

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR R-140
		FACULTY, SUBSTITUTES
ISSUE DATE: June 13, 2006	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED	
REPLACES: HR Guide R-140 Faculty, Substitutes Dated March 29, 2006	CHANGES: <ul style="list-style-type: none"> • Added section III.M Day-to-Day Substitute Standardized Budget. • Changed wording in Figure R-140, Partial Assignment Formula, from "Meetings" to "Meeting Days". 	

I. POLICY

It is the policy of the District to recognize that the best service occurs when the regular instructor is present. The District also recognizes that such attendance is not always possible. When absences occur, it is the policy of the District to provide substitute staffing alternatives if they are instructionally sound and are fiscally responsible.

II. DEFINITIONS

- **Absence Event** is a regular employee's single continuous absence at a location within the District. For purposes of processing faculty substitutes, absence events are classified as either day-to-day (20 days or less) and long-term (21 days or more).
- **Open Assignment** is an assignment in the SAP computer system without an end date.
- **Substitute Assignment** is a temporary assignment processed in order to replace a regular employee who is absent from service.
- **Substitute Employee** is an employee temporarily occupying a regular position during the absence of the regular employee.

III. REQUIREMENTS

A. General Policy and Procedures

1. Since day-to-day substitutes are "open assignments" responsibility for verifying an individual is qualified to teach a particular course is shared as follows:
 - a. **Initial Hire:** Human Resources, District Office evaluates and verifies eligibility for all newly hired academic employees before they may begin work. See HR Guide R-100 Academic Employees for details.
 - b. **Open Assignment:** At the time an offer to teach a particular course is made, Academic Affairs at each location determines that the master's degree or other experience held by a potential day-to-day substitute meets District criteria for teaching a particular course. Records validating eligibility to teach assignment must be maintained and are subject to audit.
2. Once it is determined that a faculty member is eligible to teach a course, time is reported identifying the Cost Center or WBS where the day-to-day substitute's salary is to be charged.

3. In the event an eligible day-to-day substitute cannot be found, an adjunct faculty selection process must be initiated. See HR Guide R-130, Faculty, Adjunct for details.

B. Substitute Faculty Assignment Limitations

1. The education code limits both the length of time a substitute assignment may be made and the length of time a person may serve in a long-term substitute assignment as shown in Table R-140, Substitute Faculty Assignment Limits, below.

TABLE R-140A SUBSTITUTE FACULTY ASSIGNMENT LIMITS		
LENGTH OF ASSIGNMENT	REQUIREMENT	LACCD ASSIGNMENT PROCESSING
20-Day Rule	Employment on a day-to-day substitute basis against a continuous absence and/or non-continuous absence pattern of a particular instructor for a particular cause of absence is limited to a period of 20 working days for the substitute instructor (Education Code § 87480).	Day-to-Day Substitute
Limited Eligibility Rule	No person is allowed to be employed as a long-term temporary for more than 60 percent of 1.00 FTE for two (2) complete semesters in any period of three (3) consecutive school years (Education Code § 87482).	Long-Term Substitute

2. To assure compliance with education code requirements, the LACCD has adopted the practices detailed in Section C, Day to Day Substitute Assignments (20 Days or Less) and Section D, Long Term Assignments (21 Days or More).

C. Day-to-Day Substitute Assignments (20 Days or Less)

1. During a specific instructor's absence event, the count of days toward the 20 day maximum continues to increase for each day the substitute actually works, without being reset to zero due to weekends, holidays, or days of absence of the substitute.
2. Should the absent instructor return to service from the continuous absence, or terminate his/her absence pattern and later be absent again, the new absence shall be considered a new event and the count of days shall start again from zero.
3. Service as a day-to-day substitute within the 20 day limit shall not be included in any service necessary to reclassify to contract status pursuant to other [Education Code § 87482](#).
4. Retired substitutes may serve as a day-to-day substitute for as many days during a year as allowed within the STRS earning limit. The retiree should monitor their total earnings to ensure compliance.
5. Service beyond the 20 day limit shall be reassigned and paid in a long term class other than day-to-day substitute.
 - a. In order to avoid any SAP payroll complexities associated with mid-month processing, the start date of the long term substitute assignment may be timed to coincide with the first day of a month.
 - b. For purposes of Limited Term Eligibility, FTE for long-term substitutes are effective on the start date of their assignment.

6. Day-to-day substitutes elected to a long-term assignment are returned to the day-to-day substitute pool at the end of the long-term assignment.

