

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR H-410
		WAGE TYPES, ONE TIME PAYMENTS
ISSUE DATE: December 5, 2019	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
REPLACES: HR Guide September 9, 2008	CHANGES: Delete information that is not applicable to HR processing; adjustments to the tables; corrected all links.	

I. POLICY

It is the policy of the District that individuals in particular jobs coupled with specific assignments are compensated using one-time payments or stipends rather than by means of salaried or hourly wages. The employee's remuneration is accomplished through the use of individual wage types for each of these unique assignments.

II. DEFINITIONS:

- **Jobs** are general classifications that group positions together for purposes of compensation, Fair Labor Standards Act (FLSA) requirements, Equal Employment Opportunity Coding, etc.
- **Salary Schedule** is a set of rates of pay along with the associated rules and policies governing the application of the schedule to specific employee assignments.
- **Stipend** is a fixed dollar payment for services.
- **Wage Types** are the basic building block components used to assign payments and deductions.

III. REQUIREMENTS

- A. Table H-410, Wage Types - One Time Payments, below, lists the wage types associated with one-time stipends for certain assignments, the name of the wage type, what the wage type is used for, and the related HR Guide which explains the process in determining the payment.
1. All the wage types identified on the table are one time stipends that are entered into the SAP system under Info Type 0015, Additional Payments. The amount of the compensation and payment date is stipulated in the SAP system.
 2. Although the compensation is considered a one-time stipend, some of the payments are broken up into two or more installments. Each installment must be manually input into the SAP system. These payments differ from recurring payments which are entered once into the SAP system and funds are disbursed to the payee based upon the time period input into the SAP program to repeat the payment.
 3. Other wage types, which are deductions or adjustments that are also made under Info Type 0015, are not listed on the Table H-410, Wage Types - One-Time Payments. The District Office Human Resources Division can be contacted to aid in resolving an issue regarding the use of a wage type listed in Table H-410.

**TABLE H-410
WAGE TYPES - ONE TIME PAYMENTS**

WAGE TYPE	WAGE TYPE NAME	WAGE TYPE USE	HR GUIDE
1055	Distance Learning Stipend	Used for online classes. If the class has more than 50 students, a roster must accompany approved payment request. The online class cannot have more than 80 enrolled students.	CBA 1521 Article 14C2
1056	Grant Stipend	Stipends under this wage type are for grant related activities which may include but are not limited to: training, professional development, grant management, planning and execution of grants, etc. All faculty and classified are eligible for this wage type.	None
1250	Perfect Attendance A	If an employee of selected bargaining units has not been absent for a particular fiscal year, the employee is granted a monetary award in accordance with the detailed criteria listed in the specific collective bargaining agreement. The payment for this incentive is paid at the beginning of the following fiscal year in which the perfect attendance occurred.	W-200 Absences
1365	Grievance Payment	This disbursement is made as a result of a monetary settlement associated with a grievance filed by a part time member of AFT Faculty Guild Local 1521 against LACCD.	None
1371	Excellent Performance	Members of the classified supervisory unit are eligible for a performance differential of a one-time, non-cumulative award per year. This payment is made in accordance with the criteria set out in the LACCD and Supervisory Employee's Union Collective Bargaining Agreement.	E-300 Achievement Awards and Employee Recognition
1400	Pre-Ret. Red. Wkld Opt II	During the first two years during which a faculty member participates in the Pre-Retirement Reduction in Workload Program Option II, the District will pay the faculty member an annual stipend in addition to the other compensation he or she earns under the program. The stipend is paid during the fall.	W-100 Leaves
1440	Supervisor Mentor Pay	A member of the classified supervisory unit may request a mentor by another supervisory unit member. The mentor-mentee relationship will be designated for a 6-month period and may be extended for a second 6-month period. The mentor will receive a stipend at the end of each 6 month period.	R-220 Classified, Represented
1450	Faculty Mentor Pay	A faculty member may serve as mentor to more than one contract faculty member. As long as the relationship exists, the mentor is paid a flat rate per mentee for the year. The payments occur at the end of the Fall and Spring semesters and are prorated for each term.	R-120 Faculty, Regular
1455	Comm Serv Techr Session	Community Service Teacher Course pay is <u>only</u> received for teaching a specific session. Payment is made after the session has been completed.	R-330 Recreational Employees
1457	Project Match Stipend	Project Match Interns are assigned to work with a LACCD instructor to teach a 3-unit class during the Fall semester. Project Match Participants are paid twice during the fall semester. Payments are also made to the Project Match Coordinator and Summer Institute Instructor.	R-360 Project Match Employees
1466	Prof Expert Session	A small number of professional experts <u>only</u> receive pay for working a specific instance. Payment is made after the session has been completed.	R-310 Professional Experts
1480	Dept Chair Hrly Sem Pay	Department Chair Hourly Semester Pay is processed once each semester for the department chairs and vice chairs that performed all or part of the hourly duties to supervise adjunct and/or temporary faculty.	R-125 Department Chairs
1490	Academic Dev Grantee Pay	Payment is made after the President or Vice President of the college has verified the completion of the deliverable for the grant as listed on the Application for Academic Development Grant.	R-350 Academic Development Grants
1495	Prof Expert Project	A small number of professional experts <u>only</u> receive pay for a specific project. If the project is of significant length, the expert may be paid in installments; otherwise, payment is made after the completion of the project.	R-310 Professional Experts
2600 - 2667	Athletic Directors & Coaches	Varies depending upon sport.	R-400 Athletic Directors & Coaches

