

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	
		GLOSSARY
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<u>DEFINITION</u>	<u>HRGUIDE</u>
<ul style="list-style-type: none"> • <u>Absence Event</u> is a regular employee's single continuous absence at a location within the District. For purposes of processing faculty substitutes, absence events are classified as either day-to-day (20 days or less) and long-term (21 days or more). 	R-140
<ul style="list-style-type: none"> • <u>Additional assignment</u> 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." 	P-130
<ul style="list-style-type: none"> • <u>Adjunct assignment</u> 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. 	P-130
<ul style="list-style-type: none"> • <u>Adjunct Faculty</u> is any faculty member who is employed at an adjunct rate pursuant to Education Code § 87482.5 for no more than 60 percent of the load of scheduled duties for a full-time regular faculty member having comparable duties averaged over the semester. 	H-511
<ul style="list-style-type: none"> • An <u>Absence without Leave</u> occurs whenever an employee is not available to perform their assigned duties and does not comply with the applicable requirements to have an approved leave. 	P-400
<ul style="list-style-type: none"> • <u>Ancillary Activities</u> 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. 	P-130
<ul style="list-style-type: none"> • <u>Applicant</u> is a person who has expressed an interest in employment with the District. 	R-000
<ul style="list-style-type: none"> • <u>Assign employee</u> is the type of personnel action procedure which places a person in a position. 	P-100
<ul style="list-style-type: none"> • <u>Assistant Athletic Coach</u> is an individual who assists the Head Coach with the application of sports tactics and strategies associated with an intercollegiate sport. 	R-400
<ul style="list-style-type: none"> • <u>Athletic Director</u> is an Academic Service position that oversees the work of coaches and related staff involved in intercollegiate athletic programs. 	R-400

- **Authorization Table** shows the access a position has to each of the District's computer systems. In the SAP system, each module's authorization table is the key to which transactions an individual employee can view, handle and, ultimately how a transaction is routed and approved. [H-100](#)
- **Basic assignment** is the first active assignment when a person has multiple active assignments in the District. [P-130](#)
- **Basis** is the legacy system term used to identify the length of time during the year for which a position is budgeted and the type, if any, of benefits an employee receives. Basis also determined the actual working duty days. [H-200](#)
- **Cancellation** is the formal process of obtaining employer approval to rescind a resignation after the normal withdrawal period has elapsed. [P-310](#)
- **Candidate** is an applicant who has been identified as a result of a recruitment process as eligible to be appointed to a particular position. [R-000](#)
- **Capacity Utilization Level (CAP)** is the percentage of pay derived from Pay Scale Group and Level received. CAP is always 100 percent when an employee is hourly. CAP is always less than 100 percent when a salaried employee's assignment is part-time. [H-500](#)
[R-124](#)
[R-125](#)
- **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." [P-130](#)
- **Consecutive Leaves:** In Academic Service, a leave is considered consecutive if not separated from a prior leave by regular service for at least 130 days. Any combination of consecutive leaves is limited to six semesters unless a collective bargaining agreement specifies otherwise. [P-400](#)
- **Consulting Instructor** is a faculty position responsible for a significant academic or student service program or function which requires relating to faculty as peers and may include the supervision of other employees. Assignments are usually temporary. [R-121](#)
- **Department** is an organizational unit consisting of multiple positions reporting to a single person (department head), having a common purpose (usually stated in the name of the department), and having a unique budget. In our district, departments can be referred to by designations such as office, division, cluster, unit, program, or project. [H-100](#)
[R-125](#)
- **Department Chairperson** is a department member selected by the department to represent the department to the administration and the administration to the department. [R-125](#)
- **Department Head** is the person/position responsible for the effective performance of the functions delegated to his or her organizational unit. The department head plans, organizes, and evaluates the work of the unit including the selection of personnel and management of the departmental budget. In our district, department heads can be referred by a variety of designations such as administrator, manager, department chair, or director. In SAP, department heads are referred to as chiefs. [H-100](#)
- **Designated Decision-Maker (DM)** is the position authorized to initiate a personnel action. The position may be Academic or Classified and varies according to each location's organizational structure. In SAP, this position is referred to as the chief position. [P-000](#)

