

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

725

LAW AND RULES

February 26, 2025

725 MULTIPLE ASSIGNMENTS

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.

- A. A multiple assignment is a limited-term assignment that may be given to an employee in addition to their regular classified assignment. The class(es) used in the multiple assignment differs from the employee's regular class.
- B. A regular employee may be given a multiple assignment in a class in which they formerly had permanent status or for which they would qualify for voluntary demotion or a change to a related class. Such a multiple assignment may be made without regard for the order of precedence provided in Rule 659, ORDER OF PRECEDENCE IN CERTIFICATION FOR FILLING VACANCIES.

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- C. An employee serving in a multiple assignment shall be compensated as follows:
1. At the flat rate of the class of assignment, if applicable or
 2. At the step of the schedule of the class that is equal to the employee's step in their regular assignment. If the schedule of the class does not include the employee's step in their regular assignment, they shall be placed on the next lower step of the schedule. If the schedule of the class is higher than the schedule of the employee's regular class, they shall receive the minimum step for the class.
- D. An employee who is on leave from part of their regular assignment to serve in another class for an equal amount of time shall not be considered in a multiple assignment.
- E. If the employee's regular assignment is in a class not exempt from overtime, as defined in Rule 596, OVERTIME, they will not be eligible for a multiple assignment that exceeds the employee's total assigned time of eight hours a day or forty hours a week.
- F. All classified assignments shall be made in classes used for classified positions provided classes exist that reasonably cover the duties and responsibilities to be assigned. Classified work shall not be assigned to classes exempt from the classified service in order to avoid payment of overtime.
- G. Employees whose regular duties include test administration or overseeing test administration shall not be given multiple assignments as Examination Proctors or Senior Examination Proctors.