



AGREEMENT

July 1, 2020 - June 30, 2023

Between the

Los Angeles Community College District

And the

American Federation of Teachers

College Staff Guild

Local 1521A, CFT/AFT, AFL-CIO

AGREEMENT
BETWEEN THE
LOS ANGELES COMMUNITY COLLEGE DISTRICT
AND THE
AMERICAN FEDERATION OF TEACHERS
COLLEGE STAFF GUILD
LOCAL 1521A, CFT/AFT, AFL-CIO

JULY 1, 2020 - JUNE 30, 2023

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Article 1 Preamble

The Los Angeles Community College District Board of Trustees (hereafter referred to as the Board) and the American Federation of Teachers College Staff Guild, Local 1521A, AFT/AFL-CIO, (hereafter referred to as the AFT) hereby enter this agreement in a spirit of mutual commitment to the enhanced welfare, excellence and prestige of the Los Angeles Community College District (hereafter referred to as the District) and join in dedication to the students and community we are pledged to serve.

Article 2 Exclusive Representative

The Board of Trustees hereby recognizes that the AFT was certified by the Public Employment Relations Board (PERB) as the exclusive representative for the Clerical/Technical Unit as enumerated and listed in Appendix A and PERB modifications thereto in accordance with the California Educational Employment Relations Act, California Government Code sections 3540-3549.3. The Clerical/Technical Unit may be modified in accordance with the rules and regulations of PERB. Any such modification automatically becomes a part of this Agreement.

Article 3 Non-Discrimination, Equal Employment Opportunity and Diversity, Americans with Disabilities, Sexual Harassment, and Harassment (Nonsexual)

- A. **Non-Discrimination:** The District and the AFT agree not to discriminate against any unit member on the basis of race, color, creed, national origin, religion, sex, gender including gender identity and expression, pregnancy, age, sexual orientation, political beliefs, political activities, political affiliation, marital status, veteran status, job status, physical or mental disability or perceived disability, medical condition, and any other class protected under law. The District and the AFT agree to comply with all federal and state laws regarding non-discrimination. This includes providing reasonable accommodation for individuals with a physical or mental disability to perform the essential functions of their jobs. Further, the District agrees to treat each employee in a fair and equitable manner and not to discriminate against an employee because of their membership in the AFT or because of the exercise of their rights under District written rules, the law, and this agreement.
- B. **Equal Employment Opportunity (EEO) and Diversity:** The policy of the District and the AFT is to actively implement equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, gender including gender identity and expression, pregnancy, age, disability, perceived disability, marital status, parental status, sexual orientation, veteran status, and any other class protected under law. In accordance with applicable state and federal laws and governing Title 5 regulations, the District and the AFT agree on the principle and concept of the District's Equal Opportunity and Diversity in Employment Program and further agree to work together towards implementing the goals of that program. In furtherance of these goals, the District and the AFT will work together toward promoting diversity and ensuring equal employment opportunity. The AFT shall make its recommendations for revisions to the District's EEO policies or related procedures, including the District's non-discrimination policy, through its membership on the District's EEO Advisory Committee, in accordance with Article 24 of this Agreement.
- C. **Qualified Individuals with Disabilities:** Members of the AFT who are qualified individuals with disabilities may request reasonable accommodation in order to perform the essential functions of their position at any time during their employment with the District, in accordance with the District's non-discrimination policy and procedures for addressing employee requests for accommodation in the workplace (B-32 and AP 7348). The District shall provide reasonable accommodation to all qualified individuals with disabilities in accordance with District procedures, which shall comply with all requirements under state and federal law.

D. **Sexual Harassment:** No employee shall be subject to sexual harassment. The District shall maintain a policy prohibiting sexual harassment that complies with all requirements under federal and state laws, including the distribution of mandated notices and employee training regarding the District's policies prohibiting unlawful discrimination, including sexual harassment and related complaint resolution procedures. The District shall be responsible for the preparation and the distribution of all educational materials and providing employee trainings on the District's policy prohibiting sexual harassment, in accordance with Article 5.D.

E. **Harassment (Non-Sexual, Non-Collegiality)**

1. The District has established policies regarding sexual harassment, harassment based upon a protected class, and any related retaliation, which policies are the exclusive procedures for allegations of such conduct. This section defines harassment not based on a protected class and of a non-sexual nature.
2. No Unit 1 employee shall be subjected to harassment. Harassment, for the purposes of this section, is defined as a verbal or physical behavior, by a manager, or behavior of another of which the manager should reasonably have been aware, or is aware and has taken no corrective action, which creates a hostile work environment.