- **Directory Information** consists of the work-related contact information that is generally not considered harmful or an invasion of privacy if disclosed to the public via directories, website, and publications and which is generally used to facilitate communications among employees, students, and the public. [P-101](#)
[P-102](#)
- **Employee** is a person assigned to a specific position for a certain period of time. [H-100](#)
[R-000](#)
- **Employee Group** is the six major groups of employee positions: Single Salaried; Pooled Salaried; Pooled Hourly; Retired; and Contingent Staff. [H-300](#)
- **Employee Sub-Group** is a group of employees whose position assignments are characterized by common employment duration, receipt of medical benefits, payroll frequency, retirement deductions, general ledger account, and wage type which are further defined as follows: [H-300](#)

 - **Employment Duration** is the period of time for which a person holds an assignment.
 - **Medical Benefits** is the health and related benefits program for eligible active and retired employees of the District.
 - **Payroll Frequency** is the District's monthly or semi-monthly "paycheck" distribution cycle.
 - **Retirement Deductions** is eligibility for contributions to a retirement system.
 - **General Ledger** is required when a particular assignment must be charged to an instructional general ledger (G/L) account. The default is determined by a Personnel Sub-Area (PSA) / Employee Sub-Group (ESG) table.
 - **Wage Type** is the basic elements of the SAP payroll system consisting of payments (earnings) and deductions.
- **Employee Unit** is a group of employee jobs that can be categorized as having the same union representation or, in the case of unrepresented employees, other similar characteristics, i.e., confidential, overtime exempt, unclaimed, etc. [H-200](#)
- **Entrance-Level Job** is a faculty job for which permanent status (tenure track) may be acquired with the appropriate service and credential or degree (Board Rule 10407). [R-121](#)
- **Exempt Employee** is an employee assigned to an executive, administrative, professional, or Fair Labor Standards Act (FLSA) designated computer technician jobs paying at least \$27.63 per hour that meets specific tests regarding job duties and salary basis as determined by the Department of Labor. Exempt employees are not subject to FLSA overtime requirements. [H-200](#)
- **Fingerprinting** is the system used to identify employees in order to ascertain their possible criminal history. [P-111](#)

- **Full Separation** is stopping all work assignments in all positions with the LACCD for at least one day. The length of time of a full separation affects reemployment processing as detailed in Table P-121A, Reemployment Form and Document Processing Requirements, below. In SAP, a rehire action is processed when a person returns to service after full separation. [P-120](#)
[P-121](#)
- **Full-Time Equivalent Personnel (FTEP)** is the number of Academic and Classified employees in a department upon which a department chair's release time is based. [R-125](#)
- **Head Athletic Coach** is the athletic coach responsible for the overall actions of the players of the team he/she is associated with. The Head Coach is always the instructor of record of the credit class associated with the sport. [R-400](#)
- **Instructional Television (ITV)** is a specially developed program of transferable courses that combine an instructional video with an interactive course website and weekend class meetings. [R-123](#)
- **Instructor, Special Assignment** is a faculty position responsible for an academic or student service project that does not fall within the scope of other Academic classifications. The duties usually do not include supervision. Assignments are usually temporary. [R-121](#)
- **ITV Faculty Roster** is a roster of discipline-experienced faculty experienced in ITV teaching modalities maintained to facilitate the selection of temporary ITV faculty. [R-123](#)
- **Jobs** are general classifications that group positions together for purposes of compensation, Fair Labor Standards Act (FLSA) requirements, Equal Employment Opportunity Coding, etc. HR Guide H-400 discusses Jobs in detail. [H-100](#)
[H-500](#)
- **Leave of Absence** is an authorized absence from duty, with or without pay, for a specific period of time from a job and for an approved purpose, usually with the right to return to the same job classification at the conclusion of the leave. [P-400](#)
- **Limited Eligibility Rule** limits the number of semesters a person is allowed to be employed as a temporary faculty member to not more than two (2) semesters in three (3) consecutive academic years in total assignments greater than 60 percent (60%) of a full-time assignment (Education Code § 87482 b) unless such service is in a SFP under Education Code § 87482 b. [R-122](#)
[R-123](#)
[R-124](#)
- **Limited Faculty Employment** is a temporary appointment to a monthly-rate position. No credit toward tenure is earned while serving in temporary status. [R-122](#)
- **Limited Faculty** is the employment of a monthly rate faculty member to a temporary assignment that will not last more than one (1) year. [R-122](#)
- **Live Scan** is the system used for the electronic submission of applicant fingerprints and the subsequent automated background check and response. [P-111](#)
- **Location** is one colleges or the district office that comprise the Los Angeles Community College District. Locations are semi-autonomous in that they manage their own instructional program, student services, facilities, and budget within guidelines established [H-100](#)

by the District. Each location has a master department (president's or senior vice chancellor's office) whose leader manages the subordinate departments at the location.

