

	<b>LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE</b>	<b>HR P-130</b>
		<b>ADDITIONAL ASSIGNMENT</b>
<b>ISSUE DATE:</b> March 17, 2006	<b>SERVICE:</b> <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
<b>REPLACES:</b> B 376 Assignment / Multiple, Policy and Procedures B 525 Assignment / Extra Administrators	<b>CHANGES:</b> New	

## I. POLICY

It is the duty of each College and Division to establish internal processing procedures to ensure that new assignments are processed in advance of service.

## II. DEFINITIONS

- **Additional assignment** is the personnel action that assigns a current employee to a new (additional) position while the employee continues in his/her basic (current) position. In the legacy system, this process was called an “extra assignment.”
- **Adjunct assignment** is the personnel action that assigns a part-time temporary faculty member to one instructional term at a time without a guarantee the assignment will continue. Adjunct faculty may be assigned an additional assignment for non-classroom activities on an as needed basis under Educational Code § 87482.5.
- **Ancillary Activities** are professional duties and tasks that may be performed by adjunct faculty on an as needed basis as allowed under Education Code § 87482.5 outside of normal FTE limitations.
- **Basic assignment** is the first active assignment when a person has multiple active assignments in the District.
- **Concurrent employment** occurs when an employee is assigned in multiple positions throughout the District with overlapping appointment dates. In the legacy system, this situation was called “multiple assignments.”

## III. REQUIREMENTS

- A. Additional assignment refers to any employment compensated by the District, funded by the general fund or non-general fund including enterprise accounts, specially funded programs, or foundations that is in addition to an individual’s basic employment. Multiple funding does not require an additional assignment. An additional assignment is only necessary if an employee is to be assigned to two (2) different positions (jobs) or departments.
- B. Additional assignments include teaching, overload, reassigned time, and special assignments to implement grants, coordinate activities and/or other similar assignments.
- C. Full-time employees may be employed in additional assignments, within the limits provided by federal and state labor laws, District policies, and collective bargaining agreements.

**D. Authorization to Serve in Additional Assignments**

The selection, appointment, and salary determination for an additional assignment use the same procedures as with a new or rehire assignment. See the appropriate collective bargaining agreement and Human Resource Guide for details.

**E. Fair Labor Standards Act (FLSA) Requirements**

FLSA is the federal law that regulates hours and overtime and specifies that when work is performed in certain capacities under certain circumstances an overtime rate must be paid for certain categories of workers. When an employee works in both an exempt and non-exempt classification the employee is limited to a total hours of work at the 40-hour per week limit to assure compliance with this regulation. Positions in Academic Service, Classified Management (Exempt), and Unclassified Service do not earn overtime and are not, therefore, affected by this FLSA provision.

1. **Applicable Positions:** The LACCD does not offer a blended rate of pay. Therefore, all non-exempt employees are required to reduce their per week working hours to 40 hours per week in order to accept an academic assignment.
2. **Exemptions:** Due to the nature of the work and level of pay, FLSA provisions exempt certain Classified positions from the overtime requirement. Table P-130A identifies the LACCD positions (job) that are exempt from this requirement as well as those Classified management positions that are also exempt from earning overtime.

TABLE 130A LACCD FLSA <sup>1</sup> OVERTIME EXEMPT POSITIONS <sup>2</sup>		
CODE	TITLE	UNIT
1092	Senior Program Analyst	Supervisory
1136	Senior Computer Network Specialist	Supervisory
1074	Data Communications Specialist	Staff Guild
1093	Program Analyst	Staff Guild
1144	Computer and Network Support Specialist	Staff Guild
Varies	All Classified Managers Exempt from Overtime <sup>3</sup>	Unrepresented
<sup>1</sup> FLSA = Federal Labor Standards Act <sup>2</sup> Computer employees earning at least \$27.63 per hour (or less than \$455 per week on a salary or fee basis) earn overtime are exempt from reducing hours but do earn overtime when worked in a Classified job. <sup>3</sup> Classified management employees earning overtime at straight time rate follow the FLSA provision.		

