

LOS ANGELES COMMUNITY COLLEGES
OFFICE OF THE CHANCELLOR
ADMINISTRATIVE REGULATIONS

INDEX NUMBER AO-8

REFERENCE: Board Rules, Chap. XIII Article 13104	TOPIC: Personnel
ISSUE DATE:	INITIATED BY: Business Services
CHANGES:	DATE OF CHANGES:

1. Each auxiliary organization shall develop general regulations to govern its operations, including policies and regulations concerning the salaries, working conditions and benefits of its employees.
2. The aforesaid regulations shall not conflict with the Implementing Regulations adopted by the Board of Trustees or with these regulations.
3. Except as otherwise provided in Board Rules XIII, the board of directors of each auxiliary organization shall, pursuant to Education Code Section 72672, provide salaries, working conditions and benefits for its full-time employees that are comparable to those provided District employees performing substantially similar services. For those full-time employees who perform services that are not substantially similar to the services performed by District employees, the salaries established shall be comparable to the salaries prevailing in other educational institutions in the area or commercial operations of like nature in the area.
4. Regular District employees may be employed by the Auxiliary Organization. District employees must resign or request a personal leave of absence from the District in order to accept employment with the Auxiliary Organizations. Personal leaves of absence are granted as follows:
 - a. Certificated management employees may be granted a personal leave of absence for two (2) semesters and may be extended to a maximum of ten (10) consecutive semesters. (Personnel Guide B422)
 - b. Classified management employees may be granted a personal leave of absence for up to one (1) year. This leave may not be extended beyond one year without the employee first having returned to active duty. (Personnel Commission Rule 803)
 - c. Certificated (faculty) employees may be granted a personal leave of absence for two (2) semesters. The leave may be extended for not more than six consecutive semesters. (AFT Collective Bargaining Contract)

- d. Classified employees may be granted a personal leave of absence for up to one (1) year. This leave may not be extended beyond one year without the employee first having returned to active duty. (Personnel Commission Rule 803)
5. The board of directors of each auxiliary organization may provide retirement benefits different from those provided comparable District employees and may withhold retirement benefits or permanent status benefits or both from temporary employees. For the purposes of this Rule, a temporary employee is:
 - a. An employee employed for a specific research project, workshop, institute or other special project funded by any grant, contract of gift; or
 - b. An employee whose contract of employment is for a fixed term not exceeding three years.
6. The board of directors of each auxiliary organization may withhold permanent status benefits from executive employees. For the purpose of this Rule, an executive employee is any management employee with responsibility for the development and execution of the auxiliary organization's policies and includes, but is not limited to, general managers, managers, directors and the like, as determined by the board of directors of each auxiliary organization.
7. Should retirement benefits be provided, they may but need not be provided by the Public Employees' Retirement System. Any newly created auxiliary organization is exempted from the requirement of providing retirement benefits for a period not to exceed three years from the date on which the Board of Trustees recognizes the establishment of such auxiliary organization.
8. An auxiliary organization may contract with the District for the services of a District employee and reimburse the District for that portion of the employee's full-time assignment (and corresponding benefits) which is spent in providing said services.