

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
Office of Human Resources

**APPLICATION FOR DEGREE DIFFERENTIAL**

Agreements between the various represented and unrepresented units and the Los Angeles Community College District allow for employees with degrees above the highest job specifications for their classification/position shall be eligible for the following differential (i.e. the highest degree attained over what is required for the classification):

Differential per Month

<u>Bargaining Unit</u>	<u>AA/AS Degree</u>	<u>BA/BS Degree</u>	<u>MA/MS Degree</u>	<u>DOC Degree</u>
AFT Staff Guild A*	\$45.30	\$56.38	\$67.46	N/A
AFT Staff Guild B*, C*, G*	\$41.66	\$51.86	\$62.02	N/A
Confidential	\$23.82	\$35.74	\$47.64	N/A
Crafts A*	\$25.08	\$37.62	\$50.16	N/A
Crafts C*, G*	\$23.04	\$34.56	\$46.12	N/A
Local 99 A*	\$40.00	\$55.00	N/A	N/A
Local 99 C*, G*	\$36.78	\$50.58	N/A	N/A
Supervisory A*	\$47.64	\$59.56	\$71.48	\$83.36
Supervisory C*, G*	\$43.82	\$54.76	\$65.72	\$76.66

\*Indicates basis

The employee shall provide evidence of an earned degree in the form of an official transcript. **Foreign degrees** must be determined to be equivalent to a U.S. degree by an accrediting agency approved by the California Commission on Teacher Credentialing. (If your degree is from a foreign institution, contact the Assignments Unit for a listing of approved accrediting agencies.)

In order for Unit members' degree differential to be processed as **expeditiously** as possible, Unit members must present the District with an official transcript containing the degree posted on it from an accredited institution of higher education attached to this form.

Due to the volume of work, the Assignments Unit may not be able to process your differential within the pay period that you submitted your degree. **Please wait at least four weeks before calling to see if your paperwork has been received.** When your differential has been processed and approved, it will be effective the first day of the month following the receipt of the proof that it was filed with the Assignments Unit. Once the evaluation has been completed, we will send you a receipt indicating approval or denial of the differential request.

You may obtain information about the required degree by reviewing the specification for your position/class. Job specifications are available in the campus Personnel Office or the Personnel Commission website at:

<http://www.laccd.edu/PersComm/personnelcommission.htm>

PLEASE COMPLETE BOTH SIDES OF THE FORM

**IMPORTANT:** Mail application with transcripts attached to the:

Office of Human Resources, Assignments Unit  
Los Angeles Community College District  
770 Wilshire Boulevard, Los Angeles, CA 90017

**THIS IS YOUR DEGREE DIFFERENTIAL RECEIPT**

**RECEIPT**

Please complete the Address Information below

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ ZipCode \_\_\_\_\_

FOR OFFICE USE	
By _____	
Date _____	
Degree _____	recorded
Effective Date _____	

Application for Degree Differential

Print Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone: \_\_\_\_\_

Class Code: \_\_\_\_\_ Position Title \_\_\_\_\_

College or Section \_\_\_\_\_

Name of Bargaining Unit \_\_\_\_\_  
(If Confidential, write "Confidential")

Highest degree only:

University or College	School Year & Semester	Degree Awarded (AA/BA/MA/DOC)
_____	_____	_____

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(This form must be signed in order to be processed)

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FOR OFFICE USE ONLY	
Minimum Degree required for Class Code:	_____
Highest Degree Documented:	_____
Initials: _____	Date: _____
Reference No:	_____