A hostile work environment exists when there is specific evidence of a pattern or practice of verbal or physical behavior, which would be offensive to a reasonable person, and which is severe and or pervasive enough to adversely affect an employee's work environment or is so egregious it warrants immediate action. Reasonably omitted are meetings between a supervisor and an employee, wherein discipline will be communicated. Employees shall retain the right to seek AFT representation (Article 16.E.).

If harassment occurs between Unit 1 employees and the conflict adversely affects the work environment, the supervisor shall recommend the Employee Assistance Program (EAP) (Conflict Resolution). This allows the employees to utilize this conflict resolution process to avoid a hostile work environment.

3. **Complaint Procedure:** A complainant of harassment shall first present their complaint to their immediate supervisor, in writing (optional Form Appendix P.), with a copy to the President or Division Head. Employees shall retain the right to seek AFT representation (Article 16.E.). If the complaint is against the immediate supervisor, the complainant shall present the complaint to the next higher level of supervision. The person to whom the complaint was submitted shall respond to the complainant within 5 working days of the receipt of the complaint to prevent the escalation of the issue reported. The person will then investigate the complaint, interview all parties as identified by the complainant

and any other relevant parties. A final written response will be sent within fifteen (15) working days (after initial submission of the complaint) to the complainant and the President or Division Head. There shall be no resolution that is in conflict with the provisions of the Contract. Employees who are not satisfied or do not receive a response may attempt mediation. If the complaint has not been resolved, the complaining party may file a grievance as set forth in Article 22.F. Steps 1 through 3. No employee shall knowingly file false allegations of harassment.

Article 4 Board of Trustees Rights and Responsibilities

The Board has all the customary and usual rights, powers, functions, and authority established in California Government Code sections 3540-3549.3. Except to the extent limited by the specific and express terms and conditions of this Agreement, the management, direction, supervision, and control of the District operations, working force and facilities are vested in the Board. Except to the extent limited by the specific and express terms and conditions of this Agreement, the right to select, direct, and control the District business operations and working force; to hire, classify in accordance with Personnel Commission rules, assign, evaluate, suspend, transfer, lay off, and to discipline or discharge employees; to determine the means and methods by which work is to be performed not inconsistent with this Agreement; to determine job classifications and standards of performance in accordance with Personnel Commission rules; to introduce or discontinue any programs or facilities; and the right to require employees to observe written rules and regulations not inconsistent with this Agreement, are all vested in the Board.

The Board may legally delegate or assign any Board rights or responsibilities to management or to such other official persons, divisions, departments, and committees as it shall determine appropriate.

Article 5 General Provisions

- A. This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary and mutual consent of the parties in a written and signed amendment to this Agreement.
- B. All public information of the District shall be made available to the Exclusive Representative upon request. All information given general distribution to management necessary for the enforcement of the contract shall be provided to AFT upon issuance and or distribution. All documents available to the Board shall be provided, upon request, to the AFT upon issuance and or distribution, except in those areas excluded by law.
- C. The Board shall not discriminate against unit members or applicants for unit positions because of their membership in the AFT or because of their exercise of other rights to meeting and negotiating as provided by law.
- D. This Agreement shall modify, replace or add to any policies, rules, regulations, or procedures which shall be contrary to, or inconsistent with, any provisions of this Agreement. The Board or its representatives shall take no action to adopt or modify any written policy, rule, regulation or procedure within the scope of bargaining in effect at the time of this Agreement's execution and which is not superseded by this Agreement without consulting with the AFT to reach agreement.
- E. This Agreement is not intended to modify or replace by any of its terms the right of every unit member in the bargaining unit under the law. Both parties agree to comply with state and or federal laws.
- F. In the event that any provisions of this Agreement are, or shall be, at any time determined to be contrary to law by a court of competent jurisdiction, all other provisions of this Agreement shall continue in effect.
- G. The Board is committed to protecting the integrity of the Clerical/Technical Unit. Budgeting and staffing shall reflect this policy.
- H. The District shall strive to maintain a sufficient level of permanent staff in the Clerical/Technical Unit to perform the duties of the Clerical/Technical Unit as discussed in consultation with the College President and or District Management. The District shall follow Personnel Commission Rules to fill Unit 1 vacancies. The District and or college shall, upon request, communicate to the Union regarding the status of any classified Unit 1 staff position that is vacant beyond sixty (60) days. AFT shall continue to have access to organizational charts available in the District's human resources information system as needed in reference to Unit 1 vacancies.

