



LOS ANGELES COMMUNITY COLLEGE DISTRICT

STUDENT / UNCLASSIFIED EMPLOYEE HANDBOOK



February 2023

This handbook is for LACCD student / unclassified employees (and their supervisors) in the following positions or classifications:

STUDENT EMPLOYEE CLASSIFICATIONS

Student Worker

Child Development Center (CDC) Student Worker

Student Tutor I

Student Tutor II

UNCLASSIFIED EMPLOYEE CLASSIFICATIONS

Unclassified Paid Intern

Unclassified Tutor

Professional Expert

Community Representative

Academic Development Grantee

Community Services Teacher, Session Rate

Community Services Teacher, Variable Rate

Trainer/Presenter, Session Rate

Trainer/Presenter, Variable Rate

Project MATCH Coordinator

Project MATCH Intern

Project MATCH Mentor

Project MATCH Summer Institute Instructor

Assistant Athletic Coach

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INTRODUCTION

Dear Unclassified / Student Employee:

Welcome to the Los Angeles Community College District.

The LACCD hires students and other temporary workers in several different capacities; these temporary employees and student employees as a group are referred to as unclassified employees. **Unclassified employees** are part-time “at-will” employees assigned to positions that are exempt from Academic and Classified Services as specified in California Education Code § 88076 and § 88078:

- Full-time students employed part-time
- Part-time students employed part-time in a college work-study program or in a work experience education program conducted by a community college that is financed by state or federal funds
- Apprentice positions
- Positions established for the employment of professional experts on a temporary basis for a specific project by the governing board of a community college district

This handbook has been designed to provide student / unclassified employees and their supervisors with an overview of the rules and requirements for unclassified employment in the Los Angeles Community College District. Unclassified and student employees provide the District with needed services that generally fall outside the job duties of classified or academic employees.

The District reaffirms that student employees are present to learn through work, but at no time are any unclassified employees to take the place of a college staff member. This affirmation is consistent with California Education Code § 88076 and § 88078, which state that employment of unclassified and student employees is not to result in the displacement of classified employees.

The student / unclassified employee’s questions or concerns about the contents of this handbook or about student / unclassified employee positions in general should be directed to the immediate supervisor or the worksite Personnel Office.

STRUCTURE OF THIS HANDBOOK

First, there are separate sections for **Student Employees** and **Unclassified Employees**. These include job titles and classifications, as well as brief descriptions of job duties and requirements for job applicants or employees.

The terms Student Employee and Unclassified Employee are sometimes used interchangeably and there is overlap in the rules and requirements for each. Also, some district resources list Student Employees as a subcategory within Unclassified Employees. However, there are important differences between the categories and for that reason, this handbook will review them separately

To determine which section is more relevant to you, refer to your classification or position title. Or ask your supervisor.

Following these two sections, there is a review of **Policies and Procedures** that are relevant to both student employees and unclassified employees. This section includes a review of district policies, hiring procedures, workplace expectations, and other rules and regulations that apply to the two groups.

The next section is **Information for Supervisors**, intended for LACCD academic or classified employees who supervise student or unclassified employees.

Finally, there is a list of **Resources** available to student employees, unclassified employees, and their supervisors seeking additional guidance or more detailed or updated information. Throughout the entire handbook, we provide links to these resources should you require more detailed information. The ones you will be referred to most often are the following LACCD Human Resources (HR) Guides and Board Rules:

[HR R320, Student Employees](#)

[Board Rules - Article XIX, Student Employees](#)

[HR R300, Unclassified Employees](#)

[Board Rules - Article XI, Unclassified Assignments](#)

STUDENT EMPLOYEES

It is the policy of the District to assist students educationally and financially, in the pursuit of their education, by offering valuable work assignments in a variety of areas to help them defray the cost of their education and to provide general work experience in preparation for future employment. (LACCD HR Guide R-320)

Currently, there are four LACCD student employee job classifications:

- Student Worker
- Child Development Center (CDC) Student Worker
- Student Tutor I
- Student Tutor II

ENROLLMENT SPECIFICATIONS

Only current students at one of the nine LACCD colleges will be hired for any of the five student employee positions.

The Student Employee must be enrolled as a full-time student (12 units), except for Federal Work Study, CalWORKS, Cooperative Education, and Work Experience Education Program students within LACCD. The Student Employee must maintain eligibility throughout the semester.

Enrollment requirements apply to the regular academic term at the student's primary institution only and do not apply to summer or winter intercessions. For those sessions, the student's units of completion in the preceding term shall be used to determine student employment eligibility.

ACADEMIC STANDARDS

Student employees may not be on academic or progress probation. They must maintain a minimum cumulative GPA of 2.0 in all coursework.