D. Long Term Substitute Assignments (21 Days or More)

1. In the event a regular faculty member's absence is unexpectedly extended beyond 20 days, the day-to-day substitute's assignment must be terminated no later than the 20th day and a long-term substitute selected. Day-to-day substitute services are not be included in any service necessary to reclassify to contract status pursuant to [Education Code § 86482](#) if service exceeds .60 FTE for the term.
2. When the regular faculty member's absence is known, a long-term temporary substitute appointment may be made from the appropriate eligibility list for positions of faculty members absent from service for more than 20 working days within the semester.
 - a. The ending date of any long-term substitute appointment is usually for one (1) semester but shall not be more than two (2) semesters.
 - b. An eligible incumbent may be continued for an additional semester in the same discipline at the same college, at the discretion of the college, if there is no break in service. No break in service occurs if the incumbent has worked in the position during the prior semester, or has not worked in the position for not more than one semester between the semester worked and the additional semester.
3. **Exemptions:**
 - a. **Temporary Service for Less Than a Complete Semester:** Temporary monthly rate service which when totaled and averaged over a semester does not exceed 60 percent of a full assignment is authorized ([Education Code § 87482.5](#)). Consequently such service does not count towards the two semester limitation.
 - b. **Partial Semester Assignment Formula:** If the long-term substitute assignment is not taught for the full semester, the FTE value of the standard hours is multiplied by a factor equal to the percentage of the course(s) taught. The percentage of the course(s) taught is computed by dividing the number of classes met by the total number of class meetings scheduled during the term.

FIGURE R-140 PARTIAL SEMESTER ASSIGNMENT FORMULA¹
FTE = (Standard Hours / Load) X (Class Meeting Days Met / Class Meeting Days Scheduled)
¹ Only actual meetings are counted; holidays are not counted.

E. Assignment Processing

1. Persons employed as a "day-to-day" faculty substitute do not need a special personnel action unless they have not worked for the previous three (3) years as a faculty member.
 - a. If the individual to be hired has no faculty assignment with the District, the procedures to hire an Adjunct Faculty member must be followed. See HR Guide R-130, Faculty, Adjunct, for details.

- b. Once selected, a “day-to-day” substitute assignment is written to the assignment to the Instructor, Substitute Job Code A0816.
2. ***Subsequent Substitute Assignments:*** The SAP system allows substitute assignments as once a person is employed as a faculty member. Consequently, should an additional department or college wish to retain the services of a substitute instructor who has a substitute assignment previously entered into the system, entering another assignment into SAP is not needed. Time is reported by the subsequent location as described in Time Reporting below.
3. ***Termination of Substitute Assignments:*** The SAP system automatically terminates open assignments if the faculty member does not work at all as a faculty member for three (3) consecutive years. If that situation occurs and services for that individual are desired, a rehire must be processed. See HR [Guide P-120, Rehire](#), for details.

F. Time Reporting

1. The Academic Affairs office at the location where service is performed is responsible for reporting Day-to-Day Substitute time.
2. ***Day-to-Day Substitutes*** are paid actual hours worked based on time reported.
 - a. Time may not be reported in this category for more than 20 days as defined in Section C2 above.
 - b. Day-to-day substitute time is reported as Wage Type “0816” attached to the person’s faculty assignment.
3. ***Long-Term Substitutes*** are paid as salaried faculty. As such, they are eligible for “illness” and other absence pay reported using the “negative” time reporting system.

G. Substitute Faculty Salary Rates

1. **Day-to-Day Substitutes**
 - a. Academic employees assigned as day-to-day substitute to replace a faculty member shall be paid on an hour-for-hour basis at the rate established for the substitute faculty pay scale.
 - b. Day-to-day substitutes in both classroom and non-classroom assignments are paid to the nearest quarter hour. For classroom day-to-day substitutes, classroom time plus passing time is considered before rounding to the nearest quarter hour. See [SAP HR Time Administration](#) for details.
 - c. Day-to-day substitutes are not paid the office hour differential.
2. **Long-Term Substitutes**
 - a. ***Allocation to Salary Schedule:*** New long-term substitute employees are allocated to the preparation salary schedule on the basis of previous training and experience. See [HR Guide H-500, Pay Scales](#), for details.