- I. The District will provide the AFT with a report on classified Unit 1 staffing levels at each college and the District Office, to include filled and vacant positions, once every six (6) months, which is available for the AFT to access from each college's Program Review staffing module at any time to ascertain filled and vacant positions of classified Unit 1 staffing levels.
- J. As defined in the applicable Human Resources Guides and in applicable Federal and State Laws, Education Code provisions, District and Personnel Commission rules and procedures and Public Employment Relations Board (PERB) Settlement Agreement LA-CE 2398 (Appendix K), the District and the Union agree that unclassified workers, including student employee workers, shall not supplant Clerical Technical Unit employees. When the College or the District employs unclassified workers to perform work related to the work of the unit, this work shall supplement the work of the unit. Unclassified workers shall not be hired in lieu of filling a Unit 1 vacancy. Unclassified workers shall not displace any Unit 1 employee, nor assume the regular duties and responsibilities of Unit 1 employee.

The AFT and the District shall consult upon request on the appropriate regular Unit 1 staffing for Specially Funded Programs.

Article 6 AFT Rights

A. Payroll Deductions

Each member of the AFT shall be entitled to payroll deduction of membership dues to the AFT. The AFT shall calculate the amount to be deducted and advise the District of that amount to be withheld in each particular case. Such deductions shall be effectuated as soon as it is administratively feasible.

Additional deductions shall be remitted by the District in accordance with law or mutual agreement of the parties. Such deductions shall include, but not be limited to, Tax Shelter Annuities (TSA), Committee on Political Education (COPE), and Legal Defense Fund, Insurance and Flexible Spending Accounts (FSA) (see Article 21.I.D. and I.F.).

B. Communication with Members

In order to effectively communicate with its members, the AFT shall have the right of access at reasonable times to areas in which employees work, the right to use institutional bulletin boards (including an AFT designated mailbox on each campus), mailboxes, and other means of communication, subject to reasonable regulation as defined in the Government Code, and the right to use institutional facilities and equipment provided that such use or access shall not interfere with nor interrupt normal District or campus operations nor shall such use cause an additional or an increased maintenance cost to the District. In cases of use or access that will result in additional costs to the District, arrangements shall be made prior to use for reimbursement to the District by the AFT.

Each College and the District Office shall provide an office as determined by the college president or designee (the District representative for the District Office), in consultation with the AFT, which AFT chapter representatives use on an ongoing non-exclusive basis for purposes of discussing matters of a private and confidential nature with its members. The office shall include a desk (in accordance with Article 8.J.4.e.), a locking file cabinet, a telephone, and network access.

C. Board of Trustees Meetings

The AFT shall be entitled to representatives at all public Board meetings and shall be allowed to speak on any item on any agenda in accordance with existing Board Rules. The AFT shall be furnished Board agendas and minutes at the same time as such are made available to the public.

D. Distribution of Collective Bargaining Agreement

Subsequent to mutual agreement on the format, copies of this Agreement shall be printed at the shared expense of the parties within sixty (60) days after execution of this

Agreement. The AFT shall provide a copy of the contract via email, website, or a printed copy upon request to each unit member employed. The District shall provide a copy of the contract via email, the District's website, or a printed copy upon request to the College or District Human Resources Office, and to all supervisors, managers and administrators. A copy of the Agreement shall be permanently housed in the reference section of the Learning Resource Center or Library at each college. At the District Office, a copy of the Agreement shall be available in the Office of Employee and Labor Relations. Current updated copies of Board Rules, Personnel Guides, Human Resource Guides and Personnel Commission Rules shall be maintained in the same locations and on the District's website.

E. Access to District Information

Upon written request of the AFT, the District shall furnish to the AFT all available information that is available to the public concerning items affecting the bargaining unit, including, but not limited to, financial reports and audits, rosters of all unit personnel, tentative budgetary requirements, allocation of State and Federal funds, student enrollment data, and such other information as will assist the AFT in developing intelligent, accurate, informed, and constructive programs on behalf of the staff and students, together with information which may be necessary for the AFT to process any grievance or complaint. The District shall also furnish to the AFT all names, telephone numbers, and addresses of employees assigned to the Clerical/Technical Unit based on current information in District computer files. The District shall provide the AFT a copy of the database documentation maintained by its technical staff. Corrected documentation shall be provided to the AFT as it becomes available.

