	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR H-500
		PAY SCALES
ISSUE DATE: June 17, 2009	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
REPLACES: HR Guide H-500 dated June 10, 2009	CHANGES: Technical Correction: Links to Salary Schedule updated	

I. POLICY

It is the policy of the District to compensate employees based on policies and pay scales established by the Board of Trustees.

II. DEFINITIONS

- **Capacity Utilization** (CAP) is the percentage of a pay scale a particular employee is paid. CAP is normally 100 percent for full time salaried and all hourly employees, but varies for department chairs, PACE instructors, summer instructors, and part time salaried employees.
- **Jobs** are general classifications that group positions together for purposes of compensation, Fair Labor Standards Act (FLSA) requirements, Equal Employment Opportunity Coding, etc.
- An **Hourly** pay rate is a payment for one hour of services paid based upon submission of a time report documenting the service.
- **Pay Scale** is the specific set of information that determines a preconfigured monthly, semi-monthly, or hourly rate of pay. It consists of Pay Scale Area, Pay Scale Group and Level, Pay Scale Type, and Capacity Utilization Level.
- **Pay Scale Area** means a set of jobs that share the same salary schedule and usually receive pay adjustments (COLA) as a group.
- **Pay Scale Group** is a specific set of monthly, semi-monthly, or hourly rates of pay sub-divided into levels (steps). A Pay Scale Group is often applicable to a single job code, but may be shared by several job codes.
- **Pay Scale Type** is the SAP system terminology for a collection of Pay Scale Groups that share common characteristics with respect to the number of steps and rules for step advancement. In the legacy system, this concept was referred to as a "Salary Schedule."
- **Rate of Pay** is the amount of money an employee receives per hour, per month, or per semi-month for a particular assignment to a particular position. Rate of pay is subdivided into wage type components for each assignment. If a person has multiple concurrent assignments to multiple positions, the individual rates of pay for each assignment are added together to determine gross pay for a particular paycheck.
- A **Salaried** pay rate is a set monthly or semi-monthly periodic payment for specified services paid based upon assignment to a salaried position.

- **Wage Types** are the basic building block components used to assign payments and deductions.