Student employees must continue to make satisfactory progress towards achieving their educational goals.

Assignments for students on academic probation, progress probation, or those who fail to maintain the enrollment eligibility requirements to be a student employee will be terminated.

Supervisors shall check that requirements are met and shall inform the student employee about the academic requirements for maintaining employment eligibility.

LIMITATIONS

The district imposes some limits on the amount of work performed by student employees, including:

- Student employees may work a maximum of twenty-five (25) hours per week (.625 FTE) and may not exceed a maximum of 999 hours per fiscal year.
- Student employees may be employed for a cumulative maximum of five years regardless of the student employee classification(s) occupied.
- If a student employee works more than 250 hours in a fiscal year, that year will count as one year of service.
- If a student employee works fewer than 250 hours in a fiscal year, that year will not count as a year of

service; however, if a student employee works less than 250 hours per semester for 3 consecutive semesters the employee will be credited a year of service.

- Student employees may work more than one student assignment concurrently, however, the total work hours for all assignments combined cannot exceed the limits stated above.
- Student employees are unclassified, at-will employees; therefore, either the student employee or LACCD is free to end employment at any time.
- Student employees shall work under the immediate supervision of an Academic or Classified employee who is on duty during the time the student employee is assigned.
- Student employees do not exercise supervision over any other employees.

CLASSIFICATIONS

Qualifications for student employee assignments may vary according to the specific position. The supervisor shall check the detailed criteria for each student position, and relay this information to the student employee.

Student Worker

For this entry, “Student Worker” refers to the specific job classification of Student Worker (Job Code 8684), not to the overall category of student employees.

In the position of Student Worker, a student performs a variety of unskilled duties in support of academic or classified staff.

Refer to [HR Guide R320, Student Employees](#) for more details about the Student Worker position.

Child Development Center (CDC) Student Worker

CDC Student Workers are a specific class of study employee working in one of the district’s Child Development Center.

More information about this position can be found in [HR Guide R320, Student Employees](#).

Student Tutor I

Student Tutor I is the first of two classifications in which student employees provide one-to-one tutoring to other students.

More information, including the requirements to be a Student Tutor I, can be found in [HR Guide R320, Student Employees](#).

Student Tutor II

A Student Tutor II also provides one-to-one tutoring and also facilitates group tutoring sessions. A Student Tutor II must have experience as a Student Tutor I.

More information can be found in [HR Guide R320, Student Employees](#).

Please also review the **Policies and Procedures** section of this handbook for more important information about working within LACCD as a student employee.

UNCLASSIFIED EMPLOYEES

Unclassified Employees are part-time at-will employees assigned to positions that are exempt from Academic and Classified [Services](#) as specified in California Education Code § 88076 and § 88078. (LACCD HR Guide R-300)

Currently, LACCD offers the following unclassified positions:

- Unclassified Paid Intern
- Unclassified Tutor
- Professional Expert
- Project MATCH Coordinator
- Project MATCH Intern
- Project MATCH Mentor
- Project MATCH Summer Institute Instructor
- Academic Development Grantee
- Community Services Teacher, Session Rate
- Community Services Teacher, Variable Rate
- Community Representative
- Trainer/Presenter, Session Rate
- Trainer/Presenter, Variable Rate
- Assistant Athletic Coach
- Student Employee (see previous section)

LIMITATIONS

Hours of Service and Assignment for Unclassified employees are limited to .87 FTE or 34.75 hours per week in Unclassified Service concurrent assignments, except for student employees. The student employee FTE limitation is .625 FTE or 25 hours a week.

Academic and Classified employees may accept Unclassified Assignments within the parameters specified in HR Guide HR P-130, Additional Assignment and applicable collective bargaining contract provisions.

Unclassified assignments, with the exception of Unclassified Tutor and Unclassified Paid Intern, must be approved by the Personnel Commission.

Unclassified employees are considered part-time, at-will employees within LACCD. Also, the District affirms that at no time are unclassified employees to take the place of a college staff member.

CLASSIFICATIONS

Qualifications for unclassified assignments may vary according to the specific position. The supervisor shall check the detailed criteria for each unclassified position, and make sure this information is provided to the unclassified employee.

Unclassified Paid Intern

An Unclassified Paid Intern is enrolled as a full-time upper division or graduate student at an accredited college or university and is a part-time at-will employee with LACCD.

An Unclassified Intern receives supervised practical learning, experience, or teaching related directly to their academic and career goals.

Specific work areas utilizing the services of Interns include Counseling, Legal Services, Student Support Services, and work related to various grants, including Career Technical Education (CTE).

