

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

715

LAW AND RULES

October 21, 1999

715 ADMINISTRATIVE CHANGE IN CLASSIFICATION AND TRANSFER

Education Code Section 88080

88080. Power of Personnel Commission to Prescribe and Amend Rules.

(a) The commission shall prescribe, 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, ...

Education Code Section 88081

88081. Subjects of Rules. (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding eligibility, ... transfers ... and any other matters necessary to carry out the provisions and the purposes of this article. ... (b) With respect to those matters ... between the exclusive representative for that unit and the public school employer.

Education Code Section 88097

88097. Written Notices re Tests, Vacancies, and Transfer Opportunities.

Written notices concerning tests, vacancies, and transfer opportunities ... shall be posted at all work locations of employees who may be affected. ... The personnel commission shall establish procedures for the maintenance of employee requests for transfer, change of location, change of shift, and notification of forthcoming examinations.

- A. An administrative change of classification is the assignment of an employee:
 - 1. from one job classification to a related job classification with a maximum base salary rate of not more than three percent higher.
- B. A transfer is the assignment of an employee from one location to another location in the same job classification.

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- C. Special salary increments such as career increments, shift differentials, and bilingual differentials shall not be considered as part of an employee's base salary for the purpose of determining eligibility to administratively change classification.
- D. An employee must have permanent status in the class from which an administrative change in classification or transfer is requested. An employee who is not permanent in the class may request an administrative change in classification or transfer upon recommendation by his/her division head or college president that such action will be in the best interest of the District.
- E. A file of approved administrative changes in classification and transfers requests shall be maintained by the Personnel Commission. Names shall be certified to the appointing authority in accordance with the procedures of Rule 635, APPOINTMENTS FROM ELIGIBILITY LISTS. The maintenance of such file involves no obligation to prefer an administrative change in classification or transfer to other means of filling a vacancy.
- F. The Personnel Commission staff shall determine whether or not a class is "related" based on the factors listed below:
1. Similarity of duties.
 2. Similarity of entrance and class qualifications.
 3. Similarity of occupational field.
- G. The extent to which the two classes must be comparable depends upon several factors. In general more latitude is allowed:
1. as the employee's length of service with the Los Angeles Community College District increases.
 2. when the request is based on layoff, reclassification, or health.
 3. when there is no eligibility list for the class.
 4. when the receiving division or college is supportive of the request.
 5. when the employee's education and experience show he/she meets the requirements of the new class.

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- H. An employee shall be notified in writing of the disposition of his/her request to transfer. If an employee is found ineligible to administratively change to a new job classification, he/she may request a review of the decision by the Personnel Commission by submitting a written request. The request must be received in the Personnel Commission Office within 15 working days from the date the letter was mailed. The request should include any supplementary information, documentation, or evidence the employee has to support the request.
- I. If an employee changes to a class with a higher maximum base salary, the employee shall not be eligible to request an administrative change in classification to a higher paid class for three years.
- J. Accumulated illness leave and vacation privileges shall be assumed by the division or college to which an employee is transferred.
- K. When a transfer is involuntary, the immediate supervisor shall first discuss the reasons for the transfer with the employee.
- L. Transfer shall not be used to alter the incidence of an impending layoff or for disciplinary reasons.