F. Access to Member Information

The District shall provide the AFT with an electronic list of all unit members by location, as well as those whose assignments have ended at the close of each monthly pay period. The list shall include addresses, telephone numbers, and location in electronic form. The District shall provide the AFT with a list, in electronic form, of new hires by worksite on a monthly basis. The AFT shall, at its request, be provided access to the District network to include E-mail, Internet access, and limited file transfer, but not including time-sharing, or other services such as word processing. Access to the appropriate District administrative systems shall be provided as agreed to in consultation between the AFT and the District and shall be in electronic format. The AFT shall bear the cost of one-time (start-up) charges and monthly charges associated with implementing and maintaining such network access.

G. District Consultation

Designated representatives of the District and the AFT shall meet on a mutually agreed upon date, place, and time at least once every month for the purpose of reviewing the

administration of the Agreement in force and attempting to resolve any other problems that may arise. Both parties may submit an agenda for discussion. The AFT representatives shall be allowed released time to attend the meeting(s).

H. College or Worksite Consultation

The College Presidents or their designees (the District representative for the District Office) and the designated location AFT representatives shall meet on a mutually agreed upon date, place, and time at least once a month for the purpose of reviewing the administration of the Agreement articles relating solely to location matters. Both parties may submit an agenda for discussion. The AFT worksite representatives shall be allowed released time to attend the meeting(s).

I. Release Time

The District shall grant a maximum of 5.0 FTE (based upon 173.3 hours per monthly pay period) of release time with pay to the AFT per month, effective December 1, 2015. Written notice indicating the name(s) of the employees, location, and amount of release time for each employee must be provided to the District Human Resources (HR) Division by the AFT at least three (3) weeks before the effective date. As necessary, the AFT may reassign release time. The AFT must inform the District, in writing, of such reassigned time. The AFT may request of the District's HR Division to utilize release time previously unused during prior pay periods for special, unusual or unforeseen circumstances; with the mutual agreement of the District and the AFT, the request shall be granted. The release time shall be taken on a fixed schedule, which may vary upon advance notification, whenever possible with a minimum 24- hour notification, to the employee's supervisor or designee. The release time shall be considered as "on duty" time for the reporting of absences. Such reduced load is for the purpose of facilitating the AFT's processing of grievances and the implementation of the Agreement.

1. If an individual who is designated for released time is assigned on a basis other than A-basis, the difference in release time between that which would have been taken on A-basis and that which will be taken on the affected employees assigned basis shall be available for redistribution by the AFT.
2. If an individual has been designated for released time, and or has been granted Organization Leave, the employee shall have return rights to the location and position from which the leave was taken or from which the released time was granted.

Additionally, the AFT shall be granted up to three (3) hours of release time, plus reasonable travel time, per month, per college location and the District Office, for the purpose of attendance at AFT Staff Guild Executive Board meetings. If worksite Executive Board Delegates or Alternates are unable to attend Executive Board meetings, the release time

will be assigned to other bargaining unit members. The names of those members shall be listed on the release time submitted to the District's HR Division. If a substitute is required after the list has been submitted, that member must receive prior approval for the absence from the immediate supervisor. Such time is to be allocated by the AFT. Upon mutual agreement of the AFT and the District, such release time may be redistributed. The AFT shall notify the District HR Division, in writing, of those employees to be released each month no later than five (5) working days before the date of the meeting.

J. Conference and or Convention Attendance

The District shall grant conference and or convention attendance with pay, but without expenses, up to, but not to exceed, a cumulative total of 2,500 hours for the duration of this Agreement for employees designated by AFT, for the purpose of attending CFT's and or AFT's annual conferences and or conventions or other AFT and or CFT activities, provided the number of employees who are to be absent from any office or operational unit does not impede the timely and efficient work of the office or operational unit.

K. Written Communication

The District and the AFT shall develop methods to ensure that inter-office and U.S. mail reach the Unit 1 employee to whom it was addressed. The method which is developed shall not result in increased costs to the District or individual campuses. Where possible, Unit 1 employees shall be provided with individual mailboxes. Mail marked **Personal and or Confidential** shall only be opened by the employee to whom it was addressed.

L. Use of Email

Electronic mail (e-mail) shall not be used to issue employees' Performance Evaluations, counseling memoranda, letters of reprimand and or Notices of Unsatisfactory Service unless issued in conjunction with a scheduled meeting to discuss the events giving rise to the document.

