

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

583

LAW AND RULES

July 19, 2001

583 RATING-IN OF CLASSIFIED EMPLOYEES

Education Code Section

88080. **Power of Personnel Commission to Prescribe, Amend and Interpret Rules.** (a) The commission shall prescribe and, amend, and interpret subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the community college employer of the classified employees who would be affected have been given reasonable notice of the proposal.

- A. 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.
- B. The Personnel Commission, with the concurrence of the Board of Trustees, may authorize the use of rating-in procedures for classes other than those identified in Paragraph A., when there is a critical shortage of qualified individuals which seriously affects the recruitment and employment of qualified applicants or the retention of current employees.

The basis for a finding of critical shortage of qualified applicants shall be as follows:

- 1. A study, indicating evidence of:
 - a. An insufficient number of applications following an extensive recruitment effort which included paid advertisements; or
 - b. An insufficient number of eligibles who are "ready and willing," as defined in Rule 635, APPOINTMENTS FROM ELIGIBILITY LISTS to accept employment at the current hiring rate; or

CHANGES:

Paragraph A. was amended to add professional/technical classes.

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- c. An anticipated shortage of qualified applicants which is based on recent difficulty in recruiting qualified applicants for related or similar job classifications; or
 - d. An anticipated shortage of qualified applicants because of special qualifications required for the job classification.
2. An analysis and evaluation of the following information:
- a. The total number of positions in the class, the number of vacant positions and how long they have been vacant, the location of the vacancies, and any unusual working conditions which affect positions in the job classification.
 - b. The class turnover rate as compared to the normal or anticipated turnover rate for the occupation.
 - c. Salary and/or hiring rates paid for comparable job classifications in the community.
- C. The following factors shall be considered in establishing a hiring rate above the first step:
- a. Relevant formal education and/or training which exceeds the minimum requirements of the job classification.
 - b. Relevant work experience which exceeds the minimum qualifications for the job classification.
 - c. Wages earned by the employee in his/her most recent and/or relevant position.
 - d. General compensation policies and practices in the Classified Service and District, including mandatory participation in retirement systems and union membership.
 - e. Past practices related to rating-in individuals in comparable or related job classifications.
 - f. Hiring rates above first step are subject to final approval by the Vice Chancellor, Human Resources and the Personnel Director of the Personnel Commission.

CHANGES:

No change in text.

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- D. Any employee who has been rated-in in accordance with this rule shall be advanced to the next higher step of the schedule as of the first day of the pay period in the next salary year which corresponds in number to the pay period in which the rating-in became effective, provided that he/she meets the paid status requirement. Subsequent advancement shall be based on the cycle thus established.

CHANGES:

Paragraphs E. and F. were deleted.

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