III. REQUIREMENTS

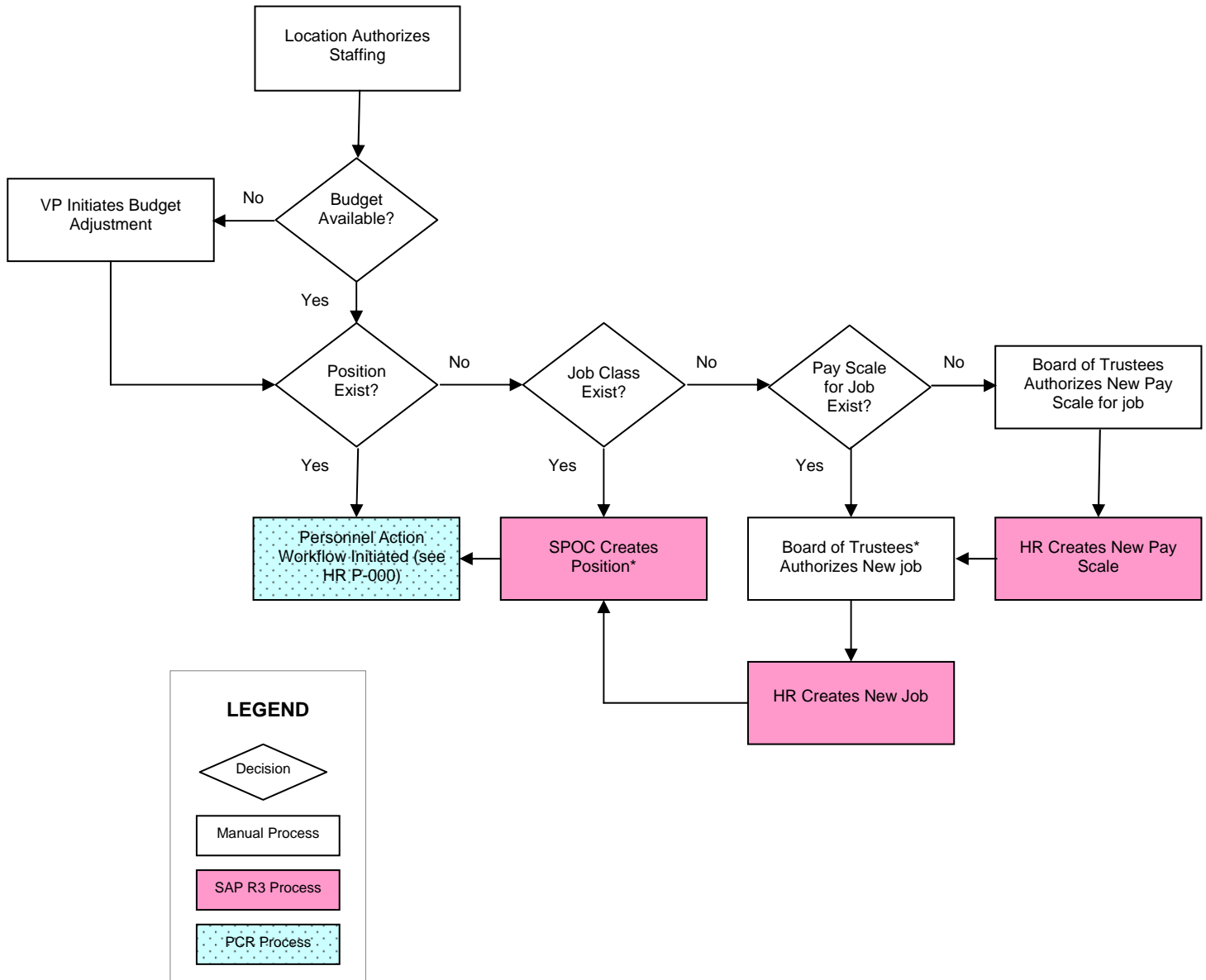
- A. Each job classification, position, and employee in the District is assigned to a pay scale. In the legacy system, this concept was referred to as assignment to the salary schedule. In SAP, the overall concepts for establishing a position, determining a position’s pay scale, and assigning a person to a pay scale, is similar in concept. It is primarily the terminology and technology that differs. Table H-500A, Pay Scales Concepts, identifies the Human Resource Guide for each employee service.

TABLE H-500A PAY SCALE CONCEPTS	
SERVICE	HR GUIDE
Academic	H-510 Level (Step) Advances
	H-511 Level (Step) Advances, Faculty
	H-520 Rating In
	H-530 Column Advances and Points
	H-540 Special Differential Wage Types
	H-550 Career Wage Types
Classified	H-510 Level (Step) Advances
	H-540 Special Differential Wage Types
	H-550 Career Wage Types
Unclassified	R-300 Unclassified Employees
	R-310 Professional Experts
	R-320 Student Employees
	R-330 Coaches, Athletic
	R-340 Miscellaneous Unclassified

B. Decision to Hire

1. When a location decides to hire, the following questions must be answered “yes” before an assignment can be made:
 - Is there an appropriate position vacancy in the desired job classification available?
 - Is there budget for the position? (Note: If there is no money available to fund the position, the process cannot continue until adequate funding is identified.)
2. If the answer to either of the above questions is “No”, then the following questions must be asked.
 - Is there an appropriate district job classification for the work?
 - Is there an appropriate pay scale available?
3. If the answer to any questions is “no” in 2 above, a new job classification and/or pay scale must be established before a person can be assigned to the position.
4. Figure H500A, Pay Scale Creation Workflow, illustrates the overall process.

FIGURE H-500A – PAY SCALE CREATION WORKFLOW



* If the job is in Classified Service, the Personnel Commission certifies the job classification in terms of duties to be formed. When appropriate, a new a classification is established.

C. Creation of New Job Classification

1. The creation of a new Job Classification results in a new Pay Scale Area, Pay Scale Type, and Pay Scale Group. Consequently, additional processing time, in terms of months, must be completed before the position may be offered to a person. It is, therefore, recommended that locations consult Human Resources Division as soon as a need for a new Job Classification is identified.
2. Creation of new jobs is processed according to employee service as shown in Table H-500B, Job Creation Responsibility, below.