More information about Unclassified Paid Interns, can be found in [HR Guide R340, Unclassified Paid Intern and Unclassified Tutor](#).

Unclassified Tutor

An Unclassified Tutor is enrolled as a full-time upper division or graduate student at an accredited college or university and is a part-time at-will employee at LACCD.

An Unclassified Tutor works with students individually or in groups, for a specific course.

More information about Unclassified Paid Tutors can be found in HR Guide R340, Unclassified Paid Intern and Unclassified Tutor.

Professional Expert

A Professional Expert is an expert in a recognized profession employed by the district in that professional capacity for a limited period of time.

More information about Professional Experts, including the selection process, can be found in [California Education Code § 88076](#), [HR Guide R310, Selection and Assignment of Professional Expert and Community Representative](#), and [LACCD Personnel Commission Rule 517](#).

Community Representative

Like a Professional Expert, a Community Representative is employed by the district to provide specific duties for a limited period of time. A Community Representative works in an advisory or consulting capacity for a period not to exceed 90 working days in a fiscal year.

More information about Community Representatives can be found in [California Education Code § 88078](#) and [HR Guide R310, Selection and Assignment of Professional Expert and Community Representative](#).

Project MATCH Classifications

Project MATCH (Mentors Act to Change History) is a multi-component internship program to prepare a diverse community college faculty that is sensitive to the needs of the students it serves.

- The **Project MATCH Coordinator** is responsible for planning and implementing the activities of the Project MATCH interns matched with mentors at the nine LACCD campuses.
- A **Project MATCH Mentor** is an LACCD instructor, counselor, or librarian. The Mentor oversees the intern's work environment training experience.
- The **Project MATCH Summer Institute instructor** is responsible for delivering the instruction at the project's Summer Institute.
- The **Project MATCH Internship** is a multi-component program designed to prepare the intern for community college teaching. Interns are required to attend the Project MATCH Summer Institute and other workshops, events, and meetings.

More information about all the Project MATCH positions can be found in [HR Guide R300, Unclassified Employees](#) and [HR Guide R360, Project MATCH](#).

Academic Development Grantee

An Academic Development Grantee is awarded a grant to develop a written project that benefits an instructional or student services program in the district.

More information about Academic Development Grantees can be found in [HR Guide R300, Unclassified Employees](#) and [HR Guide R350, Academic Development Grantees](#).

Community Services Teacher

A Community Services Teacher is employed to teach short-term, not-for-credit classes in the district's Community Services Program.

There are two Community Services Teacher classifications. They differ based on pay:

- For the **Community Services Teacher, Session Rate** classification, teacher pay is commensurate with experience
- For the **Community Services Teacher, Variable Rate** classification, teachers are paid a variable rate between \$15.50 and \$65 per hour

More information about Community Service Teachers can be found in [HR Guide R300, Unclassified Employees](#).

Trainer/Presenter

A Trainer/Presenter teaches a short-term fee-based, not-for-credit class for workforce education, contract education, SFP, and other noncommunity services related programs.

There are two Trainer/Presenter classifications. They differ based on pay:

- For the **Trainer/Presenter, Session Rate** classification, pay is commensurate with experience
- For the **Trainer/Presenter, Variable Rate** classification, pay is based on a variable rate between \$15.50 and \$65 per hour

More information about Trainer/Presenters can be found in [HR Guide R300, Unclassified Employees](#).

Assistant Athletic Coach

An unclassified Assistant Athletic Coach is employed in an intercollegiate athletic program and assists the Head Athletic Coach.

There is also a classified position called Assistant Athletic Coach. This is a separate classification.

More information about unclassified Assistant Athletic Coaches can be found in [HR Guide R300, Unclassified Employees](#) and [HR Guide R400, Athletic Directors and Coaches](#).

Please also review the **Policies and Procedures** section in this handbook for more details and important information about working within LACCD as an unclassified employee.

POLICIES AND PROCEDURES

In this section, additional information about working within LACCD. This includes:

- The hiring process, including the steps that need to be taken to begin employment at LACCD
- Issues concerning pay, including pay timelines / schedules, illness pay, and retirement benefits
- Work schedules, punctuality, and taking breaks
- Workplace behavior, including acceptable and unacceptable conduct and appearance
- Rules concerning confidentiality of information and use of LACCD technology
- Procedures for dealing with workplace injuries
- Ending employment, including resignation, termination, and the ending of assignments

With a few exceptions – which will be noted – everything in this section applies to both **student employees** and **unclassified employees**.

HIRING PROCESS FOR STUDENT / UNCLASSIFIED EMPLOYEES

Before student / unclassified employees can begin working, they must complete the hiring process with the Personnel Office at their specific campus or worksite.

