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Directive Number 190
October 1, 2018

TO: College Presidents, Executive Members and Vice Presidents

RE: Instructor Special Assignments (ISAs)

Background

Unrepresented administrators and managers at LACCD have utilized Instructional Special Assignments (ISA) as vehicles to perform duties outside their formal scope of work in addition to their primary administrative assignment. These duties have included evening supervision, grant administration, special projects and additional duties as assigned by the College President.

The current SAP Enterprise Resource Program is not configured to assure and monitor Human Resources Division approval for ISAs. Legitimate concern exists as to the past practice use of ISAs assignments for management.

Action

Therefore, I am directing the immediate cease of the use of Instructional Special Assignments (ISAs), or any other extra ancillary assignment by unrepresented administrators and managers as vehicles to perform duties outside their formal scope of work in addition to their primary administrative assignment.

Any exceptions will require approval by the Chancellor and the Human Resources Vice Chancellor, in consultation with the General Counsel.

I am also directing the Human Resources Council to review and recommend any Board Policy and/or Administrative Regulations concerning ISAs within the next six months.

Francisco C. Rodriguez, Ph.D.
Chancellor

c: Board of Trustees
Senior Staff