

**LOS ANGELES COMMUNITY COLLEGE DISTRICT  
PERSONNEL COMMISSION**

**LAW AND RULES**

647  
December 4, 2024

**647 ASSIGNMENTS FROM SUBSTITUTE AND RELIEF POOL LISTS**

**Education Code Section(s)**

**88105.** Whenever the appointing power requires the appointment of a person to a position, the duration of which is not to exceed six months, or, in case of an appointment in lieu of an absent employee, is not to exceed the authorized absence of that employee, he or she shall submit a request in which the probable duration of the appointment is stated. Eligible persons shall be certified in accordance with their position on the appropriate employment list and their willingness to accept appointment to such a position as limited-term employees. Limited-term employees shall be subject to those conditions affecting status and tenure during and after the employment as the commission may by rule determine.

**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.

- A. The purpose of this rule is to set forth the procedures to be followed when a pool of individuals, available for substitute and relief assignments only, has been established to meet a need for temporary assistance which occurs frequently and requires immediate availability. Substitute and relief assignments, as used by the District, are temporary assignments that are made for a limited period of time.
- B. A list of individuals eligible for substitute or relief pool assignments shall be established and maintained by the Personnel Commission for any job classification where it is deemed necessary. Persons shall be certified from substitute and relief pool assignments based on their name having appeared on an eligibility or other employment list for the class and their willingness to accept appointments as limited-term employees. Appointments to substitute or relief pool assignments shall be made in the following order of precedence:

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1. Regular part-time employees in the class provided that the substitute or relief pool assignment exceeds the number of hours in the regular part-time assignment or, as a supplemental assignment, the additional pool assignment would not exceed that of a full-time assignment or interfere with the assigned work schedule of the regular assignment, and the assignment is in accordance with the provisions of Rule 537, PART-TIME EMPLOYEES. Employees assigned under the provisions of this section shall be appointed on the basis of seniority.
2. The reemployment list for the class. Persons assigned under the provisions of this section shall be appointed on the basis of seniority.
3. The most appropriate reemployment list for the class. Persons assigned under the provisions of this section shall be appointed on the basis of seniority.
4. Employees with temporary status only who have been appointed from an eligibility list for the class provided that they have actually worked in the class during the 12-month period immediately preceding the assignment. Employees assigned under the provisions of this section shall be appointed on the basis of availability for the assignment.

Within the order of precedence above, the aforementioned requirement may be waived for an assignment or combination of assignments to a location of five consecutive working days or less. For the purpose of this paragraph, a location is a college and all facilities under the control of the college or a division of the District Office.

- C. Acceptance or rejection of assignment to a substitute or relief pool list shall not affect the eligibility of any applicant for a regular assignment when the applicant's name is reached on the reemployment or an eligibility list.
- D. All individuals whose eligibility for regular assignment expires shall retain their substitute or relief status but must again qualify by competitive examination for a regular appointment to a position.
- E. Names may be removed from a substitute and relief assignment pool list for the following reasons:
  1. Failure to accept three consecutive offers of assignment.
  2. Lapse of one year after termination of the most recent substitute or relief pool assignment.
  3. Any of the reasons listed for rejection as an applicant, candidate, or eligible under Rule 600, REJECTION OF APPLICANTS, CANDIDATES, AND ELIGIBLES.
  4. Services or conduct of an employee hired from a substitute or relief pool list are found to be below work performance standards.

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Requests to remove a name from the substitute and relief assignment pool list are to be made on PC form 647.

An individual who has been removed from a substitute or relief pool list under the provisions identified above may request an administrative review by the Personnel Director or their designee. A request for this review must be made in writing within seven calendar days of the date of removal from the list. The decision of the Personnel Director or their designee is final.