TABLE H-500B JOB CREATION RESPONSIBILITY		
SERVICE	JOB	RESPONSIBILITY AREA
Academic	All	Human Resources
Classified	All	Personnel Commission
Unclassified	All	Human Resources

3. **Assignment of Individual to Pay Scale:** Upon assignment of an individual to a specific job, determination of the pay scale occurs automatically based on pre-determined policies and programming procedures. Note: Professional Experts and Community Representatives are an exception to the automatic assignment to pay scale process. See HR Guide R-310, Professional Experts and HR Guide R-340, Community Representatives, for details.

D. Pay Scale Components

In SAP, Pay Scales consist of Pay Scale Type, Pay Scale Area, and Pay Scale Group. Pay Scale Type and Pay Scale Area determine Pay Scale Group. The function of these components is shown below.

a. Pay Scale Type

- a. In SAP, Pay Scale Types determine the number of steps for a particular job and the rules for step advancement for that job. Each Pay Scale Type consists of the following components:
 - Job
 - Pay Scale Group applicable for each Job
 - Pay Scale applicable to the individual employee
 Figure H-500B, Pay Scale Type Components, below, identifies the components associated with a typical Pay Scale Type.

**FIGURE H-500B
PAY SCALE TYPE COMPONENTS ***

JOB TITLE	JOB CODE	PAYSCALE GROUP	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Stock Control Supervisor	C5203	C5203	1871.27	1974.19	2082.77	2197.32	2318.17
Office Supervisor	C2417	C2417	1873.00	1976.02	2084.70	2199.36	2320.32
Senior Personnel Technician	C2249	C2249	1913.56	2018.81	2129.84	2246.98	2370.56
Gardening Supervisor	C4157	C4157	1933.54	2039.88	2152.07	2270.43	2395.30
Graphic Arts Designer	C4613	C4613	1979.34	2088.20	2203.05	2324.22	2452.05
Community Services Specialist	C5059	C5059	1999.30	2109.26	2225.27	2347.66	2476.78
Auditorium-Stadium Manager	C5301	C5059	1999.30	2109.26	2225.27	2347.66	2476.78

* The five-level pay scale type is used illustrative purposes only. Other Pay Scale Types may have more or less levels as determined through collective bargaining and LACCD Board Rules.

Jobs

Pay Scale Group

Pay Scale (Individual)

- b. An individual Pay Scale establishes an employee's basic pay only. Any pay differentials and/or other special payments that an employee may be eligible for are paid as a separate Wage Type. See H-540, Special Differential Wage Types, and H-550, Career Years Wage Types, for details.
- c. In addition to determining pay for each Job Type, Pay Scale Types identify the kind of salary schedule involved. Table H-500C, Salary Schedule Types, below, summarizes the salary schedules by job classification group.

**TABLE H-500C
SALARY SCHEDULE TYPES**

SALARY SCHEDULES	PAY SCALE TYPES	DEFINITION	JOB CLASSIFICATIONS
Five Step Master	01	A five-step pay schedule developed for designated job classifications. Individual employees are typically assigned to first step and advance to next higher level at pre-determined points in time. ¹	<ul style="list-style-type: none"> • Classified² • Academic Managers
Faculty Preparation	02 03 04 05 12	A columnar pay schedule divided into levels and steps. Individual employees are initially assigned ("rated in") to a column and step based on experience and then advance to the next higher level at predetermined points in time.	<ul style="list-style-type: none"> • Regular Faculty • Adjunct Faculty
Flat Rate	07 09 10 TM	A single rate of pay, generally based on an hourly rate of pay.	<ul style="list-style-type: none"> • Designated Academic and Classified Job Classifications • Unclassified Employees

¹ Pay differentials and/or other special payments an employee may be eligible for are paid as a separate Wage Type. See H-540 Special Differential Wage Types and H-550 Career Year Wage Types for details.
² Applies to regular employees only. Temporary and substitute employees are assigned to the first step and do not advance to the next higher level.

