WORKING TOGETHER

COLLEGES
DISTRICT

LABOR
MANAGEMENT

SYSTEMS USERS
INFO TECH

PROJECT MAESTRO
MODERNIZING ALL EMPLOYEE SYSTEMS TO REVITALIZE OPERATIONS

WHAT'S NEW

NO. 12   **OCTOBER 15, 2004**

WHAT IS MY EMPLOYEE CATEGORY?

Los Angeles Community District employees are assigned to one of the District's three distinct employee services—Academic, Classified, and Unclassified. Each service has its own distinct rules and regulations. These rules reflect California State law, Personnel Commission rules, collective bargaining agreements, District policy or a combination of all. These dynamics result in what amounts to a personnel system with three variations requiring very complex coding systems.   This issue of "What's New" discusses significant changes underway that will simplify personnel processing for all three services.

The Old Approach: Code It

District employees are generally aware they belong to an employee group or unit of some sort. In Human Resources, a unit is an employee group based on based on collective bargaining agreements and unrepresented groups, each of which has their own rules on how they are to be paid. Assignment to a specific unit determines the unique way your salary is handled in each of the following areas:

SALARY AREAS	
Pay Scales (schedules)	Columns and Steps
Absence Types and Quotas	Overtime Pay
Work Year	Pay Frequency
Types of Leaves	Medical Premium Payments
Differentials	Longevity Pay
Work Scheduling Methods	Step Advance Rules
Retirement System contributions	The effect of Education on pay
Required and Optional Deductions	The effect of a Promotion on pay

In the LACCD, each unit is unique in that its rules differ from the other units. To address these differences, the District historically developed a very complex set of "codes." Each assignment processed is "coded" according to various rules programmed years ago into the old computer system. Processing an assignment is very complex and often depends, quite candidly, on how well a department head or processing specialist understands the coding structure. A misunderstanding on a code anywhere in the processing line can delay assignment processing. Delays often result in error and late pay for individual employees. The challenge: simplify the process.

The New Approach: Unit-by-Unit

Early in the new system's development, the Project MAESTRO team created a specific list of units and the payroll policies needed for each unit. This information was categorized so that both common and unique elements for each employee group could be easily identified. Once this process was completed, "rules" for the new software to use were made for each employee group.

TEST YOUR KNOWLEDGE

Place the letter of the employment service next to each unit.

Service
A. Academic   B. Classified   C. Unclassified

Unit
(Listed in Alphabetical Order)

___ Academic Manager	___ Clerical/Technical
___ Academic Supervisors	___ Elected Officials
___ Adjunct Faculty	___ Faculty
___ Classified Managers	___ Operations
___ Confidential Employees	___ Professional Expert
___ Classified Professional	___ Student Employees
___ Crafts	___ Unclaimed
___ Classified Supervisors	___ Unclassified, Other

The Magic of a PSA

The new system has a new label—PSA. A PSA has nothing to do with the old airline or a prostate cancer test. A PSA—or Personnel Sub Area—the new software label, is the key that determines all the salary rules that apply to an employee unit.

A PSA represents an employee bargaining unit (or, if applicable, an unrepresented group), each with its own salary and benefit elements. Since some units can have more than one possibility for overtime and work year, "employee units" are subdivided to smaller units that respond to each possible variation. The PSA is part of a matrix called the enterprise structure that you can see by clicking on the link below. It is also magical. We first assign a PSA to a position. Then when a person is assigned to that position, salary rules are automatically applied. ***No more coding necessary!***

ADDITIONAL RESOURCES: To view document, click on title.
- Answers to Test Your Knowledge on next page
- SAP HR System – Enterprise Structure

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.

To send a comment email: MAESTROeditor@laccd.edu

TEST YOUR KNOWLEDGE ANSWERS

Place the letter of the employment service next to each unit.

Service
A. Academic   B. Classified   C. Unclassified

Unit
(Listed in Alphabetical Order)

A__ Academic Manager	B__ Clerical/Technical
A__ Academic Supervisors	C__ Elected Officials
A__ Adjunct Faculty	A__ Faculty
B__ Classified Managers	B__ Operations
B__ Confidential Employees	C__ Professional Expert
B__ Classified Professional	C__ Student Employees
B__ Crafts	B__ Unclaimed
B__ Classified Supervisors	C__ Unclassified, Other