

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

584

LAW AND RULES

November 6, 2024

584 RECRUITMENT DIFFERENTIAL

Education Code Sections

88080. (a) The commission shall prescribe and, amend, and interpret subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the community college employer of the classified employees who would be affected have been given reasonable notice of the proposal.

88081. (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public-school employer.

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- A. A recruitment differential may be authorized by the Personnel Commission and Board of Trustees for the purpose of facilitating the employment of a new senior-level classified executive in situations where:
1. The established salary schedule for the job classification along with provisions for rating-in have proven insufficient to hire an individual with the requisite competencies; and
 2. Failure to promptly fill the position will, with reasonable certainty, result in the District not being able to accomplish mission-critical requirements, objectives, and initiatives.
- B. “New” refers to first assignment to the District or an appointment following a break in service of at least 90 working days from a previous appointment as an employee of the District.
- C. Senior-level classified executive positions covered by this rule include the following:
- a. General Counsel
 - b. Vice Chancellor/Chief Facilities Executive
 - c. Vice Chancellor/Chief Financial Officer/Treasurer
 - d. Vice Chancellor/Chief Information Officer
 - e. Vice Chancellor of Human Resources
- D. Requisite competencies include knowledge, skills, abilities, personal characteristics, and accomplishments which make the candidate distinctly well-qualified for the position in comparison to other candidates eligible for the position.
- E. A recruitment differential may amount up to a maximum of 25 percent more than the 5th step monthly base salary of the approved salary schedule for the job classification in effect at the beginning of employment.

Example Calculation for a Recruitment Differential:

5th step monthly base salary (\$20,000) x percentage value of recruitment differential (20%) = monthly value of recruitment differential

$$\$20,000 \times 20\% = \$4,000 \text{ per month}$$

- F. Once approved, the total amount/value of a recruitment differential is not subject to change for the duration of the employee’s employment.
- G. Cost-of-living increases or other general salary increases applied to salary schedules or other salary differentials shall not be applied to recruitment differentials.
- H. Payment of the recruitment differential shall be in equal monthly payments or fraction thereof, whichever applies.

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- I. Payment of a recruitment differential shall continue during periods of approved paid absences.
- J. Approval of a recruitment differential is a pre-employment process. Requests for a recruitment differential submitted after employment has begun or directly by a prospective or newly hired employee on their own behalf will be returned with no action.
- K. Both regular and limited-term hires may be found eligible for a requested recruitment differential.
- L. In recognition of the special pay practice a recruitment differential represents and the potential for disruption of salary relationships, the District administration shall submit the following information to the Personnel Commission for review and consideration, as provided in Education Code Section 88087, upon determination of the need to pay a recruitment differential.
 - 1. The name of the potential employee;
 - 2. The position to which the potential employee is to be assigned;
 - 3. The competencies of the proposed employee which support the differential.
 - 4. The mission critical consequences, if the position remains unfilled;
 - 5. The proposed percentage value of the recruitment differential; and
 - 6. Justification for the proposed value of the recruitment differential.
- M. The following factors are taken into consideration in evaluating a recruitment differential request:
 - 1. The availability and quality of candidates possessing the competencies required for the position, including the success of recent efforts to recruit candidates for the position;
 - 2. The salaries typically paid outside the District for similar positions;
 - 3. Recent turnover in similar positions;
 - 4. Employment trends and labor-market factors that may affect the District's ability to recruit candidates for the position;
 - 5. Special or unique competencies required for the position;
 - 6. Work and/or organizational conditions, environment, requirements associated with the position; and
 - 7. Other supporting factors that may apply.

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- N. A recruitment differential shall not be considered as part of an employee's base salary for the purpose of step placement upon demotion or promotion.
- O. A recruitment differential shall not be considered as part of the employee's base salary for purposes of step placement upon change to any job classification with an equal base salary schedule or within three (3) percent higher than the base salary schedule.
- P. If recruitment difficulties are anticipated, the possible availability of a recruitment differential shall be announced in the recruitment bulletin/announcement for applicable senior-level classified executive positions.