- d. The specific codes for each pay scale type are shown in Table H-500D, Salary Schedule Pay Scale Type Codes, below.

TABLE H-500D SALARY SCHEDULE PAY SCALE TYPE CODES			
CODE	TITLE	DESCRIPTION	SERVICE
01	5 Step Pay	Master Salary Schedule	Academic ¹ Classified
02	15 Step Academic Administration	Administrator's Salary Schedule	Academic
03	Faculty	Preparation Salary Schedule	Academic
04	Faculty Adjunct	Adjunct Salary Schedule Column "K"	Academic
05	Faculty Adjunct Extra	Adjunct Salary Schedule Column "L/M"	Academic
06	Academic Administrator, Flat Rate	Academic Administrator-Personally Negotiated Contracts	Academic
09	Flat Rate Classified	Classified with a Single Step Salary Schedule	Classified
10	Flat Rate Unclassified	Unclassified with a Set Hourly Rate, No Steps	Unclassified
12	Faculty M Basis	Faculty with No Non-Duty Days	Academic
13	Starred Rate	Classified with a Frozen Salary	Classified
CH	Change Payroll Area	Salaried Employee Paid Non-Standard Pay Periods	All Services
RR	Returning Retiree	Retiree Hourly Rate Based on Previous Salary	Academic Classified
TM	Temporary Hourly Pay	Hourly Rate	All Services
¹ Academic administrators are included in this group.			

- b. **Pay Scale Area** is a set of jobs that share the same salary schedule and that usually receive pay adjustments (COLA) as a group. Table H-500E, Pay Scale Area Codes, below, identifies the specific codes used within each employee service.

TABLE H-500E PAY SCALE AREA CODES			
CODE	TITLE	DESCRIPTION	SERVICE
02	15 Step Academic Administration	Academic Managers on 15 Steps	Academic
03	Faculty	AFT Faculty Contract	Academic
04	Faculty Adjunct	AFT Faculty Adjunct	Academic
05	Faculty Adjunct Extra	AFT Faculty Adjunct who are also Contract	Academic
06	Academic Administrator, Flat Rate	Academic Administrator - Personally Negotiated Contracts	Academic
10	Flat Rate Unclassified	Unclassified with a Set Hourly Rate, No Steps	Unclassified
12	Faculty M Basis	Faculty with No Non-Duty Days	Academic
13	Starred Rate	Classified with a Frozen Salary	Classified
A1	Administration	Academic Managers on 5 Steps	Academic
AA	Adjunct Semi-Monthly CE ^{1,2}	Faculty Adjunct Paid Semi-Monthly	Academic
C1	Management	Classified Managers	Classified
C2	Confidential	Unrepresented Classified	Classified
C3	AFT Professional	AFT Staff Guild	Classified
C4	AFT Technical	AFT Staff Guild	Classified
C5	Supervisory	SEIU Local 347	Classified
C6	Crafts	Building Trades Council	Classified
C7	Maintenance / Operations	SEIU Local 99	Classified
C8	Unclaimed	Unrepresented Classified	Classified
CH	Change Payroll Area	Salaried Employee Paid Non-Standard Pay Periods	Academic Classified
RR	Returning Retiree	Retiree Hourly Rate Based on Previous Salary	Academic Classified
TM	Temporary Hourly Pay	Hourly Rate	Academic Classified

¹ CE = Concurrent Employment. See [HR Guide P-130, Additional Assignment](#), for details.
² Adjunct faculty with Classified employee assignment paid monthly.

c. **Pay Scale Group**

- a. In SAP, Pay Scale Group is the term used to describe basic salary schedules used in the District. In the Legacy System, this concept is related to Classification and Basis.
- b. **Five Step Master Salary Schedule (Pay Scale Type 01):** Two methods are used to assign job classifications to the Five Step Master Salary Schedule: Sequential Coding and Single Coding. When different job codes share the same pay schedule, they are assigned to the same Pay Scale Group. When a single job classification is in a single pay scale, the Job Code and Pay Scale Group are the same. Figure H-500C, Pay Scale Group Coding Conventions, below, identifies pay scale type, salary schedule and illustrates the sequential and single job coding.