Supervisors will let employees know when the hiring process is complete and when they can begin working.

Employees must complete the new hire or, if applicable, rehire processing procedures before starting work. See [HR Guide P-110, New Hire](#) or [HR Guide P-120, Rehire](#), for details.

All employees, including student employees and unclassified employees are subject to fingerprinting prior to the start of their assignments. See [HR Guide P-111, Fingerprints](#), for details. This process also includes a [Report of Convictions form](#).

Student and unclassified employees must also complete a [Tuberculosis Risk Assessment form](#) prior to employment.

The fingerprinting and tuberculosis forms may be provided as part of the hiring packet or they may be provided to the employee separately.

Student employees and unclassified employees are provided with a current [LACCD Unclassified Employee Hiring Packet](#). This packet includes the following forms to be completed as part of the hiring process:

- Personal Information Certification
- Personal Data Self-disclosure
- Oath of Allegiance / Support
- Address & Warrant Recipient Designation
- Terms of Employment
- Certificate of Receipt of Unclassified Student Handbook

The hiring packet also includes the Student / Unclassified Employee Handbook (this document).

Other documents that are necessary to work as a student or unclassified employee include

- Social Security Card
- Form of photo identification such as a driver's license or passport
- Employment Eligibility Verification (I9)

For student / unclassified employees who are not U.S. citizens, a [Permanent Resident Card](#) (also called an Alien Residency Card or Green Card), [I-94 form](#), or [I-20 Form](#) may be required. For more information, contact the campus/worksite Personnel Office.

Additionally, student / unclassified employees who are part of the DACA program should refer to current DACA rules and to regulations published in [HR Guide R320, Student Employees](#).

Finally, student / unclassified employees need to be aware of any work requirements related to public health. At the time of publication of this handbook, [LACCD Board/Admin Policy 2900](#) says, in part, that “all District employees shall present proof that they have been fully vaccinated against COVID19 unless exempt for medical or religious reasons.” Public health-related rules and guidelines are subject to change and are frequently updated. If there is uncertainty about the current requirements, it is best to check the [main LACCD website](#) or ask your Personnel Office or supervisor.

PAY CHECKS AND RATES OF PAY

For current hourly payment rates, refer to the [LACCD List of Unclassified Jobs and Payscale](#), which includes hourly rates for each unclassified job classification, including student employee classifications.

The hiring process must be completed in the Personnel Office before any District employee can receive a paycheck. When the process is completed, the student / unclassified employee will be assigned an employee number.

The student / unclassified employee is paid for each hour worked and is not paid for holidays, overtime, jury duty or vacation time.

The student / unclassified employee should work according to the schedule and hours arranged with the supervisor, making sure not to work in excess of the maximum hours assigned per week.

Employees must fill out timesheets listing the hours worked each day (rounded off to the nearest 15 minutes). Timesheets need to be approved by the employee's supervisor before submitted to Payroll. Contact your Personnel Office or supervisor for more information

The first paycheck should be received two to four weeks after work begins. The Personnel Office and/or Supervisor can provide more information on the time frame, as well as the pay day schedule.

The paycheck is mailed to the employee's home address or direct deposited into the employee's bank account. Direct Deposit of employee paychecks can be set-up and managed online. See your campus Personnel Office or Hiring Packet for more information

ILLNESS PAY

A student / unclassified employee who works for 30 or more days within a year is entitled to paid illness leave.

Student and unclassified employees accrue illness pay. See [HR Guide R320, Student Employees](#) and [HR Guide R-300, Unclassified Employees](#) for more information on paid sick leave, including when it can be used, how many days can be used, and what it can be used for.

In order to request a paid illness leave, the employee must complete [Absence Certification Form TA-1U](#) and notify the supervisor of the need to use illness leave in advance, when the absence can be foreseen, and within the first two working hours of his/her work shift, when practicable, in unforeseen situations.

RETIREMENT CONTRIBUTIONS

Student and unclassified employees are automatically enrolled in the Public Agency Retirement Services Alternate Retirement System (PARS). PARS requires only a minimum contribution of 3.50% of your earnings to your retirement account.

Enrollment is automatic and continues as long as the employee does not exceed 1000 work hours during the fiscal year (July 1 through June 30).

If the employee exceeds 1000 work hours during the fiscal year, the employee is no longer eligible for PARS membership and must become a member of the California Public Employees Retirement System (CalPERS), for which the contribution is 8.00% of employee earnings. (Student employees cannot exceed 999 hours per fiscal year so this would not apply.)

Once in membership, the employee remains in membership until (1) taking a refund of contributions after permanently separating from CalPERS-covered employment, or (2) retirement.

