEAR, "D" &amp; "G" BASIS</b>
<b>ISSUE DATE:</b> April 18, 2008	<b>SERVICE:</b> <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED	
<b>REPLACES:</b> <u>Legacy Personnel Guide:</u> B470 Basis, General B471 D Basis Calendar	<b>CHANGES:</b> New	

### I. POLICY

It is the policy of the District to recognize that the needs of the academic program require variety of partial year duty patterns and to develop staffing patterns that meet those needs.

### II. DEFINITIONS

- **Basis** is the term used to identify the period during the year when an employee is on duty and assigned a specific work schedule.
- A **Salaried Employee** works scheduled consistent duty hours, (has a work schedule), each week and receives the same amount of compensation, (salary), each pay period.
- A **Work Schedule** is the preplanned start and stop times each day of the week during which an employee performs his or her assigned duties.
- **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.

### III. REQUIREMENTS

- A. By definition, each salaried employee is assigned a set work schedule. Benefits such as holidays and vacation/illness quota are processed based on the assigned work schedule. Since D and G Basis employees are assigned a work schedule that is less than 12 calendar months, D and G basis employees must take a set number of non-duty days each year to ensure they do not work over their assigned week days.

TABLE W-410A D AND G BASIS ASSIGNMENT PERIODS					
BASIS	SERVICE	ASSIGNMENT PERIOD	WORK WEEK DAYS <sup>1</sup>		NOTES
			DUTY	NON-DUTY	
D	Academic	July 1 and June 30	240	21	<ul style="list-style-type: none"> <li>• Applies to 12-pay period employees on preparation schedule.</li> <li>• Employees are eligible for illness benefits and receive pay for holidays as specified in collective bargaining agreement.</li> <li>• May be used with compressed calendar.</li> </ul>
G	Classified	July 1 and June 30	239	22	<ul style="list-style-type: none"> <li>• Employees earn vacation, are eligible for illness benefits, and receive pay for holidays.</li> </ul>
<sup>1</sup> Leap year, and the day in which leap year falls, affects the number of duty/non-duty days. See <a href="#">Table W-410B</a> for details.					

- B. D and G Basis employees are to schedule their duty/non-duty days in a manner that supports the needs of the instructional and student service programs and as directed by their college president. The basic guidelines for this process are as follows:
1. Prior to July 1 of each year, the department chair for each "D" and "G" basis employee shall insure that a "Work Schedule for "D" and "G" Basis Employees ([Form W-410](#)) is submitted to the supervising Vice-President for the upcoming fiscal year.
    - For faculty, only non-classroom time need be designated on the work schedule form since classroom time is accounted for through the regular schedule of class's development process.
  2. In developing a work schedule and list of non-duty days, the department chair, in consultation with the employee and the appropriate Vice President or designee, shall establish a work schedule that ensures the employee is available for required meetings, consultations, and other activities or events where the employee's presence is important. The schedule shall be whatever is necessary to ensure that the employee remains fully accountable for the quality, completeness, and timeliness for the performance of his/her assigned duties.
  3. See [Los Angeles College Faculty Guild](#), Article 17, Department Chairs and Departments, for contractual obligations.
- C. **Vacation Days:** Unless a collective bargaining agreement specifies otherwise, "D" and "G" basis employees, may elect, subject to approval of the College President or Vice Chancellor, to take vacation days at a time other than when the vacation day is scheduled according to the Academic Calendar.
- D. **Changes to Work Schedule:** If during the year, an employee requests to alter his/her approved work schedule, he/she may do so by submitting a revised "Work Schedule for D and G Basis Employee ([Form W-410](#)) to the appropriate vice president in advance of the anticipated change.
- E. **Absence Reporting:** Day-to-day absences for illness, personal necessity, etc., shall be reported to the office(s) designated by the college administration as soon as practical on Absence Certification/Request ([Form TA-1](#)).

- F. **Number of Duty Days Per Year:** The number of non-duty days fluctuates slightly some years. The correct number of days needed for a particular year can be found on form [W-410](#) Work Schedule for "D" and "G" Basis Employees. A Master formula for multiple years can be found in Table W-410B, Determination of Fiscal Year Calendar Days, and Table W-410C, Number of Calendar Day Fluctuations, below.

TABLE W-410B 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-410C 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
2005-06	365	261	21	22
2006-07	365	260	20	21
2007-08	366	261	21	22
2008-09	365	261	21	22
2009-10	365	261	21	22
2010-11	365	261	21	22
2011-12	366	262	22	23
2012-13	365	261	21	22
2013-14	365	261	21	22
2014-15	365	261	21	22
2015-16	366	261	21	22
2016-17	365	260	20	21
2017-18	365	260	20	21
2018-19	365	261	21	22
2019-20	366	262	22	23
2020-21	365	261	21	22

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

IV. **ADDITIONAL SOURCES**

**LACCD BOARD RULES**

Chapter 10, Human Resources

[Article IV, Certificated Assignments](#)

**LACCD HUMAN RESOURCE GUIDE**

[HR Guide H-600 Work Year and Academic Terms](#)

[HR Guide P-400 Leaves of Absence](#)

**LACCD COLLECTIVE BARGAINING AGREEMENTS**

[Los Angeles College Faculty Guild Local 1521: Article 17, Department Chairs and Departments](#)