FIGURE H-500C PAY SCALE GROUP CODING CONVENTIONS		
JOB CLASSIFICATION		PAY SCALE GROUP
CODE	TITLE	
4589	Instructional Aide, Liberal Arts	C4589
5038	Special Services Assistant	C4589
5064	Community Services Aide	C4589
5294	Stock Control Trainee	C4589
1348	Accounting Assistant	C1348
2136	Senior Cashier	C2136

Sequential Coding
Different Job Codes
Sharing Same Pay
Scale Group

Single Coding
Different Job Codes
Assigned to Different
Pay Scale Groups

- c. **Faculty Salary Schedules (Pay Scale Type 02, 03, 04):** Faculty Pay Scale Groups are designated by letters and identify full-time, adjunct, and extra assignments. This Table H-500F, Faculty Salary Schedule Pay Scale Group Codes, below, lists these codes.

TABLE H-500F FACULTY SALARY SCHEDULE PAY SCALE GROUP CODES		
PAY SCALE TYPE	PAY SCALE GROUP	DEFINITION
• Full-Time Regular Faculty Assignments¹		
02	PSA	Preparation, Column A
	PSB	Preparation, Column B
	PSC	Preparation, Column C
	PSD	Preparation, Column D
	PSE	Preparation, Column E
• Adjunct Faculty Assignments		
03	DESKO	Adjunct, Credit Classroom, Office Hour Included
	EESK	Adjunct, Non-Classroom Adjunct
	FESK	Adjunct, Non-Credit Classroom Adjunct
	GESK	Adjunct, Day-to-Day Substitute
• Full-Time Regular Faculty with an Adjunct Extra Assignment		
04	DESLM	Regular Faculty, Credit Classroom Extra Assignment
	EESLM	Regular Faculty, Non-Classroom Extra Assignment
	FESLM	Regular Faculty, Non-Credit Classroom Extra Assignment
	GESLM	Regular Faculty, Day-to-Day Substitute Extra Assignment
¹ Includes fractions of full-time assignments.		

- d. **Flat Rate Schedule (Pay Scale Types 06, 09, 10, TM):** Flat rate schedules are used in Unclassified Service and for designated job classifications in Academic and Classified Service.

4. **Pay Scale Responsibility Areas**

- a. The specific dollar amounts and steps allocated to each job are determined for represented employees through the collective bargaining process and for unrepresented employees, by the Board of Trustees.
- b. Human Resources, District Office, in consultation with appropriate collective bargaining representatives, determine the policy and procedures for pay scale types and also manage changes to the pay scale types in the SAP database.
- c. Specific pay scale schedules for each job are maintained at the District Office according to employee service as shown in Table H-500G, Pay Scale (Schedule) Responsibility Area.

TABLE H-500G PAY SCALE (SCHEDULE) RESPONSIBILITY AREA			
SERVICE	EMPLOYEE GROUP	DOCUMENT TITLE	SOURCE
Academic	Faculty	Faculty Salary Schedules and Rates	Collective Bargaining Agreement
	Administrator, Represented	Salary Schedule	Collective Bargaining Agreement
	Administrator, Management		Board of Trustees Action
Classified	Represented	Salary Schedules	Collective Bargaining Agreement
	Management	Salary Schedules	Board of Trustees Action
	Confidential	Salary Schedules	Board of Trustees Action
Unclassified	Professional Experts	Professional Expert Salary Rates	LACCD Board Rules
	Student Employees	Student Employment	LACCD Board Rules
	All Other Jobs		Board of Trustees Action

5. **Pay Rate Grouping:** Pay rates are grouped using one of the following three pay methods to pay employees:

- **Hourly:** Employees who do not have set hours and who are paid by the hours reported as being worked for each day. Attendance, not absences are reported, i.e., using positive time reporting. The Hourly Pay Rate grouping includes temporary employees, part-time employees, and employees in any service, including Adjunct Faculty without a regular work schedule.
- **Salaried Semi-Monthly:** Employees who work a regular work and who are paid on the semi-monthly pay schedule. Pay is based on the FTE assignment, not hours worked and absent. Pay remains the same each month regardless of the number of calendar working days in each month. Absences, not attendance, are reported, i.e., negative time reporting. The Salaried Semi-Monthly grouping includes represented regular Classified employees.
- **Salaried Monthly:** Same as semi-monthly expect that the employee is on the monthly pay schedule. The Salaried Monthly grouping includes Faculty, Academic Service Administrators, Classified Managers, Confidential Classified employees and Adjunct Faculty who have a regular work schedule.

a. The pay rate groupings are shown in Table H-500H, Pay Rate Groups, below.