- **Minor** means any person under the age of 18 years who is required to attend school under Chapter 2 (commencing with Section 48200) and Chapter 3 (commencing with Section 48400) of Part 27 of the Education Code and any person under the age of six years. A person under the age of 18 years who is not required to attend school under Chapter 2 (commencing with Section 48200) and Chapter 3 (commencing with Section 48400) of Part 27 of the Education Code solely because that person is a nonresident of California shall still be considered a minor. [R-320](#)
- **Monthly Rate (Contract) Faculty** is a full-time faculty member paid on the Faculty Preparation Salary Schedule. [H-511](#)
[R-122](#)
- **New Hire** is the procedure used to employ persons who have never worked at any location in the Los Angeles Community College District. Prospective new employees are those who have been offered and accepted a position but have not completed employment processing. [P-110](#)
- **Nonimmigrant Student** is a person admitted temporarily into the United States to pursue full-time academic or vocational studies by the United States Citizenship and Immigration Services on either an M-1 or F-1 Visa. [R-320](#)
- **Non-Exempt Employee** is an employee assigned to a job required under FLSA to be paid overtime pay. [H-200](#)
- **Open Assignment** is an assignment in the SAP computer system without an end date. [R-140](#)
- **Organizational Hierarchy** is the reporting relationship of departments. Every department head is held responsible for the performance of his or her organizational unit by a superior with the ultimate authority of the district held by the Chancellor based on policies set by the Board of Trustees. [H-100](#)
- **Overtime** is authorized time worked normally in excess of 8 hours/day (except for employees on a 9/80 or 4/10 work schedule), exclusive of meal breaks, in any one day or beyond 40 hours in a week for employees who are not exempt from the Fair Labor Standards Act (FLSA). [H-200](#)
- **PACE Faculty Roster** is a roster of discipline-experienced faculty experienced in interdisciplinary collaborative teaching modalities maintained to facilitate the selection of temporary PACE faculty. [R-124](#)
- **Paid Active Service** includes time for which pay was received. Designated leaves of absence are also counted as paid active service for purposes of step advance. [H-511](#)
- **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. [H-500](#)
- **Pay Scale Group** is a specific set of monthly, semi-monthly, or hourly rates of pay subdivided into levels (steps). A Pay Scale Group is often applicable to a single job code, but may be shared by several job codes. [H-500](#)

- **Pay Scale Area** means a set of jobs who share the same salary schedules. This guide refers to two pay scale areas which in SAP are identified as: [H-500](#)
[H-511](#)

 - Pay Scale Area 3, Faculty, Regular who share the preparation salary schedules.
 - Pay Scale Area 4, Faculty, Adjunct who share the adjunct salary schedules.

- **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.” [H-500](#)

- **Personal Information** consists of the information that the District collects and maintains on an individual employee as part of its legal requirements as an employer, information which is necessary in order to issue salary payments and provide medical benefits, and information which may not be released or disclosed except under specified circumstances. [P-101](#)
[P-102](#)

- **Personnel Action** is the personnel and computer processes used to record all decisions affecting the rank, status, and salary of an employee. [P-000](#)

- **Personnel Sub-Area (PSA)** is the SAP software term for a code used to describe a group of employee jobs that can be categorized by collective bargaining representative, hours, work year, and eligibility for overtime. The legacy system used three separate code fields—employee unit, basis, and overtime eligibility, to identify this information. [H-200](#)

- **Position** is a unique a set of duties, responsibilities, tasks, and work schedule. Each position has several attributes such as department, job and cost center. HR Guide H-700, Position Establishment and Change, discusses positions in detail. [H-100](#)
[R-000](#)

- **Project for Adult College Education (PACE)** is an accelerated interdisciplinary program designed for working adults which presents a group of interrelated courses organized around a core theme each term and where curriculum is taught in an integrated manner with faculty collaboration across disciplines. [R-124](#)

