

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR P-130
		ADDITIONAL ASSIGNMENT
ISSUE DATE: February 27, 2020	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
REPLACES: HR Guide Dated April 25, 2019	CHANGES: Update to Table P-130B	

I. POLICY

It is the duty of each College and Division to establish internal processing procedures to ensure that new assignments are processed in advance of service.

II. DEFINITIONS

- **Additional assignment** is the personnel action that assigns a current employee to a new (additional) position while the employee continues in his/her basic (current) position. This process is called an “extra assignment.”
- **Adjunct assignment** is the personnel action that assigns a part-time temporary faculty member to one instructional term at a time without a guarantee the assignment will continue. Adjunct faculty may be assigned an additional assignment for non-classroom activities on an as needed basis under [Educational Code § 87482.5](#).
- **Ancillary Activities** are professional duties and tasks that may be performed by adjunct faculty on an as needed basis as allowed under [Education Code § 87482.5](#) outside of normal FTE limitations.
- **Basic assignment** is the first active assignment when a person has multiple active assignments in the District.
- **Concurrent employment** occurs when an employee is assigned in multiple positions throughout the District with overlapping appointment dates

III. REQUIREMENTS

- A. Additional assignment refers to any employment compensated by the District, funded by the general fund or non-general fund including enterprise accounts, specially funded programs, or foundations that is in additional to an individual’s basic employment. Multiple funding does not require an additional assignment. An additional assignment is only necessary if an employee is to be assigned to two (2) different positions (jobs) or departments. Additional Assignment may include but is not limited to assignment as an adjunct assignments, a professional expert, a community services employee or a child development center employee
- B. Additional assignments include teaching, overload, reassigned time, and special assignments to implement grants, coordinate activities and/or other similar assignments.

- C. Full-time employees, with the exception below, may be employed in additional assignments, within the limits provided by federal and state labor laws, District policies, and collective bargaining agreements.

1. Unrepresented administrators and managers shall not be assigned an Instructor Special Assignment to perform duties outside their formal scope of work in addition to their primary administrative assignment. Any exceptions will require approval by the Chancellor and the Vice Chancellor of Human Resources, in consultation with General Counsel.

2. Unrepresented administrators and managers may teach an adjunct assignment per supervisor approval. Total FTE may not exceed 0.4 per term. Additional assignments must be done outside the employees regular work schedule.

D. Authorization to Serve in Additional Assignments

The selection, appointment, and salary determination for an additional assignment use the same procedures as with a new or rehire assignment. See the appropriate collective bargaining agreement and Human Resource Guide for details.

E. Fair Labor Standards Act (FLSA) Requirements

FLSA is the federal law that regulates hours and overtime and specifies that when work is performed in certain capacities under certain circumstances an overtime rate must be paid for certain categories of workers. All extra assignments must be given in accordance with all FLSA provisions/rules. Employees with basic assignments in the Academic Service, Classified Management (Exempt), and Unclassified Service do not earn overtime and are not, therefore, affected by this FLSA provision.

1. **Applicable Positions:** For positions requiring employees to reduce their working hours per week to 40 hours in order to accept an extra assignment, see [HR Guide P-400](#), Leave of Absence, for processing instructions.

2. **Category of Additional Assignments:**

- a. **Academic Service:** Certain Classified employees may be assigned to teaching and non-teaching assignments pursuant to the employee's bargaining unit agreement and FLSA provisions (see Table P-130A) Classified Confidential employees may take up to 0.67 FTE outside their regular work schedule, per supervisor approval. In addition, the adjunct rate must be at least 1 ½ times the employee's hourly rate for the classified assignment.

- i. **Example:** A Classified Assistant Administrative Analyst (Confidential) hourly rate is \$39.00. In order to take an adjunct teaching job, the employee would have to take an adjunct assignment that has an hourly rate of \$58.50 or higher to qualify.