- b. **Step Advance:** Long-term substitutes may advance one step each year within the limits of the salary schedule if they have served for 130 days in an Academic Service position since the last step advance. See HR Guide H-510, Level (Step) Advances and [LACCD Board Rule Chapter X, Human Resources, Article V, Certificated Salary, Section 10529, Step Advance](#), for details.
 - c. **Column Advance:** Long-term substitutes may advance one column advance each year within the limits of the salary schedule if they have completed the necessary points and files the required forms in accordance with established procedures. See HR Guide H-530, Column Advances and Points for details.
- H. **Illness Pay:** On-call day-to-day substitutes do not earn illness allowances since they are paid per our worked.
- I. **Holiday Pay:** "For classroom faculty paid on the substitute schedule the concept of "paid holiday" does not apply" ([AFT Faculty Agreement, Article II, Holidays and Vacation Days, Section D. b](#))
- J. **Substitute Employee Duties**
- 1. A substitute employee is expected to perform to the best of his/her ability any duties assigned by the president or designated representative which is appropriately within the classification of the absent employee. These duties include, but are not limited to:
 - a. Arrive at the location as nearly on time as possible. Substitute should inform the college if they will not be reporting promptly.
 - b. Report to the office which placed the call upon arrival, giving name and time called.
 - c. Account for attendance of all students in the manner prescribed by the college.
 - d. Conduct classes and enforce established rules and regulations.
 - e. Perform special duties assigned.
 - f. Leave classrooms in good order.
 - g. Leave a brief resume of work covered for regular instructor.
 - h. Check with office which placed the substitute call before leaving college.
 - 2. A substitute is not expected to keep office hours, attend departmental meetings, college shared governance activities, otherwise perform the additional duties of the absent monthly-rate employee beyond the primary classroom duties.
- K. **Performance Reports:** Ratings are based upon the performance of all the duties required. See HR Guide E-200, Performance Evaluations, for details.
- L. **Termination:** Although the education code allows for termination of a substitute at any time without cause, substitute assignments are usually terminated because of inadequate service, lack of availability, or the regular faculty member returns to work.

M. Day-to-Day Substitute Standardized Budget

1. The District uses the standardized default posting to the financial system for day-to-day substitutes. Table R-140B, Day-to-Day Substitute Standardized Budget, below, identifies the defaults.
2. Default accounts may be overwritten for specially funded accounts or other purposes by reporting time to the alternative budget.

TABLE R-140B DAY-TO-DAY SUBSTITUTE STANDARDIZED BUDGET		
FUND: 10100		
GENERAL LEDGER: 111600		
COLLEGE	BUSINESS AREA ¹	COST CENTER
City	C000	C1030A
East	E000	E1030A
Harbor	H000	H1030A
Mission	M000	M1030A
Pierce	P000	P1010A
Southwest	S000	S1010A
Trade-Tech	T000	T1010A
Valley	V000	V1030A
West	W000	W1010A
¹ In SAP, this code is also known as Personnel Area. In the legacy system, this code was called Location.		

IV. ADDITIONAL SOURCES

CALIFORNIA EDUCATIONAL CODE

- 87480 Classification of Faculty Members as Temporary Employees
- 87481 Employment of Temporary Faculty Members; Classification
- 87482 Employment of Temporary Faculty Members

LACCD BOARD RULES

Chapter X, Human Resources

Article III Selection Process

Temporary Faculty Hiring: Long Term Substitutes and Limited Status Faculty
Selection of Entrance Level Substitutes

Article IV Certificated Assignments

Payment for Holidays – Certificated Employee with Regular Status and Serving
in Such Status or as a Substitute in a Higher Class

Payment for Holidays – Substitute Certificated Employee

10422 Dismissal of Entrance Level Substitute Certificated Employee

Article V Certificated Salary

Salary Rates for Substitute Certificated Personnel with Regular Status

10514 Salary Rates for Day-to-Day Substitute Service

10534 Step Advance for Certain Experience-Substitute Employees

Article XII Child Development Centers

Illness Pay for Substitutes Paid on the Child Development Center Salary
Schedule

LACCD HUMAN RESOURCES GUIDES

[HR P-000 General Policy on Personnel Actions](#)

[HR P-100 Assign Employee](#)

[HR P-120 Rehire](#)

HR P-131 Additional Assignment, Retired Employee

[HR H-500 Pay Scales](#)

HR H-510 Level (Step) Advances

HR H-530 Column Advances and Points

HR R-100 Academic Employees

HR R-130 Faculty, Adjunct

HR E-200 Performance Evaluations

LACCD COLLECTIVE BARGAINING AGREEMENTS

[***AFT Faculty Guild Local 1521: Article 11, Holidays and Vacation Days***](#)

PCR DOCUMENTATION

[PCR – The Automated Personnel Change Request System](#)

SAP DOCUMENTATION

[Personnel Administration Documentation](#)

[Time Administration](#)