Article 7 Payroll Deductions

- A. The District shall deduct and make appropriate remittance to the AFT all dues or the financial equivalent as regulated by the dues structure of the AFT and or written authorization of each employee in accordance with the following:
1. The District shall deduct the AFT dues in accordance with Article 6.A.
 2. The District shall deduct amounts, designated by the AFT, in accordance with Article 6.A, for employees in the unit of the AFT College Staff Guild. Any revocation of membership or dues authorization by the employee shall comply with the terms of the written authorization, which the District shall honor. If the AFT determines that the employee has complied with the terms of its written authorization, such revocation shall be effective immediately and any deducted dues amounts shall be refunded to the employee at the next pay period following the AFT 's notice to the District.
 3. The AFT certifies that it has and will maintain individual employee written authorizations for the deductions. The AFT shall not be required to submit to the District a copy of an employee's written authorization unless a dispute arises about the existence or terms of the written authorization. The District shall rely on information provided by the AFT whether deductions for the AFT were properly canceled or charged. Employee request(s) to cancel or change authorizations for dues payments or payroll deductions shall be directed to the AFT rather than be unilaterally processed by the District; and the District shall forward any employee requests or inquiries regarding deductions it receives to the AFT. The AFT shall be wholly responsible for processing these employee requests. The District shall not be liable to the AFT by reason of the requirements of this Article for the remittance or payment of any sum other than that constituting actual deductions made from the wages earned by the employee. The AFT agrees that it shall pay reasonable attorney fees, indemnify and save the District harmless, its officers, employees and agents against any liability arising from any and all claims, demands, actions or proceedings for any liability arising from compliance with this Article, or, in reliance on any list, notice, certification, or authorization furnished under this Article. The AFT, in addition, agrees it should refund to the District any sums paid to it in error, and the District will refund the employee at the next pay period following the AFT's repayment.
 4. The District will furnish any information needed by the AFT to fulfill the provisions of this Article, including sending to the AFT a monthly list all employees in bargaining unit along with: name, job title, department, work location, work, home, and personal cellular telephone numbers, personal email addresses on file with the employer, and

home address, and highlighting or otherwise specifically noting employees who have been hired since the last list was sent.

Article 8 Work Environment

For purposes of this article, microelectronic devices shall mean any electronic device attached to any LACCD MAN/LAN network using copper, fiber, or wireless connections.

- A. **District Compliance:** The District shall conform to, and comply with, all applicable health, safety, fire, and sanitation requirements imposed by municipal, state, federal laws or regulations adopted under municipal, state, federal law or applicable OSHA regulations. The District shall also conform to municipal, state and federal laws and guidelines governing the use of computer/microelectronic devices. The location Work Environment Committee, as indicated below (Article 8.F.), shall also consider and review potential health problems associated with prolonged and intense use of computer/microelectronic devices.

Each college and the District Office shall maintain, assess, and update its disaster and emergency preparedness plan to ensure compliance with state and federal law and provide ongoing training. The disaster and emergency preparedness plan shall be available for review in the worksite Administrative Services Office and the District Office Business Services and Environmental Health and Safety Division.

The District and the AFT shall work towards providing conditions for a safer, more healthful and more sanitary work environment. An instructional module shall be made available for training through the District Office Business Services and Environmental Health and Safety Division.

- B. **Technological Changes:** The District and the AFT shall maintain a Technological Planning and Policy Committee (“TPPC”) (referenced in Article 8.J.2 below) whose purpose it shall be to develop guidelines for the safe, healthful, and efficient use and operation of new technology (hardware/software/services) and any effects on the Clerical/Technical Unit as a result of the implementation of technological changes. When necessary the Committee shall meet and develop guidelines for other such changes and the District and the AFT shall reopen negotiations on this Article in order to negotiate a good faith agreement on guidelines proposed by the TPPC (Article 8.J).

The AFT retains the right to negotiate or consult as needed on the effects of changes in educational delivery systems.

- C. **Smoke Free Workplace:** All Unit 1 employees shall be provided a workplace that is free of tobacco smoke (including cigarettes, cigars, and vaping). The AFT College Staff Guild and the District shall encourage worksite Staff Development Committees and the EAP director to implement educational non-smoking support programs. Clerical/Technical Unit employees shall have the option of attending such sessions where provided. Employees shall also have

the option of enrolling in non-smoking programs provided by the District's health care providers.

