



WHAT'S NEW

No. 9

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THE WORK YEAR AND BASIS REDEFINED: PART II

Last week's newsletter discussed Basis, our legacy system's assignment and pay category concepts and introduced the four new pay categories—12-Month, 10-Month, Academic Term and Hourly Employees—the new system uses, and explained how the A, D, and G Basis will employees will transition to 12-Month Employees. This issue continues the discussion and explains how the remaining basis—C and B employees will transition to 10-Month, and Adjunct faculty will become Term employees.

Transitioning From C and B Basis to a 10-Month Employee: What to Expect



Simply put, 10-month employees will be paid semi-monthly or monthly starting with the first paycheck during January 2005 and continuing every month except July and August. Each paycheck will be the same regardless of the number of days in a month. There are two types of 10-month employees: C and B. Here's how the calculations work:

- **C Basis Employees** will continue to be paid either 10 or 20 times a year, except that the pay will be distributed over 10 months instead of 40 weeks. The thrust of the change is how pay is conceptualized. For example, workdays and paydays will no longer be directly connected since employees will be paid a monthly salary instead of by the hour.

Paychecks will no longer be issued on a two or four week cycle as occurred with our legacy system's four-week pay period cycle but will be issued according to the applicable monthly or semi-monthly cycle using the new system's 12 month calendar concept. The total number of annual work duty days, and the total annual salary is the same in both systems. The normal 10-month cycle begins in September and ends with the last paycheck in June. All employees will receive a pay check on the last working day of each month. Semi-monthly employees will receive half of their monthly salary on the 15th or previous work day if the 15th is not a workday.

- **B Basis Employees** will be paid 20 times a year over a ten-month period and each check will be same(level pay). Level pay works by dividing the legacy system's annual salary by 10 so that pay is distributed equally over 10 months. The total working duty days and annual salary remain the same in both systems.

To calculate an employee's specific semi-monthly salary in the new system, the legacy system's four-week pay period rate is multiplied by a the total pay periods worked for a particular basis. Then, the resulting legacy annual salary is divided by twenty. The result is the new semi-monthly salary. When paid twenty times, the new monthly salary will equal the old legacy annual salary.

10-MONTH SALARY CONVERSION CALCULATOR				
	A.	B.	C.	D.
BASIS	LEGACY PAY PERIODS	Sample 4 Week P/P Pay ¹	SAMPLE ANNUAL PAY	Sample new Monthly Pay
B	10.85	1000	10850	1085
C	10.00	1000	10000	1000

¹ Column A x Column B = Column C
Column D = Column C/10

Term Employees

Term Employee is a redefinition of the adjunct faculty and summer faculty categories. To achieve the objective of level pay by month, the work year is redefined to coincide with each of the four academic terms: Fall, Winter, Spring and Summer. For payroll purposes, each term has it's own defined time period. The last working day of each of the months will be payday.



PAY BY CLASS TIME PERIODS	
ACADEMIC TERM	CALENDAR MONTHS
Fall	September through January
Winter	January
Spring	February through June
Summer	July and August

Term Employees are paid using the "pay by class" taught principle implemented a few years ago. This concept distributes total pay for a class evenly over the payroll months of a term regardless of a specific class starts and stops dates. Exceptions will occur due to unusual teaching assignments as follows:

- When an instructor teaches in the Fall and Winter terms, the pay for both terms will be added together on the January paycheck.
- If a class starts late in a semester, for example, November, the November pay check will also include pay for September, October, and November.



ADDITIONAL RESOURCES: To view document, click on title.

- [2004-05 Payroll Calendar](#)

Project MAESTRO is about change. "What's New" and other Project MAESTRO communications are sent primarily through email. Until all employees have computer access, hard copy will also be posted on the LACCD Bulletin Boards at each location.

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