WORK SCHEDULES

The supervisor should work with the student / unclassified employee to establish the employee's work schedule.

For student employees, the supervisor may need to work with the employee at the beginning of each semester to establish or revise the work schedule, as the student's hours of availability may change with each semester's class schedule. Every attempt should be made to schedule work hours in accordance with the student's class schedule, being mindful that the department, too, has staffing needs that should be taken into consideration when assigning work hours.

The supervisor and student / unclassified employee should discuss any special requests or schedule conflicts well in advance. Work schedule expectations include:

- The employee will arrive at work at his/her scheduled start time and remain during scheduled work hours.
- The employee will adhere to the work schedule unless both the supervisor and employee mutually agree to a change.

- Once a mutually agreeable work schedule has been reached, the employee's inability to maintain the work schedule may impact the needs of the office or project and may result in the termination of the employee's assignment with the District.
- It is district policy that student / unclassified employees shall not work more than eight (8) hours in any work day to avoid overtime hours / pay.

LUNCH BREAKS AND REST PERIODS

California Labor Commission Rules and LACCD policy determine lunch and rest periods for employees. The number of hours an employee works on a given day determine lunch break and rest period time as follows:

- A lunch break is to be taken within five (5) hours of the start of the work day whenever an employee is assigned to work more than six (6) hours in a given day.
- The minimum amount of time for the lunch break is 30 minutes. Lunch break time is unpaid and must be accounted for on the timesheet.
- Lunch periods for employees working over six (6) hours a day must be observed and may not be skipped to shorten the workday.
- A 10-minute paid rest period must be provided for every four hours worked or major fraction thereof.

California Labor Commission provisions state that if an employer fails to provide an employee a rest period, the employer shall pay the employee one hour of pay at the employee's regular rate of pay for each workday that the rest period is not provided.

PUNCTUALITY AND ATTENDANCE

Punctuality and regular attendance are essential to ensure optimal productivity. All student and unclassified employees are expected to report to work on time every day that they are scheduled to work and to maintain a satisfactory record of attendance.

If you are unable to report for work because of illness or other unavoidable causes or must be late in reporting to work, you are to notify your supervisor promptly, typically during the first 30 minutes of your assigned work schedule. If your supervisor is not available, notify another person in your department who is responsible for reporting time and attendance.

The fact that you have notified your supervisor that you will be absent does not guarantee that your absence will be excused or paid. Be sure to adhere to your department's reporting procedures if they differ from those described here.

GROOMING AND DRESS

Our offices and colleges are public places. In addition to co-workers and other students, there are a considerable number of visitors who are members of the public and other organizations. An employee's personal appearance and demeanor contributes to the image we project.

Student / unclassified employees are expected to be neat, clean, and orderly, and dress for work according to

generally accepted business and professional standards as dictated by their work assignment.

Student / unclassified employees are encouraged not to select clothing for work which is more appropriate for leisure, sports activities, or social functions. Where safety is a factor, common sense should be used when choosing clothing, shoes, etc., for work.

The District reserves the right to restrict dress for legitimate reasons relating to safety, hygiene, or environmental conditions.

CONFIDENTIALITY

Student / unclassified employees may come in contact with confidential materials such as financial information, employee information, grades, phone numbers, email addresses, mailing addresses, etc.

All District employees are prohibited from sharing information with others or using it for themselves for any reason not connected with office business.

Under no circumstances are LACCD employees permitted to release information to any unauthorized person including, but not limited to, a friend, outside caller or other departments; supervisors should handle requests of this nature.

Breach of confidentiality is a serious offense and shall result in termination of employment.

Supervisors shall discuss confidentiality issues with student and unclassified employees upon hire.

USE OF LACCD EQUIPMENT AND TECHNOLOGY

District property and resources are provided for District business, not personal use. The use of District property, equipment and resources (i.e. facilities, copy and fax machines, printers, postage, supplies, computers, LACCD and its Colleges' names, stationery, telephones, etc.) by LACCD employees must be limited to District business only.

Do not install any software on any LACCD computers under any circumstances or download any materials, such as games or programs. For the installation of software necessary to accomplish the duties associated with an assignment or project, the employee should contact the supervisor.

The District's computers, network system and voice mail system are intended for the District's business use. All information sent or stored on these computers (including email, voice mail or other messages) are District records and property. The District reserves the right to access and disclose, at any time and for any purpose, all records sent over or stored in its systems. A person's use of the District's computers and/or systems constitutes his or her consent to this access and disclosure.

Supervisors shall advise student and unclassified employees not to share their passwords or use another person's password. Sharing passwords or using someone else's password is a violation of District policy and may have serious consequences.