- D. **Wellness Program:** The District and the AFT shall work in conjunction with the Joint Labor Management Benefits Committee to continue a wellness program, with the goal of providing in-service training in areas that may include mental and physical health, fitness, prenatal and postnatal care, nutrition, personal finance/financial literacy, retirement planning, stress management, asbestos information, and other such areas of common interest.
- E. **Child Care Committee:** The District and the AFT shall establish a committee to assess the need for and with mutual agreement to implement a program which will provide child care facilities for members of the Clerical/Technical Unit.
- F. **Work Environment Committee:** The District Office and each campus shall maintain a Work Environment Committee (WEC) composed of two (2) Staff Guild members designated by the AFT Staff Guild and two (2) administrators designated by the College President or appropriate Vice Chancellor or their designee and other employees as designated by their contracts with the District. The chair of the Committee shall be a bargaining unit member selected by the Committee. This Committee shall consider all work environment matters including, but not limited to: facilities, office space, air quality, temperature control, lighting, computer usage, health, safety, sanitation, fire and working conditions to ensure compliance with Section A. Discussion of an issue by the WEC does not relieve a grievant or complainant of their need to exhaust appropriate administrative remedies. The Committee shall make recommendations in a written report to the Administration. The Administration shall respond in writing to the recommendations within twenty (20) working days. Members of the WEC, as authorized by the Committee, have the right to make site visits, assess work environment conditions, and report to the WEC as a whole. The Committee shall work with the College President or their designee to address the Committee's recommendations, and, when necessary, through the appropriate shared governance procedures. Any violation of Section A shall be corrected by the District or campus in an expeditious manner with the exception of imminent hazards, which shall be corrected immediately. Training and education shall be provided to the Work Environment Committee on the above matters as needed.
- G. **Release Time:** The bargaining unit members of the WEC shall be provided reasonable release time to carry out the obligations under Article 8.A and 8.F.
- H. **No Retaliation:** No employee shall be in any way retaliated against or suffer repercussions as a result of a good faith effort in reporting any condition, either to the District or to any other relevant agency.

An employee shall attempt in good faith to report any unsafe working condition(s) to the appropriate worksite and or District personnel immediately upon discovery.

- I. **Ergonomic Chair:** Every Unit 1 employee shall have an ergonomic chair at their work station(s).
- J. **Information Technology Devices:**
 1. **Compliance:** The District and the AFT are committed to the use, purchase, and maintenance of information technology devices, in a manner which is safe, and which complies with all applicable municipal, state, federal laws, OSHA regulations and guidelines, and which promotes current ergonomic standards.
 2. **Technology Planning and Policy Committee (“TPPC”):** A committee that includes members appointed by the Union(s) and the District, shall meet to develop recommendations on district-wide IT policy, standards, and strategies; facilitate awareness of major IT initiatives; provide a collaborative forum for technology discussion; and inform on how technology can be utilized to transform institutional operations and enhance academic excellence.
 3. **Ergonomics – The Design of a Safe and Healthful Work Environment:** Unit members with a concern regarding ergonomic issues may raise the concerns with the District’s ergonomic specialist who shall evaluate the concerns and make appropriate recommendations. The District shall ensure that the purchase or lease of computers/microelectronic devices and associated equipment, its installation, use and maintenance shall conform to the following ergonomic guidelines:
 - a. **Lighting**
 - 1) The computer workstation shall be located perpendicular to and away from windows, and between rows of lights, to avoid excessive glare. Where such an arrangement is not possible, windows shall be fitted with blinds or drapes.
 - 2) Whenever possible, the work area shall be painted with a low-reflective color.
 - 3) The lighting in the work area shall be from indirect or recessed sources, with the exception of an adjustable task light; the task light shall be made available to operators who request it.
 - b. **Glare**
 - 1) The luminance of monitor characters against their background shall be of a high contrast ratio, so that the characters are easily distinguishable.
 - 2) If screen color and adjustable lighting are unable to reduce screen glare, a non-glare screen overlay shall be fitted on the monitor.

c. Keyboard, Pointing Device and Screen

- 1) The keyboard shall be adjustable and detachable, and on a slightly downward slant away from the operator, but their wrists should remain in a neutral, flat, not bent, position.
- 2) The screen shall be adjustable horizontally and vertically to fit the operator's plane of vision, with the top of the screen being about eye level when the operator is sitting at the monitor. The screen shall be adjustable for brightness and contrast.
- 3) Newly purchased monitors (excluding laptops and tablets) shall have screens measuring at least seventeen (17) inches diagonally.
- 4) Employees shall have a choice from at least two (2) different types of keyboards and pointing devices before purchase.

d. Printer

- 1) Excessive printer noise (defined as an average of 65 dB or above measured over an eight hour shift) at the regular work station of the two (2) employees nearest the source, shall be reduced by a combination of distance and or noise reducing techniques, such as noise reducing cover or shield, carpeting, and sound absorbing ceilings and walls. Nevertheless, printers that produce 80 dB or more shall be in a separate room.

