

LOS ANGELES COMMUNITY COLLEGES  
PERSONNEL GUIDE B 360  
POINTS - Work Experience Procedures

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Procedures for Work Experience Project

(See also PG B359, POINTS--Work Experience, Policy)

1. Application. Applications for work experience projects (Form C242) may be obtained from the Personnel Operations Branch. The following procedures must be followed:
  - a. Fill out one copy of Form C242 giving complete information.
  - b. Have employer complete the verification as directed on the reverse side of Form C242.
  - c. Attach a brief statement concerning the educational objectives of the experience, and the expected value to the instructional program of the experience.

Following consideration by the Committee on Work Experience, the receipt portion of Form C242 will be returned, -to the applicant with approval or denial of the request indicated.

2. Point Allowance. The application and supporting materials will be evaluated by the Committee on Work Experience. The Committee will determine the maximum point allowance in terms of the following:
  - a. The approved educational work experience portion of the employment shall justify a uniform allowance of one point per week in conformity with standards for point allowance in other recognized forms of study.
  - b. The point value of the employment shall not exceed six points for any one project completed by an employee who is not on leave of absence. A maximum of one point of credit shall be allowed for each week of approved full-time employment. (Admin. Guide 3243\*)
  - c. A maximum of six points for employment may be accumulated in any one summer. A maximum of 21 points may be accumulated for all work experience projects during the entire service of an employee. The 21 points of credit for employment shall include all points received for trade or business employment since June 18, 1948. (Admin. Guide 3243\*)
  - d. No point credit shall be given for any part of a work experience project until the entire project, including the report, is completed.
  - e. Approval will not be granted for repeated experiences in the same employment.
  - f. Employees who are enrolled in an educational work experience project shall not receive credit for the project if they request and are granted point credit for other study or preparation

undertaken concurrently with the work employment part of the project.

3. Changes. Where employment conditions change from those indicated on the approved project request, the participant shall immediately inform the Personnel Operations Branch of the change, The Committee shall then decide whether a revision or cancellation of approval is to be made.
4. Completing the Project. At the completion of the project, Form C415, Certificate of Completion of Work Experience Point Project, must be submitted by the participant. The form must be accompanied by the fee payment of \$7.00. (Use Fee Payment Envelope, Form C340.) See PG B359, 2. a. (3) regarding past employment report.

\*Admin. Guide, Los Angeles City School District