- b. **Unclassified Service:** The AFT Staff Guild Agreement includes a provision that members **may work** up to ten (10) hours per week in an Unclassified capacity. (See Table P-130A). The classified confidential employees may also work up to ten (10) hours a week in an Unclassified capacity in according with Table P-310A. In order to be granted an unclassified assignment, the unclassified rates must be 1 ½ times the employee's hourly rate for either the AFT Staff Guild or classified confidential assignment.

- i. **Example:** A Classified Financial Aid Technician hourly rate is \$26.00. In order to take a trainer/presenter job, the employee would have to take an assignment that has an hourly rate of \$39.00 or higher to qualify.

- c. Exceptions to the above rules in III E.2. a. & b. may occur on a case by case basis subject to approval by the College President or his or her designee.

3. **Effect on Retirement:** If any questions regarding the effects of the extra assignments, please call the Retirement Unit at the ESC,

4. If the procedures for an extra assignment are not specifically identified in the employee's bargaining unit agreement, the following practice is followed to assure compliance with the FLSA:
 - a. The employee will present a written request 30 days in advance (or as soon as possible) to his or her supervisor before accepting any additional assignments.
 - b. If required by the position, the employee must request a reduction in hours to maintain a total work assignment not to exceed a 40-hour workweek.
 - c. The employee, in seeking such a reduction in hours, recognizes that the supervisor has the right to deny the request for any change in work schedule or hours because the work of the unit and the full-time assignment of the employee are primary in making any decision about changes in employee work hours or schedules.
 - d. If the supervisor agrees to allow the reduction in work hours, such an agreement, along with the employee's new work schedule will be prepared in writing by the employee and signed by the supervisor before the change will go into effect.

- F. Employees accepting an additional assignment are required to inform the hiring location of any additional assignment(s) they may hold within the District.

- G. Termination of assignments may occur at any time or as specified by collective bargaining agreements and, when applicable, Personnel Commission Rules.

- H. **Time of Assignments:** If the procedure/rules for determining the time/length of the assignment is not specifically outlined in the employee's bargaining unit agreement, the following will apply:
 1. Additional assignments, including employment with outside employers, shall not conflict with or be scheduled to be worked at the same time as the employee's regularly scheduled responsibilities or work schedule.
 2. Additional assignments in the same or different class may be served during or outside of normal working hours of regular assignment on non-working holidays.
 3. Additional assignments may not be served during the employees regular work schedule from which they are on paid vacation or any other type of paid absence.
 4. Any type of service for the District while on sabbatical or other paid leave or while on paid vacation must be rendered outside the normal working hours of the position from which the employee is on a leave of absence.

Note: This policy does not apply to employees on the following unpaid leaves of absence from their full-time assignments: Personal; Study; Rest; Opportunity; or Substitute.

- I. **Limitations on Additional Assignments**
 1. To assure employees are paid in an accurate and timely manner, correct and complete assignment information is required on assignments submitted for processing. Part of this requirement involves reviewing an employee's current assignment status prior to submitting any additional assignment. The review process consists of both manual and computerized tasks.

2. If an additional assignment work schedule overlaps the employee's current work schedule, a violation of District policy occurs. It is, therefore, mandatory that location personnel review the employee's active assignment status prior to processing.
3. Adjunct faculty are permitted additional assignments as ancillary activity assignments within the parameters specified in HR Guide R-130, Faculty, Adjunct and AFT Faculty Agreement Article 14, Assignments, Additional and Coaching.
 - a. Note: These parameters do not apply to regular faculty teaching overload.
4. Salaried employees in Academic and Classified service cannot exceed 1.00 working FTE in regular (salaried) positions.
5. The .67 limitation for an academic additional assignment does not apply during winter or summer inter-session.
6. Table P-130A identifies FTE Assignment Limitations for employees with a basic non-faculty assignment, while P-130B identifies the FTE assignments limitation for employees with a basic faculty assignment.
7. If an employee has an unclassified assignment(s) greater than 0.25 FTE, the employee may only have assignments in the unclassified service and the total of all unclassified assignments may not exceed 0.87 FTE.
 - a. A student employee is part of the unclassified service; however, a student employee is limited to a cumulative total of 0.625 FTE in all student employee assignment. See HR Guide R-320 Student Employee for additional information.