e. Chair and Desk

- 1) Every Unit 1 employee shall have an ergonomic chair at their work station(s). Ergonomic stools shall be provided in counter office areas. Employees shall be given the option to select their own chair and or stool from a selection of appropriate available chairs or stools.
- 2) Either by way of adjustable work surface (i.e. computer table, desktop, etc.) or appropriate accessory, the monitor and keyboard must be able to be situated at different levels.
- 3) There shall be an adequate work surface large enough to accommodate a mouse and a mouse pad, a document holder adjustable for height, distance and angle.
- 4) The leg space under the table shall be free from obstructions.
- 5) Footrests and wrist rests shall be available.
- 6) Footrest rungs shall be available in counter office areas to assist employees in relieving musculoskeletal problems.

- 7) Employees shall be provided appropriate floor mats in both sitting and standing areas.

f. **Maintenance and Monitoring**

- 1) Computer monitors shall be inspected annually for excess x-ray emission. Regulation of computer voltage should be within the specifications of the manufacturer.
 - 2) Each computer/microelectronic device shall be inspected periodically and maintained by qualified personnel, and shall be checked for flicker, clarity of image, size of image, contrast, brightness and adjustability. Equipment which cannot maintain proper adjustment shall be replaced in accordance with Section 8.J.4.
 - 3) If an employee discovers a problem with a computer/microelectronic device or accessory, they shall report it immediately. The necessary repairs and or adjustments shall be made to correct the problem in a timely manner.
 - 4) Indoor temperature in the workplace shall be maintained at not less than approximately 65 degrees Fahrenheit. Adequate ventilation shall be provided.
4. **Computer Screen Breaks:** Every employee continuously working at a computer shall be required to take a fifteen (15) minute computer break every hour away from the computer to accomplish other work. Such breaks shall be in addition to regularly scheduled rest breaks. Employees shall not be required to operate computer equipment fifteen (15) minutes before the end of their shift.
5. **Vision Examination:** New operators (those employees newly assigned to positions requiring the operation of computers/microelectronic devices and associated equipment twenty [20] hours or more of operation per week, or those employees whose duties have changed to require such operation) shall have their eyes examined within two (2) months of having been assigned to such a position (see Article 19.D). The examination shall be performed by an optometrist or ophthalmologist covered by the District's hospital/medical or vision care insurance. Employees presently assigned as operators who have not had their eyes examined within the last year shall have such an examination within two (2) months from the effective date of this Article. All operators shall have their eyes examined annually thereafter. In addition to routine optical testing, the examination shall include tests for visual field acuity, color vision, cataracts, and accommodation. Operators shall inform the attending physician that they are computer operators and that the above conditions must be tested for. Operators or users required by an optometrist or ophthalmologist to have corrective lenses required specifically and exclusively for computer use shall be covered by the VSP/Computer plan for lenses,

frames and basic treatment for the initial prescription and each time the prescription changes (frames to be replaced when they are no longer serviceable). If an operator or user is required by an optometrist or ophthalmologist to have an eye examination more frequently than once a year, the cost of the additional examination(s) shall be covered by the plan. Lenses and frames not required exclusively for computer use shall be paid for by the operator or user who may utilize the benefits available from the district's hospital/medical and or vision care insurance plans.

6. **Training and Education:** The District shall sponsor workshops regarding the safe and healthful use of computers/microelectronic devices and associated equipment semiannually. Attendance at workshops for newly assigned computer operators shall be mandatory.
 - a. All employees shall have access to training by the District in new/updated/upgraded technologies (hardware/software/services) that they are required to use and operate. Employees are also encouraged to obtain training in new office technology as it is introduced in an office or operational unit; the District shall make every reasonable effort to make such training available to those who desire it. When the District requires an employee to be trained on new hardware or software, the cost of the training shall be borne by the District, and appropriate release time shall be granted to the employee. If additional certifications are required for an employee to maintain their current classification, the District will offer the training, at the District's cost and determination of modality, which should reasonably allow the employee to timely obtain the certification.
 - b. The District shall provide onboarding and training on District information technology systems to all new, transferred, promoted, and reclassified employees when warranted. Such training shall be made available within a reasonable period of time, and it may include formal classes, in-service training, on the job training, and or training provided by manufacturers and vendors.
7. **Impact of New Technology:**
 - a. No employee shall be laid off or demoted because of the introduction of new technology (hardware or software); employees shall be required to participate in training on such technology as directed by the District to obtain or maintain an acceptable level of proficiency in the new technology. To the extent possible, affected employees shall be involved in the selection and implementation of technological changes.
 - b. As new job classifications are created in response to the introduction of new or changing technology, the AFT shall have the right to consult on those classifications

in accordance with Article 15. When appropriate, and with the approval of the Public Employment Relations Board (PERB), the new classifications shall become part of the Clerical/Technical Unit.

