LOS ANGELES COMMUNITY COLLEGE DISTRICT

Office of Personnel Commission

RATING-IN REQUEST

Please complete sections I, II and III.

SECTION I

College or Division: _____

Department: _____

Initiator Phone #: _____

Initiator: _____
(Print or Type)

Initiator Signature: _____

SECTION II

I am requesting that _____ be rated in at the _____ step in the
(employee name) (step #)

classification of _____.
(class title)

_____ _____
President **or** Division Head Date

SECTION III

Please attach copies of the employee's recent pay stubs to show at least one month of employment. In the event that the employee does not have recent pay stubs, a copy of his/her most recent W-2 would be sufficient. *This request will not be processed without the proper documentation attached.*

PC RULE 583. An individual appointed to an executive, administrative, or professional/technical job classification may be rated-in on any step of the established salary schedule for the class. Refer to Personnel Commission Rule 583 prior to submission. http://www.laccd.edu/perscom/PC_Laws_and_Rules.htm

********** **FOR PERSONNEL COMMISSION USE ONLY**********

Approved for Payment

_____
Karen J. Martin Date
Personnel Director

Approved for Payment

_____
Adriana Barrera Date
Deputy Chancellor

Note: Forward completed form to the Office of Personnel Commission at the District Office. If you have any questions pertaining to the completion of this form please call (213) 891-2333.