Table P-130A: FTE Assignment Limitations - Non-Faculty Employees (If employee has base faculty assignment, use Table P-130B)					
Assignment Type	Staff Guild (AFT 1521A)/ Classified Confidential	Classified Supervisors (Local 721)	Unrepresented Administrative Academic/Classified Management	Academic Supervisors (Teamsters)	Crafts (Buildings & Trades) & Operations (Local 99)
Classified (Base) ^{*3}	1.00	1.00	1.00	1.00	1.00
Academic Hourly	0.67 ^{*1,7}	0.67 ^{*1,7}	0.4 ^{*2,8}	0.4 ^{*8}	0.67 ^{*4}
Unclassified	0.25 ^{*6}	0.25 ^{*4}	0.00	0.25 ^{*3}	0.25 ^{*4}
Max FTE limit	1.92	1.67 ^{*5}	1.40	1.65	1.00 ^{*3}

Notes:

^{*1} Unit AFT1521A and Local721 must comply with each Unit's MOU for classified employment with Adjunct Academic Assignment. Classified confidential must comply with Section III E (2).

^{*2} May only be an adjunct teaching (A0811) assignment. For certain non-exempt classified managers (PSA = CMA3), the adjunct rate must be at least 1 ½ times the employee's hourly rate for the classified assignment.

^{*3} A combination of assignments is possible, but the FTE cannot exceed 1.0.

^{*4} Employee must have approved leave from their classified assignment.

^{*5} Does not represent a cumulative total of above FTE; it is the FTE limit for combination of all possible assignments.

^{*6} Unclassified Rate must be at least 1 1/2 times the employees classified assignment rate.

^{*7} No FTE cap amount for Winter/Summer intercessions .

^{*8} Subject to Supervisor approval.

^{*9} If the "Base" classified assignment is <1.0, the MAX FTE limit should be adjusted accordingly.

Table P-130 B: FTE Assignment Limitations - Faculty Employees

(If employee has base non-faculty assignment, use Table P-130A)

Assignment Type/Term	Faculty Regular (Tenured/Probationary)			Faculty Limited (Temporary Monthly Rate)		Faculty Hourly (Pure Adjunct)	
	Summer	Fall/Spring	Winter	Fall/Spring ^{*1}	Winter/Summer	Fall/Spring ^{*1}	Winter/Summer
Full Time	1.00 ^{*2}	1.00	08XX ^{*3}	up to 1.00 ^{*1a.}	08XX ^{*3}	0.00	0.00
Academic Hourly	. ^{*5}	0.67	. ^{*5}	0.67 ^{*1a.}	. ^{*5}	0.67 ^{*1b.}	. ^{*5}
Unclassified	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Max FTE Limit^{*4}	. ^{*5}	1.92	. ^{*5}	1.92	. ^{*5}	0.92	. ^{*5}

Notes:

^{*1} In assigning the total combined Full-time and Academic Hourly FTE limit, AFT Faculty CBA Article 16 section D.3 shall apply, and the written verification process identified shall be accomplished.

^{*1a} The use and selection of limited faculty shall be in accordance with LACCD Board Rule Chapter X, Article III, Human Resources Guide HR R-122 *Faculty, Limited and* AFT1521 Faculty Contract. Unless the full-time assignment is approved for greater than .67 FTE, the limited faculty assignments together with any adjunct assignment(s) shall not exceed .67 FTE.

^{*1b} Under rare circumstances, and only when the appropriate, a waiver (see HR Guide R-130 and HR Form R-130W) may requested for a temporary faculty member to exceed the 67% maximum load. Faculty who are approved for this exemption to the load limitation may not exceed the 67% workload for more than two semesters in three consecutive academic years as per Education Code § 87482.