Employees are responsible for understanding and complying with the District's computer and network use

policies. Supervisors shall refer student and unclassified employees to the worksite technology use policy and to LACCD [Administrative Regulation B-27](#) and [Administrative Regulation B-28](#) for more details.

The worksite's designated systems administrator may provide student / unclassified employees with temporary computer access accounts. Supervisors shall advise employees that worksite computer use shall be limited to work-related activities only.

Some non-student unclassified employees may be provided an account for computer access from the worksite's designated system administrator and its use shall be limited to work-related activities only.

WORKPLACE CONDUCT

As members of the LACCD community, all employees assume an obligation to act in a manner conducive to the maintenance of good order and respect for the rights and property of others. Employees' conduct is expected to be consistent and compatible with the goals and purposes of an educational institution.

As representatives of LACCD, the District expects its employees to exhibit professionalism on the job and in their contact with others. Professional conduct can range from the manner in which employees communicate with other employees, students, visitors, and others to the integrity and honesty with which they perform their work.

Additionally, student employees are expected to conduct themselves in a manner that is consistent with the District's Student Code of Conduct.

As an LACCD employee, you may be terminated for failure to demonstrate conduct appropriate to an LACCD employee. Inappropriate conduct that may be grounds for termination of employment include, but are not limited to, the following:

- Failure to follow directions given by the supervisor or a college official
- Work while under the influence of alcohol, stimulants, or other drugs
- The violation of College and/or office policy on the confidentiality of community college, student and/or employee records and the use of office equipment
- Use of computers, internet or other college equipment inappropriately and/or without authorization
- Failure to complete the duties assigned or failing to complete assigned tasks in a timely manner
- Failure to adhere to the arranged work schedule, without notifying the supervisor
- Failure to be present at work on time as scheduled or repeated tardiness
- Reporting more hours on the time sheet than you actually worked
- Reporting work hours while attending a class or taking an exam (for student employees)
- Violation of the College Student Code of Conduct (for student employees)
- Failure to maintain a minimum 2.0 grade point average and the required number of units (course load) throughout the semester (for student employees)

WORKPLACE INJURY: EMPLOYEE RESPONSIBILITIES

Employees must report an occupational injury to the supervisor immediately and seek medical care when necessary. In addition, they should:

- Go to the campus Sheriff's Office to report the incident or injury as soon as possible; the Sheriff will complete the Incident Injury Report Form to ensure that there is a record on file with the employer. In no way does this waive the unclassified worker's right to workers' compensation benefits.
- When seeking non-emergency medical treatment, bring the [Referral or Treatment of Occupational Injury or Illness form](#), which indicates all District approved clinics, to the clinic chosen from the form. This is the worker's authorization to be treated at the chosen medical facility.
- If an injury occurs, first aid may be the appropriate treatment. "First aid" means any one-time treatment and any follow-up visit(s) for the purpose of observation of minor scratches, cuts, burns, splinters, or other minor industrial incident, which do not ordinarily require medical care. This one-time treatment and follow-up visit(s) for the purpose of observation is considered first aid even though provided by a physician or registered professional personnel. No time is lost beyond the day the employee was injured.
- If the employee pays a bill, he or she should submit a copy of the receipt to the Risk Management Office for review and determination of whether payment is appropriate.
- The employee must keep the supervisor informed of the status of the injury and claim.
- The employee must notify the supervisor prior to going to doctor appointments and/or physical therapy.
- Student / unclassified employees retain the right to file a workers' compensation claim.

RESIGNATION/TERMINATION OF EMPLOYMENT

Employment for student employees and unclassified employees is "at-will" employment. This means that the District can terminate employment at any time with or without cause or reason, just as employees may choose to resign at any time.

The supervisor should be given as much advance notice as possible (minimum two weeks) if the employee plans to quit the assignment before completion of the semester or completion of the assignment or project.

ADDITIONAL INFORMATION FOR SPECIFIC CATEGORIES OF EMPLOYEES

There may be additional guidelines, regulations, or allowances that are relevant to specific groups of student employees and unclassified employees. For these, you may need to contact specific LACCD departments or refer to other district resources, including:

- Disabled students / employees: Resources include [LACCD Disabled Student Programs and Services offices](#), [LACCD Human Resources Guide R320, Student Employees](#), and [HR Guide R-300, Unclassified Employees](#)

- Students who are minors: Refer to [LACCD Human Resources Guide R320, Student Employees](#)
- Nonimmigrant Students: Refer to [LACCD Human Resources Guide R320, Student Employees](#)
- DACA Students: Refer to [LACCD Human Resources Guide R320, Student Employees](#)
- Student / unclassified employees with Criminal Records: Refer to [LACCD Human Resources Guide R320, Student Employees](#) and [Human Resources Guide P-112, Criminal Background Information](#)

INFORMATION FOR SUPERVISORS

LACCD academic and classified staff supervising student employees and unclassified employees should be familiar with all of this handbook. They should familiarize themselves with the campus and district resources that can help answer questions not specifically covered here. This section includes additional information especially relevant to supervisors.