B. Salary Schedule

1. The compensation for wage types 1250, 1371, and 1440 is only for selected bargaining units. The amount of the disbursement is specified in the latest collective bargaining agreement with LACCD for those particular units.
2. The distinct reimbursements related to wage types 1365 and 1370 are determined by the particular settlement or bargaining unit agreement.

3. The payments attached to wage types 1400, 1450, and 1480 are associated with the academic service. Therefore, the salary schedules for these assignments are determined by the latest LACCD and Faculty Guild collective bargaining agreement.
4. The Academic Development Grantee, wage type 1490, compensation is determined by the procedures set forth in HR R-350, Academic Development Grants.
5. The remaining wage types identified on Table H-410 are connected with unclassified service assignments. The salary schedule development for these assignments follow the procedure as defined in HR R-300, Unclassified Employees, section B, Job Classifications and Salary Rates.

C. Procedure

1. Prior to disbursement of funds to LACCD employees for the wage types listed in Table H410A, the appropriate authority reviews and approves the payment. The approval authorities include, but are not limited to: the specific college requesting payment; the Office of Employer/Employee Relations; the Human Resources Division and the Board of Trustees.
2. Once approved, forward the payment request along with any supporting documents to the Assignments and Administrative Services Unit of Human Resources at the ESC.
3. For specific procedure for submitting payments to the ESC, please [click here](#).

IV. ADDITIONAL SOURCES

CALIFORNIA EDUCATIONAL CODE

88078 Exemptions from Classified Service; Community Representatives in Advisory or Consulting Capacities.

LACCD BOARD RULES

Chapter X. Human Resources,
Article XI Unclassified Assignments

LACCD HUMAN RESOURCES GUIDES

HR E-300 Achievement Awards and Employee Recognition
HR R-120 Faculty, Regular
HR R-125 Department Chair
HR R-220 Classified, Represented
HR R-310 Professional Experts
HR R-330 Recreational Employees
HR R-350 Academic Development Grant
HR R-360 Project Match Employees
HR W-100 Leaves
HR W-200 Absences

LACCD COLLECTIVE BARGAINING AGREEMENTS

AFT Faculty Guild Local 1521:

Article 17, Department Chairs and Departments

Article 26, Pre-Retirement Reduction in Workload Program

Article 42, Tenure Review and Evaluation of Contract (Probationary) Faculty
H. Mentors

Appendix A, Faculty Salary Schedule

American Federation of Teachers College Staff Guild, Local 1521A

CFT/AFT, AFL-CIO

Article 19 Leave and Absences

Los Angeles City and County School Employees Union Local 99, S.E.I.U.

Article 13 Vacation

Supervisory Employees' Union Local 721 S.E.I.U.

Article 8 Leave and Absences

Article 11 Performance Evaluation Procedure

PERSONNEL COMMISSION RULES

517 Positions Exempted from the Classified Services as "Professional Experts" and "Community Representatives"