- **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. [H-500](#)

- **Recruitment** is the act of seeking prospective new employees. [R-000](#)

- **Rehire** is the return to pay status of a person who has previously worked for the District and who is selected for the same or a different position after full separation has occurred. [P-120](#)
[P-121](#)

- **Rehire Retiree** is the administrative process associated with processing a retiree assignment. This process may also be called reemployment. [P-121](#)

- **Resignation** is a voluntary formal statement on the part of an employee that he/she wishes to terminate employment with the District. [P-310](#)

- **Resignation Receipt** is the earliest date a resignation can be verified as having been received at any college or District Office. [P-310](#)

- **Responsibility Differential** is a salary allowance in addition to the basic rate or schedule based upon additional skills and/or responsibilities. [R-125](#)

- **Retiree** is a former employee of the LACCD receiving a retirement allowance from the State Teacher's Retirement System (CalSTRS) and/or California Public Employee Retirement System (CalPERS) and who is eligible to work in a temporary position within specified parameters each fiscal year. Retirees are sometimes referred to as retired annuitant or annuitant. [P-121](#)

- **Salary Schedule** is a set of rates of pay along with the associated rules and policies governing the application of the schedule to specific employee assignments. [H-511](#)

- **Selection** is the process of choosing a candidate in preference to others to fill a particular position. [R-000](#)

- **Separation** is stopping one work assignment in one position with the LACCD for at least one (1) day. [P-120](#)
[P-121](#)

- **Specially Funded Program (SFP)** a program funded through grants, contracts, or restricted donations and which often have unique program budgets, personnel policies, and assignment actions. All SFP's are also characterized with a funding end date. [R-122](#)

- **Stipend** is a fixed dollar payment for services. [R-400](#)

- **Student Employees** are full-time students employed part-time or a part-time student employed part-time in a college work study program or in a work experience education program (Education Code § 88076(b)(3) and (4)). [R-320](#)

- **Substitute Assignment** is a temporary assignment processed in order to replace a regular employee who is absent from service. [R-140](#)

- **Substitute Employee** is an employee temporarily occupying a regular position during the absence of the regular employee. [R-140](#)

- **Temporary Faculty** are those faculty members who are neither tenured nor probationary, and who are employed under provisions of the California Education Code that authorize their service as temporary employees. They may be either adjunct faculty or temporary "monthly-rate" faculty. [R-122](#)

- **Track** is the short term start and end dates for a set of PACE classes. PACE classes are all a standard length of eight weeks. Each semester has two tracks, the first eight weeks and the last eight weeks. Summer session has one track of PACE classes. [R-124](#)

- **Unclassified Employees** are part-time at-will employees assigned to positions that are exempt from Academic and Classified Services as specified in California Education Code § 88076: Part-time Recreation (Playground) positions; full-time students employed part-time; part-time students employed part-time in any college work-study program or in a work experience education program conducted by a community college financed by state or federal funds; apprentice positions; professional experts. [R-300](#)

- **Vice Chair** is a faculty member appointed or elected by the department chair to assist the Department Chair with performing specific duties. [R-125](#)
- **Wage Types** are the basic building block components used to assign payments and deductions. [H-500](#)
- **Walk-On Athletic Coach** is a part-time coaching assignment processed in either Academic or Unclassified Service. [R-400](#)
- **Withdrawal** is the pre-determined period of time whereby an employee may withdraw his/her voluntary resignation without obtaining the employer's approval. [P-310](#)
- **Workday or Day** mean any consecutive 24-hour period commencing at the same time each calendar day. [R-122](#)
[R-320](#)
- **Work-Related Information** consists of access to specific data elements associated with an employee's personal information needed by persons employed by the District to perform their functions. [P-101](#)
[P-102](#)
- **Workweek or Week** means any seven consecutive days, starting with the same calendar day each week. "Workweek" is a fixed and regularly recurring period of 168 hours, seven consecutive 24-hour periods. For purposes of computing maximum hours per week, the workweek begins on Monday. [R-320](#)
- **Work Year** is a set number of months during the year a position is budgeted and the employee is paid. Work year differs from the legacy term basis in that it is based on salaried monthly pay rather than hourly pay concepts associated with the legacy system. [H-200](#)