DEPARTMENTAL TRAINING

Each department is responsible for providing training to the new student or unclassified employee, according to the needs of the position. However, there are some general steps that can help any department better acclimate new employees to the worksite:

- Introduce the new employee to all of the staff (this includes full-time staff, student workers, faculty, management, etc.). This gives the new employee a sense of belonging and demonstrates common courtesy toward the person starting a new job with new co-workers.
- Explain all departmental procedures to the new employee. Provide helpful handouts if there are numerous details to grasp immediately. Examples of information to provide include how to answer the phone or greet visitors (if applicable, what forms are needed, answers to frequently asked questions, staff member phone extensions, important names or codes to remember, and computer procedures for special systems.
- Be sure to define what is acceptable for the new employee in terms of attendance, time reporting, punctuality, appropriate attire, breaks and other basic aspects of the departmental work environment.
- Give the new employee a tour of the workspace. Point out where things are, such as supplies, restrooms, vending machines, printers, copiers and break areas.
- Impress upon the new employee that his or her contribution, as a member of the team, is important to the success of the overall department or project.

SUPERVISING STUDENT EMPLOYEES

Student employment provides an opportunity to build workplace and technical skills; therefore, the student employee shall not work unsupervised. In addition:

- The student employee work location shall not be isolated; instead, the student employee shall be assigned to a work location in close proximity to other staff.
- A member of the faculty, staff or administration within the department shall regularly throughout the day monitor the student employee's job duties and performance.
- All student employees will have a designated supervisor. In the absence of the designated supervisor, an alternate supervisor will be appointed.
- **Keys / key cards shall not be assigned to the student employee.**

SUPERVISING UNCLASSIFIED EMPLOYEES

As a professional worker, the unclassified (non-student) employee may work independently, but the supervisor should give some attention to ensuring that assignment and/or project needs are being met.

The supervisor will determine whether the unclassified (non-student) employee requires keys / key cards. If it is determined that keys / key cards are required, the supervisor will take the appropriate action to have keys / key cards assigned to the unclassified (non-student) employee.

USE OF LACCD EQUIPMENT AND TECHNOLOGY

This discussion repeats the information provided to student employees and unclassified employees earlier in this handbook. But it is especially important for supervisors to also be aware of district policy concerning equipment and technology.

District property and resources are provided for District business, not personal use. The use of District property, equipment and resources (i.e. facilities, copy and fax machines, printers, postage, supplies, computers, LACCD and its Colleges' names, stationery, telephones, etc.) by LACCD employees must be limited to District business only. Do not install any software on any LACCD computers under any circumstances or download any materials, such as games or programs. For the installation of software necessary to accomplish the duties associated with an assignment or project, the employee should contact the supervisor.

The District's computers, network system and voice mail system are intended for the District's business use. All information sent or stored on these computers (including email, voice mail or other messages) are District records and property. The District reserves the right to access and disclose, at any time and for any purpose, all records sent over or stored in its systems. A person's use of the District's computers and/or systems constitutes his or her consent to this access and disclosure.

Supervisors shall advise student and unclassified employees not to share their passwords or use another person's password. Sharing passwords or using someone else's password is a violation of District policy and may have serious consequences.

Employees are responsible for understanding and complying with the District's computer and network use policies. Supervisors shall refer student and unclassified employees to the worksite technology use policy and to [LACCD Administrative Procedures 3720 and 3722](#) for more details.

The worksite's designated systems administrator may provide student / unclassified employees with temporary computer access accounts. Supervisors shall advise employees that worksite computer use shall be limited to work-related activities only.

Unclassified employees may be provided an account for computer access from the worksite's designated system administrator and its use shall be limited to work-related activities only.

WORKPLACE INJURY

The Los Angeles Community College District is committed to providing a safe working environment for all employees and minimizing the adverse impact of work-related injuries. In this effort we provide a variety of safety and claims services for our employees. Our goal in requiring the reporting of incidents is to promote prompt notification of unsafe conditions so that prompt and appropriate remediation can take place. Incident reporting ensures that a record is on file with the employer. In no way does this waive the employee's right to workers' compensation benefits.

