	<b>LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE</b>	<b>HR P-000</b>
		<b>GENERAL POLICY ON PERSONNEL ACTIONS</b>
<b>ISSUE DATE:</b> November 27, 2006	<b>SERVICE:</b> <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
<b>REPLACES:</b> New	<b>CHANGES:</b>	

**I. POLICY**

It is the duty of each College and Division to establish internal processing procedures to ensure personnel actions are submitted for processing according to the procedures and timelines applicable to the employee service, personnel sub area group, and personal action being implemented.

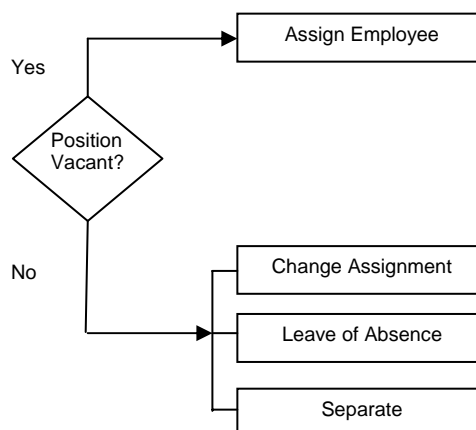
**II. DEFINITION**

- **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.
- **Personnel Action** is the personnel and computer processes used to record all decisions affecting the rank, status, and salary of an employee.

**III. REQUIREMENTS**

- A. A personnel action is required for all assignments, changes to assignments, leaves of absence, and separations. Personnel actions processing varies according to whether a position is vacant or filled. Figure P-000A, Personnel Action Types, summarizes the overall process. See the specific HR Guide prepared for a specific personnel action for policy and processing procedures.

**FIGURE P-000A – PERSONNEL ACTION TYPES**



- B. No potential employee is to be instructed to report for service until all requirements specified in this procedure are completed and approved.
- C. The responsibility for initiating personnel actions is shared between the District Office and Colleges/Divisions as shown in Table P-000A, Personnel Action Initiating Area, below.

**D. Effective Dates and Processing Timelines**

1. All personnel actions must include a requested date the action is to become effective. The date is identified as the "Date From."
2. Assignment personnel actions are not to be requested prior to the establishment and budgeting of the position.
3. Personnel action requests cannot be approved until the above requirements are met on or before the requested effective date of the action.
4. Personnel actions entered into the District's payroll system by the final reviewer (defined below) more than five (5) working days after the effective date are deemed to be late.

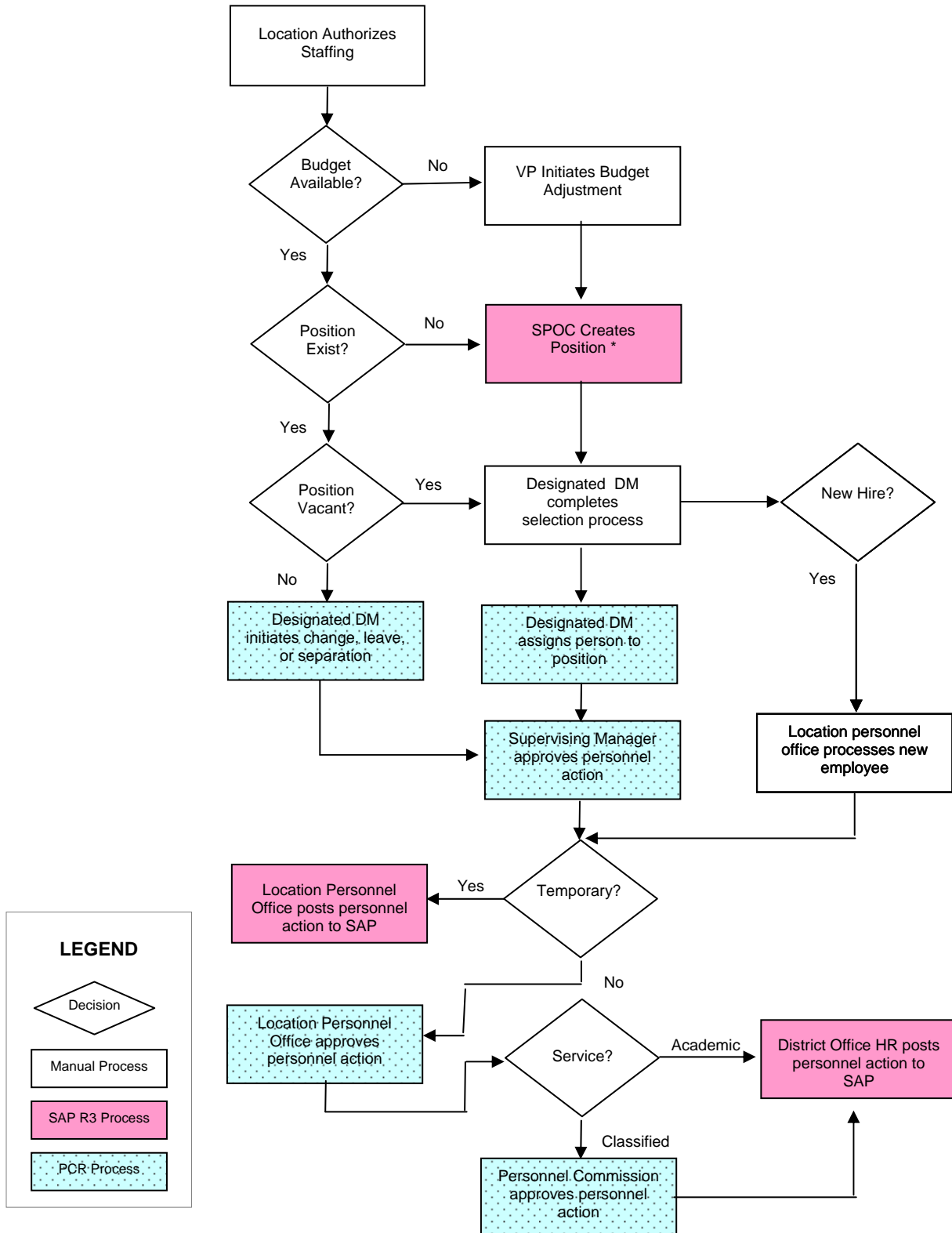
TABLE P-000A PERSONNEL ACTION INITIATING AREA			
PERSONNEL ACTION		INITIATING AREA	
		COLLEGE/DIVISION	DISTRICT OFFICE
Assignment	Additional Assignment	X	X
	New Hire	X	
	Position Change	X <sup>1</sup>	X <sup>1</sup>
	Reclassification		X
	Rehire	X	
Change	Employee Sub-Group (Status)	X	
	Work Schedule	X	
Leave of Absence	Absent without Leave	X <sup>2</sup>	X <sup>2</sup>
	Administrative	X <sup>2</sup>	X <sup>2</sup>
	Assault or Battery		X
	Child Care Leave	X	
	Exchange		X
	Family Illness	X	
	Family Medical and Illness	X	
	Governmental Order	X	
	Grant	X	
	Illness	X	
	Industrial Accident		X
	Load Banked Sabbatical		X
	Load Credit		X
	Maternity	X	
	Merchant Marine, War, National Emergency	X	
	Military	X	
	Opportunity	X	
	Organizational		X
	Parental	X	
	Part-Time Service	X	
	Peace Corp	X	
	Personal	X	
	Red Cross, War, National Emergency	X	
	Rest	X	
	Retraining and Study		X
	Sabbatical		X
	Study	X	
Travel	X		
Work Experience		X	
Separation	Death		X
	Disciplinary (For Cause)	X <sup>2</sup>	X <sup>2</sup>
	Reduction in Workforce (Lay-Off)		X
	Resignation	X	
	Retirement		X
Suspension	Suspension		X