TABLE H-500H PAY RATE GROUPINGS				
GROUPING	GROUPING CODE	SALARIED / HOURLY	DEFINITION	EXAMPLES
Hourly	01	Hourly	Rate to be paid per hour	<ul style="list-style-type: none"> • Temporary • Part-Time • Employees in any service <u>without</u> a regular work schedule • Classroom Adjunct Faculty without a regular work schedule • Retiree Returning to Work
Salaried Semi Monthly	02	Salaried	Rate to be paid per semi-month	<ul style="list-style-type: none"> • Represented Classified
Salaried Monthly	03	Salaried	Rate to be paid per month	<ul style="list-style-type: none"> • Faculty • Academic Service Administrators • Classified Managers • Confidential Classified Employees • Classroom Adjunct Faculty <u>with</u> a regular work schedule

b. Figure W-500, Pay Rate Conversion, below, shows how to compare pay rates with pay rates in other pay rate groupings.

FIGURE H-500D PAY RATE CONVERSION ¹
Monthly Rate = 2 x Semi-Monthly Rate = 173.33 x Hourly Rate ¹
² Pay rates are compared by converting semi-monthly or hourly pay rates to the monthly rate. ¹ 173.33 is the average number of working hours in a month.

c. Table W-500I, Pay Rate Conversion Examples, illustrates how the actual conversion is done.

TABLE -500I PAY RATE CONVERSION EXAMPLES				
JOB TITLE	PAY RATE GROUPING	RATE OF PAY	FACTOR ¹	MONTHLY EQUIVALENT
Accounting Manager	03 (Monthly)	8129.50/Per Month	1 ²	8,129.50
Financial Aid Manager	02 (Semi-Monthly)	3993.88/Per Semi-Month	2 ²	7,987.76
Student Tutor	01 (Hourly)	8.63/Per Hour	173.33 ³	1,495.84
¹ Conversion Factor multiplied by the rate of pay equals the monthly equivalent pay. ² Reflects the number of times the rate is paid in an average month. ³ Identifies the number of working hours in an average month in the SAP System.				

IV. **ADDITIONAL SOURCES**

CALIFORNIA EDUCATIONAL CODE

[Article 8: Salaries](#)

LACCD BOARD RULES

Chapter X, Human Resources

[Article V. Certificated Salary](#)

[Article XI Unclassified Assignments](#)

[Article XIX Student Worker Classifications](#)

LACCD ADMINISTRATIVE REGULATIONS

[AO-8 Personnel](#)

LACCD HUMAN RESOURCE GUIDE

[P-130 Additional Assignment](#)

PERSONNEL COMMISSION RULES

[570 Compensation](#)

[578 Step Advancement within Class for Regular Employees](#)

[582 Allocation to Appropriate Salary Step](#)

[583 Rating In of Classified Employees](#)

[585 Compensation for Employees in Limited Term Assignments](#)

[591 Salary Allocation at Reclassification or Reallocation](#)

LACCD COLLECTIVE BARGAINING AGREEMENTS

[AFT Faculty Guild Local 1521: Appendix A, 2005-06 Salary Schedules and Rates](#)

[AFT Staff Guild Local 1521A: Article 23, Wages and Salaries](#)

[Building Trades Council: Article 17, Wages and Salaries](#)

[School Employees Union, SEIU Local 99: Article 19, Wages and Salaries](#)

[Supervisory Union SEIU Local 347: Article 18, Wages and Salaries](#)

[Teamsters Local 911: Article 9, Compensation](#)

[LIST OF JOBS AND PAY SCALES](#)