

LOS ANGELES COMMUNITY COLLEGE DISTRICT
Office of Human Resources

APPLICATION FOR DEGREE DIFFERENTIAL

Agreements between the various represented and unrepresented units and the Los Angeles Community College District allow for employees with degrees above the highest job specifications for their classification/position shall be eligible for the following differential (i.e. the highest degree attained over what is required for the classification):

Differential per Month

Rates for FY 2017-2018

| <u>Employee Unit</u> | <u>AA/AS Degree</u> | <u>BA/BS Degree</u> | <u>MA/MS Degree</u> | <u>DOC Degree</u> |
|----------------------------|---------------------|---------------------|---------------------|-------------------|
| AFT Staff Guild A* | \$53.07 | \$66.05 | \$79.02 | N/A |
| AFT Staff Guild B*, C*, G* | \$48.80 | \$60.73 | \$72.66 | N/A |
| Certificated Management | N/A | N/A | N/A | \$378.37 |
| Classified Management | N/A | N/A | N/A | \$378.37 |
| Confidential | \$53.07 | \$66.05 | \$79.02 | \$378.37 |
| Crafts A* | \$29.40 | \$44.06 | \$58.74 | N/A |
| Crafts C*, G* | \$27.00 | \$40.50 | \$54.02 | N/A |
| Local 99 A* | \$46.42 | \$63.82 | N/A | N/A |
| Local 99 C*, G* | \$42.66 | \$58.68 | N/A | N/A |
| Supervisory A* | \$55.82 | \$69.76 | \$83.74 | \$97.64 |
| Supervisory C*, G* | \$51.34 | \$64.16 | \$77.02 | \$89.78 |

*Indicates basis

The employee shall provide evidence of an earned degree in the form of an official transcript. **Foreign degrees** must be determined to be equivalent to a U.S. degree by an accrediting agency approved by the California Commission on Teacher Credentialing. (If your degree is from a foreign institution, contact the Assignments Unit for a listing of approved accrediting agencies.)

In order for Unit members' degree differential to be processed as **expeditiously** as possible, Unit members must present the District with an official transcript containing the degree posted on it from an accredited institution of higher education attached to this form.

Due to the volume of work, the Assignments Unit may not be able to process your differential within the pay period that you submitted your degree. **Please wait at least four weeks before calling to see if your paperwork has been received.** When your differential has been processed and approved, it will be effective the first day of the month following the receipt of the proof that it was filed with the Assignments Unit. Once the evaluation has been completed, we will send you a receipt indicating approval or denial of the differential request.

You may obtain information about the required degree by reviewing the specification for your position/class. Job specifications are available in the campus Personnel Office or the Personnel Commission website at: <http://www.laccd.edu/Departments/PersonnelCommission/Pages/default.aspx>

PLEASE COMPLETE BOTH SIDES OF THE FORM

IMPORTANT: Mail application with transcripts attached to the:

Office of Human Resources, Assignments Unit
Los Angeles Community College District
770 Wilshire Boulevard, Los Angeles, CA 90017

THIS IS YOUR DEGREE DIFFERENTIAL RECEIPT

RECEIPT

Please complete the Address Information below

Name _____
Address _____
City _____ State ____ Zip Code _____

| FOR OFFICE USE | |
|----------------------|----------|
| By _____ | |
| Date _____ | |
| Degree _____ | recorded |
| Effective Date _____ | |

Application for Degree Differential

Print Name: _____

Employee Number: _____ Social Security Number: _____

Address _____

City State Zip Code Telephone: _____

Class Code: _____ Position Title _____

College or Section _____

Name of Employee Unit _____

Highest degree only:

University or College School Year & Semester Degree Awarded (AA/BA/MA/DOC)

Signature _____ Date _____
(This form must be signed in order to be processed)

| |
|---|
| FOR OFFICE USE ONLY |
| Minimum Degree required for Class Code: _____ |
| Highest Degree Documented: _____ |
| Initials: _____ Date: _____ |
| Reference No: _____ |