

# LOS ANGELES COMMUNITY COLLEGES PERSONNEL GUIDE

B 314  
POINTS  
Summary

ISSUE DATE: 3-20-96	SERVICE: Certificated	CHANGES:  Change address and Telephone number in section 1
REPLACES: PG B314  (2-18-81)	DISTRIBUTION General (See PG: B339 for decoding)	
ISSUED BY: Office of Pers Oper		

1. Information and Forms. Point Application, Form C163, and Point Activity Approval-Request, Form C242, are available in college offices. Salary information Request, Form C130, must, be used for point status questions. For further information concerning types of study for which salary point credit may be allowed and the filing of point applications, consult the Office of Personnel Operations.  
(A point is equivalent to one semester unit or 1.5 quarter units.)

Telephone: 891-2267  
770 Wilshire Boulevard, Los Angeles, California 90017

2. Current Approved Bases for Salary Point Allowance and Appropriate Application Forms

Types of Activities	Point Application Forms and Guides	Limitations for Specific Periods	Total Possible Allowances
Accredited Colleges and Universities (Admin. Guide 3222)	Form C154 (First application) Form C153 (Supplemental application) Guide B330		Unlimited
Courses taken in District colleges. (Faculty Contract, Article XXXI)	(Form C970) Study plan must be approved by college president prior to enrollment. Submit Form C970 and official transcripts to the Office of Personnel Operations when course work has been completed.		Unlimited
*Foreign colleges and universities and schools of advanced standing other than accredited colleges and universities (Admin. Guide 3226)	Point Activity Approval Request (Form C242). Form C158 must be used for study completed prior to employment. Guide B313		Unlimited

Types of Activities	Point Application Forms and Guides	Limitations For Specific Periods	Total Possible Allowance
*Qualified private instruction (Admin. Guide 3227)			30 points
*Educational Work experience Admin. Guide 3241-3243)	Point Activity Approval Request (Form C242) Guides B359-B360)	6 points for summer employment	21 points
*Educational Travel projects (Admin. Guide 3237-3239)	Point Activity Approval Request (Form C242) Guide B353	6 points for summer travel	24 points
*Sabbatical Leave Travel Admin. Guide 3240)	Call the Office of Personnel Operations to obtain forms	12 points per semester	
Military training undertaken during summer vacation periods (Admin. Guide 3220)	(Form C156)	6 points per summer	18 points
*Research study (limited to holders of earned degree of doctor of philosophy or equivalent) (Admin. Guide 3236)	(Form C242) Please call the Office of Personnel Operations for information. A proposed research plan must be submitted for pre-approval by Committee.		Unlimited

\*Approval by the Office of Personnel Operations is required prior to the commencement of the travel, work experience, or study. Use Form C242.

\*\*Approval by the Sabbatical Leave Committee is required prior to the commencement of travel or study.