^{*2} A total of 1.0 FTE may be given in the summer to regular faculty. Anything over 1.0 must be an academic hourly assignment. See AFT Faculty CBA Article 15 for assignment details.

^{*3} Limited to 08XX assignment only. See FTE limit for Academic Hourly row.

^{*4} For Fall/Spring, it represents a cumulative total FTE for the column; For Winter/Summer assignments, it is the FTE limit for the total of the full-time and unclassified rows plus and additional the FTE associated with any academic hourly assignments.

^{*5} No FTE cap amount for academic hourly Winter/Summer intercessions .

J. Additional Assignment Pay

Pay for an additional assignment is computed independently of the basic assignment pay. It must also be in accordance with the appropriate District salary schedule for additional assignments.

K. Personnel Change Request (PCR) System is the District's web-based user-friendly "front-end" to the SAP Human Resource System. It includes the ability to electronically route approvals from the initiator to the designated administrator to the location personnel office for entry into the SAP system.

1. When a new assignment is requested, PCR prompts the requester to identify the effect the new assignment will have on the "old" assignment. The options available are defined in Table P-130C, PCR Assignment Change Options.²

TABLE P-130C PCR ¹ ASSIGNMENT CHANGE OPTIONS	
OPTION ²	DEFINITION
No Effect	The employee's current ("old") assignment is intended to continue and the assignment to be processed is an additional assignment.
New job takes place of old job.	The employee's old job will be terminated on the day prior to the new job taking effect.
¹ PCR = Personnel Change Request ² These options are determined in PCR at Step 2.4 Impact On This Employee's Other Assignment, Effect Menu.	

2. PCR automatically rejects assignments that exceed FTE limits. Should this situation occur, the hiring location staff should review the assignment in terms of compliance to District policy and collective bargaining provisions. If appropriate, the location's senior staff should request an exemption to the FTE limit process through the Vice Chancellor of Human Resources.

L. SAP System automatically assigns a unique identification number—personnel number—for each personnel assignment. The personnel number (PERNR) represents the position, wage type, and cost center of the assignment. If possible the initiating location should reuse a PERNR with an assignment in the same service as the previous assignment in the particular service (example: unclassified to unclassified, academic to academic). A new PERNR should only be created as a last resort. Employee number-personnel number use is as follows:

1. Employee Number (ID) and assignment number (PERNR) is the same for the basic assignment.
2. Employee Number (ID) and the assignment number (PERNR) are different for additional assignments.
3. Employee Number (ID) is always the same for all assignments.

IV. ADDITIONAL SOURCES

LACCD BOARD RULES

Chapter X, Human Resources
Article IV. Certificated Assignments
[10408 Multiple Assignments](#)

LACCD HUMAN RESOURCE GUIDE

HR R-130 Faculty, Adjunct
[HR P-400 Leave of Absence](#)

LACCD CHANCELLORS DIRECTIVE 190

Instructor Special Assignments (*dated October 1, 2018*)

PERSONNEL COMMISSION RULES

[595 Salary Differential for Multiple College Responsibility](#)
[596 Overtime](#)
[725 Multiple Assignments](#)
[726 Concurrent Assignments](#)

LACCD COLLECTIVE BARGAINING AGREEMENTS

AFT Faculty Guild Local 1521:

Article 14, Assignments, Additional and Coaching
Article 15, Assignment, Summer and Winter Intersessions
Article 16, Adjunct Assignments, Retention and Seniority

AFT Staff Guild Local 1521A: Article 12, Hours and Overtime

Building Trades Council: Article 10: Hours and Overtime

School Employees Union, SEIU Local 99: Article 8, Hours and Overtime

Supervisory Union SEIU Local 347: Article 7: Hours and Overtime

U.S. DEPARTMENT OF LABOR

[Employment Standards Administration](#)

[PCR DOCUMENTATION](#)

[SAP DOCUMENTATION](#)

Organizational Management
Personnel Administration