**3. Category of Additional Assignments Subject to FLSA:**

- a. **Academic Service:** Any and all teaching and non-teaching assignments which, when combined with the Classified employee's basic assignment, would result in a non-exempt employee working more than 40 hours in any given week.
- b. **Unclassified Service:** The Staff Guild Agreement includes a provision that, Unit 1 members may work up to ten (10) hours per week in an Unclassified capacity. Unclassified work is not subject to the limitation.
- c. **Administrator Extra Assignment:** Administrators may be assigned to extra non-teaching duties in the Academic, Classified, and Unclassified services providing the following process is followed:

- Prior to the personnel assignment being entered into the District's computer system, the College President or District Office Division Head sends a letter to the Senior Associate Vice Chancellor, Human Resources that includes the following:
    - Name and Employee ID Number of the administrator to be assigned.
    - Job classification to be assigned.
    - Dates of the assignment.
    - Statement of duties or tasks to be performed that are beyond the scope of the regular job duties.
    - Schedule showing working hours when the duties will be performed and those hours are outside the administrator's normal working hours.
  - Upon review and approval by the Senior Associate Vice Chancellor, the College enters the assignment into the SAP system with a notation as to who approved the assignment made in the remarks portion of the PCR screen.
  - Assignment extensions should follow the same process.
4. **Effect on Retirement:** There is no impact on retirement service credit as long as the amount earned in the Academic Service (certificated) assignment matches the amount reduced in the Classified Service assignment. Employees should review pay stubs regularly to ensure hours are credited each pay period and that the seven percent (7%) PERS contribution is deducted from each paycheck. Any discrepancies should be addressed with the Retirement Unit, District Office, as soon as possible.
5. The following practice is followed to assure compliance with the FLSA:
- a. The employee will present a written request 30 days in advance (or as soon as possible) to his or her supervisor before accepting any additional assignments.
  - b. The employee must request a reduction in hours to maintain a total work assignment not to exceed a 40-hour workweek.
  - c. The employee, in seeking such a reduction in hours, recognizes that the supervisor has the right to deny the request for any change in work schedule or hours because the work of the unit and the full-time assignment of the employee are primary in making any decision about changes in employee work hours or schedules.
  - d. If the supervisor agrees to allow the reduction in work hours, such an agreement, along with the employee's new work schedule will be prepared in writing by the employee and signed by the supervisor before the change will go into effect.
- F. Employees accepting an additional assignment are required to inform the hiring location of any additional assignment(s) they may hold within the District.
- G. Termination of assignments may occur at any time or as specified by collective bargaining agreements and, when applicable, Personnel Commission Rules.

## H. Time of Assignments

1. Additional assignments, including employment with outside employers, shall not conflict with or be scheduled to be worked at the same time as the employee's regularly scheduled responsibilities or work schedule.
2. Additional assignments in the same or different class may be served during or outside of normal working hours of regular assignment on non-working holidays (LACCD General Counsel Opinion, January 30, 1967).
3. Additional assignments may not be served during the employees regular work schedule from which they are on paid vacation or any other type of paid absence.
4. Any type of service for the District while on sabbatical or other paid leave or while on paid vacation must be rendered outside the normal working hours of the position from which the employee is on a leave of absence.

Note: This policy does not apply to employees on the following unpaid leaves of absence from their full-time assignments: Personal; Study; Rest; Opportunity; Substitute.

## I. Limitations on Additional Assignments

1. To assure employees are paid in an accurate and timely manner, correct and complete assignment information is required on assignments submitted for processing. Part of this requirement involves reviewing an employee's current assignment status prior to submitting any additional assignment. The review process is consists of both manual and computerized tasks.
2. If an additional assignment work schedule overlaps the employee's current work schedule, a violation of District policy occurs. It is, therefore, mandatory that location personnel review the employee's active assignment status prior to processing.
3. The following assignments are examples of additional assignments that are to be considered when computing FTE limits:
  - Athletic Coach
  - All Assignments on the Hourly Rate Schedule (Other than Substitute)
  - All Assignments in the Unclassified Service
4. The following Wage Types are generally restricted to probationary and tenured faculty. Collective bargaining provisions must also be followed. Payments are not included in an Academic Service employee's FTE limit computation.
  - Department Chair, Hourly Rate, Semester Payment
  - Instructional Development Grantee
  - Instructor, Hourly, Contract Overload Payment
  - Instructor, Hourly, Over Base Assignment
  - Replacement Instructor
  - Substitute, Hourly Rate Schedule
  - Supplemental Instructor (Job Codes: 0931, 0921)
  - Coaching Stipend

5. Adjunct faculty are permitted additional assignments as ancillary activity assignments within the parameters specified in HR Guide R-130, Faculty, Adjunct and AFT Faculty Agreement Article 14, Assignments, Additional and Coaching.
  - Note: These parameters do not apply to regular faculty teaching overload.
6. Salaried employees in Academic and Classified service cannot exceed 1.00 working FTE in regular (salaried) positions.
7. The .60 limitation for an academic additional assignment does not apply during winter or summer inter-session.
8. Table P-130B identifies FTE Assignment Limitations.