If an employee is injured while working on campus, the injury must be reported to the supervisor immediately. Student and unclassified employees are entitled to Workers' Compensation benefits, but are not entitled to Unemployment Insurance. The District pays the cost of this insurance, which provides weekly cash benefits and/or medical care for employees who are injured or become ill as a direct result of their job. See the [Risk Management](#) section of the District website for more information.

WORKPLACE INJURY: EMPLOYEE RESPONSIBILITIES

This section on employee responsibilities repeats information presented in the earlier employee sections of this handbook. It is essential that supervisors also understand the employee's right and responsibilities related to workplace injury.

Employees must report an occupational injury to the supervisor immediately and seek medical care when necessary. In addition:

- Go to the campus Sheriff's Office to report the incident or injury as soon as possible; the Sheriff will complete the Incident Injury Report Form to ensure that there is a record on file with the employer. In no way does this waive the unclassified worker's right to workers' compensation benefits.
- When seeking non-emergency medical treatment, bring the [Referral or Treatment of Occupational Injury or Illness form](#), which indicates all District approved clinics, to the clinic chosen from the form. This is the worker's authorization to be treated at the chosen medical facility.
- If an injury occurs, first aid may be the appropriate treatment. "First aid" means any one-time treatment and any follow-up visit(s) for the purpose of observation of minor scratches, cuts, burns, splinters, or other minor industrial incident, which do not ordinarily require medical care. This one-time treatment and follow-up visit(s) for the purpose of observation is considered first aid even though provided by a physician or registered professional personnel. No time is lost beyond the day the employee was injured.
- If the employee pays a bill, he or she should submit a copy of the receipt to the Risk Management Office for review and determination of whether payment is appropriate.
- The employee must keep the supervisor informed of the status of the injury and claim.
- The employee must notify the supervisor prior to going to doctor appointments and/or physical therapy.
- Student / unclassified employees retain the right to file a workers' compensation claim.

WORKPLACE INJURY: SUPERVISOR RESPONSIBILITIES

A supervisor must complete the [supervisor's report](#) within three business days of learning of the injury. In addition:

- If an incident takes place that results in an injury, first aid may be appropriate in some cases. **Filing of an [incident and injury report](#) with the Sheriff's Office is not a filing of a workers' compensation claim.**
- Student / unclassified employees retain the right to file a workers' compensation claim.
- Unless an employee has completed a [Pre- Designation of Physician Form](#) prior to the injury, an employee needing medical treatment should be provided with the [Medical Referral Form](#) and referred to one of the facilities authorized to provide medical care to injured employees. The employee should be instructed to provide the [Medical Referral Form](#) to the clinic as authorization for him or her to receive treatment at the chosen medical facility.
- Important: If an employee is hospitalized other than for observation for 24 hours or more, or has an injury that results in a loss of limb (amputation) or loss of life, contact the Risk Management Department at (213) 891-2400 immediately, as these must be reported to OSHA within 8 hours of the event.
- Forward the completed [Supervisors Report of Employee Injury or Illness](#) to the assigned [Focal Point](#) at the worksite location or fax it to the Risk Management Department at (213) 891-2293.
- When an employee has sought treatment for an occupational injury, he or she is to bring a note from the treating physician indicating the employee's return to work status, and whether there are any restrictions. Departments are to make a copy of all doctors' notes and correspondence for departmental files, and send the original to the Risk Management Department.
- When the treating physician releases an employee with a work restriction, the supervisor should contact the District Workers' Compensation Claim Specialist to discuss return to work.

RESOURCES

LACCD HUMAN RESOURCE GUIDES

[HR P110, New Hire](#)

[HR P120, Rehire](#)

[HR P111, Fingerprints](#)

[HR R300, Unclassified Employees](#)

[HR R310, Selection and Assignment of Professional Expert and Community Representative](#)

[HR R320, Student Employees](#)

[HR R340, Unclassified Intern and Unclassified Tutor](#)

[HR R350, Academic Development Grants](#)

[HR R360, Project MATCH](#)

LACCD Board Policies (BP) and Administrative Procedures (AP)

[BP 7270, Unclassified Student Employees](#)

[AP 7270, Student Employees](#)

[AP 3720, Computer and Network Use](#)

[AP 3722, Network Security](#)

Other LACCD Resources

[Board/Admin Policy 2900 \(COVID-19 vaccines\)](#)

[Personnel Commission Rule 517, Professional Experts](#)

[California Education Code § 88076](#) – section pertaining to unclassified employees, including Professional Experts

[California Education Code § 88078](#) – section pertaining to Community Representatives.

[PARS](#) – Public Agency Retirement System

[CALPERS](#) – California Public Employees Retirement System