<sup>1</sup> Location initiates within a location. District initiates between locations.  
<sup>2</sup> The personnel action begins with the College President consulting with District staff. District staff initiates the leave action in SAP and the location staff handles time reporting.

## E. Authorization and Approval Process

1. Personnel actions are processed according to a pre-designated authorization table maintained by each College/Division.
  - a. **Initiator:** The individual who first enters a personnel action into the District's computer system. Initiators cannot approve a personnel action but must route the personnel action to the department head for approval. An Initiator with authority to act on multiple departments may initiate an action for any of the subordinate departments or his own office.
  - b. **Assignment Approver:** A person who may approve personnel actions for any position in his/her department or subordinate departments. An additional approval is necessary by a superior department head unless the "Assignment Approver" is also in a job designated as Chancellor, Senior Vice Chancellor, President, Vice-President, Senior Associate Vice Chancellor, or General Counsel.
  - c. **Location Reviewer:** The College/Division-based assignment specialist designated to conduct a final review of the personnel action before the action is submitted to SAP. Subsequent processing of personnel actions occurs according to service and employment status as follows:
    - Unclassified assignments are posted directly to SAP.
    - **Classified** assignments require Personnel Commission approval and District Office Human Resources approval.
    - **Academic** assignments require District Office Human Resources approval.
2. No person may approve a personnel action written for him or herself. All such personnel actions are to be routed to the organizationally superior department head. The Senior Associate Vice Chancellor, Human Resources authorizes a personnel action for the Chancellor or any other appointment made directly by the Board of Trustees.
3. Personnel action workflow is detailed in Figure P-000B below.

**FIGURE P-000B – PERSONNEL ACTION WORKFLOW**



• See HR Guide H-700, Position Establishment and Change, for details.

4. Before a personnel action can be made, the eligibility certification process must be completed as shown in Table P-000B, Eligibility Certification Responsibility

TABLE P-000B ELIGIBILITY CERTIFICATION RESPONSIBILITY		
SERVICE	POSITION	RESPONSIBLE AREA
Academic	All	Human Resources
Classified	All	Personnel Commission
Unclassified	Community Representatives Professional Experts	Personnel Commission
	Student Employees Recreation Employees Community Services Teachers	Hiring Location
	Instructional Development Grantees Elected Officer Series	Human Resources

5. It is the responsibility of each College/Division to establish and monitor internal processing procedures to ensure personnel actions and required supplemental forms and/or documents are submitted upon finalizing a hiring commitment so that authorizations, compliance reviews, and personnel action processes are completed before the effective date.

#### F. Monitoring Personnel Actions

1. Each initiating location and processing area is responsible for monitoring the status of personnel actions to ensure actions are accurate, timely, and when applicable, that needed corrective actions are initiated.
2. Audit reports and specialized action summary reports are available to assist processing personnel with this process.

#### IV. ADDITIONAL SOURCES

##### LACCD BOARD RULES

Chapter X. Human Resources

[Article IV Certificated Assignments](#)

[Article XI Unclassified Assignments](#)

[Article XII Child Development Centers](#)

##### LACCD HUMAN RESOURCES GUIDE

HR H-700 Position Establishment and Change

[Personnel Commission Rules](#)