<b>TABLE P-130B FTE<sup>1</sup> ASSIGNMENT LIMITATIONS</b>			
<b>ASSIGNMENT</b>	<b>EMPLOYEE SERVICE</b>		
	<b>ACADEMIC</b>	<b>CLASSIFIED</b>	<b>UNCLASSIFIED</b>
Basic	1.00	1.00 <sup>2</sup>	.87 <sup>2</sup>
<b>ADDITIONAL FTE ALLOWABLE</b>			
• Academic	.6 <sup>3</sup>	.6 <sup>2</sup>	---
• Classified	0.0 <sup>2</sup>	0.0 <sup>2</sup>	---
• Unclassified	.25	.25	0.0 <sup>2</sup>
<b>Total FTE Limit:</b>	<b>1.85</b>	<b>1.85</b>	<b>.87</b>
<sup>1</sup> FTE = Full Time Equivalent <sup>2</sup> If the employee's working FTE is less than 1.00 FTE additional Academic and/or Classified assignment(s) are allowable providing the combined total of these assignments does not exceed 1.00 FTE. <sup>3</sup> Adjunct faculty ancillary activity assignments are not subject to the .60 FTE part-time faculty limitations.			

**J. Additional Assignment Pay**

Pay for an additional assignment is computed independently of the basic assignment pay.

**K. Personnel Change Request (PCR) System** is the District's web-based user-friendly "front-end" to the SAP Human Resource System. It includes the ability to electronically route approvals from the initiator to the designated administrator to the location personnel office for entry into the SAP system.

1. When a new assignment is requested, PCR prompts the requester to identify the effect the new assignment will have on the "old" assignment. The options available are defined in Table P-130C, PCR Assignment Change Options.<sup>2</sup>

TABLE P-130C PCR <sup>1</sup> ASSIGNMENT CHANGE OPTIONS	
OPTION <sup>2</sup>	DEFINITION
No Effect	The employee's current ("old") assignment is intended to continue and the assignment to be processed is an additional assignment.
New job takes place of old job.	The employee's old job will be terminated on the day prior to the new job taking effect.
<sup>1</sup> PCR = Personnel Change Request <sup>2</sup> These options are determined in PCR at Step 2.4 Impact On This Employee's Other Assignment, Effect Menu.	

2. PCR automatically rejects assignments that exceed FTE limits. Should this situation occur, the hiring location staff should review the assignment in terms of compliance to District policy and collective bargaining provisions. If appropriate, the location's senior staff should request an exemption to the FTE limit process through the Senior Associate Vice Chancellor, Human Resources.
- L. **SAP System** automatically assigns a unique identification number—personnel number—for each personnel assignment. The personnel number (PERNR) represents the position, wage type, and cost center of the assignment. Employee number-personnel number use is as follows:
1. Employee Number (ID) and assignment number (PERNR) is the same for the basic assignment.
  2. Employee Number (ID) and the assignment number (PERNR) are different for additional assignments.
  3. Employee Number (ID) is always the same for all assignments.

#### IV. ADDITIONAL SOURCES

##### LACCD BOARD RULES

Chapter X, Human Resources  
Article IV. Certificated Assignments  
[10408 Multiple Assignments](#)

##### LACCD HUMAN RESOURCE GUIDE

HR R-130 Faculty, Adjunct

##### PERSONNEL COMMISSION RULES

[595 Salary Differential for Multiple College Responsibility](#)  
[596 Overtime](#)  
[725 Multiple Assignments](#)  
[726 Concurrent Assignments](#)

##### LACCD COLLECTIVE BARGAINING AGREEMENTS

###### **AFT Faculty Guild Local 1521:**

Article 14, Assignments, Additional and Coaching  
Article 15, Assignment, Summer and Winter Intersessions  
Article 16, Adjunct Assignments, Retention and Seniority

***AFT Staff Guild Local 1521A:*** [Article 12, Hours and Overtime](#)

***Building Trades Council:*** [Article 10: Hours and Overtime](#)

***School Employees Union, SEIU Local 99:*** [Article 8, Hours and Overtime](#)

***Supervisory Union SEIU Local 347:*** Article 7: [Hours and Overtime](#)

##### U.S. DEPARTMENT OF LABOR

[Employment Standards Administration](#)

##### PCR DOCUMENTATION

##### SAP DOCUMENTATION

Organizational Management  
Personnel Administration