- c. Current bargaining unit work or new bargaining unit work, which results from new or changing technology, shall remain the work of the bargaining unit. The District and the AFT recognize that upon the implementation of software developed by outside sources, the application, routine maintenance and normal modification of such software to District needs and functions remains the work of the Clerical/Technical Unit. Exceptions to the above may be made by joint agreement between the AFT and the District.

K. Safety Awareness in the Workplace:

1. Employees shall not be required to engage in any situation that is unsafe. A unit member shall inform their supervisor immediately if they believe that they will be required to engage in any situation that is unsafe.
2. In an effort to provide a safer work environment, and to make the Clerical/Technical unit aware of issues regarding safety awareness in the workplace, the District shall develop training programs, in consultation with AFT, which shall include, but not be limited to, the following topics:
 - a. Security measures already existing in the workplace.
 - b. Diversity, Equity, Inclusion, and Accessibility training.
 - c. Recognizing threatening or potentially threatening situations, and the proper procedure for reporting them to campus and or local law enforcement.
 - d. Personal safety awareness training to assist employees in avoiding violent or potentially violent situations.

Safety Awareness in the Workplace procedures shall be published and distributed. The District shall be responsible for providing an education and training program. Clerical/Technical Unit employees shall attend the initial training and shall receive appropriate released time for this and subsequent training. The District shall develop procedures for training new employees in consultation with AFT. Training programs shall be open to all District managers, administrators, supervisors, LACCD Sheriff personnel and all other District employees who shall be encouraged to attend.

3. During hours of darkness, or when an employee's workstation or parking space is in a remote area, Clerical/Technical Unit employees may request that campus security provide an escort for them. The escort shall be provided when available, and designated by district security services, or other District designated personnel.

4. Where additional funding for any of the above provisions is required, the District, in consultation with AFT, shall develop funding sources for implementation.

Article 9 Uniforms, Tools, and Personal Property

- A. **Uniforms, Tools, and Identification Badges:** The cost of the purchase, lease, or rental of uniforms, tools, cell phones, identification badges, emblems, cards, and other such property required by the District shall be borne by the District. The aforementioned articles shall be retained as property of the District and shall be surrendered upon demand.
- B. **Secured Storage Area:** Each Unit 1 employee shall be provided with a facility for the purpose of storing coats, jackets and other articles of clothing. Employees, upon request, shall be issued a secured storage area (desk, locker, etc.) with a key for the purpose of storing personal property.
1. Management may retain duplicate keys and or master keys for all furniture assigned to employees, including desks and file cabinets, for use in an emergency situation (excluding the AFT Staff Guild files).
 2. Only LACCD-approved locks may be used on any LACCD furniture, equipment, or other property. No employee may use a personal lock.
 3. Management shall inform an employee, at the first opportunity, that management accessed the employee's secured storage area.
- Items of personal property on an employee's desk shall not be disturbed or removed. If it is necessary to remove documents or other materials from an employee's desk, the person so doing shall inform the employee at the first possible opportunity. Every effort shall be made not to rearrange or otherwise disturb materials.
- C. **Reimbursement – Personal Property:** The District shall reimburse employees for any stolen or damaged personal property in accordance with Board Policy 7131. Each Unit 1 employee shall be provided the District's procedures for filing claims concerning damage and or loss incurred to any personal property. These procedures shall be posted in or near the mailroom and at the Sheriff's Office. The worksite Sheriffs shall facilitate the filing of any forms necessary.
- D. **Safety Equipment and Training:** Unit 1 employees, who, as part of their District assignment, regularly lift and or push items of more than fifteen (15) pounds, shall be issued back support belts. These employees shall be required to wear such belts consistently unless the employee presents written medical documentation to the contrary. The belts shall be selected, after approval by the AFT and the District, and purchased by the District. The belts shall remain District property. Employees in such assignments shall receive training in the proper methods of lifting and pushing weights and in the proper ergonomic design of areas

where lifting and pushing occurs. Employees shall be responsible for performing their duties according to that training.

Employees who do not regularly lift and or push items of more than fifteen (15) pounds shall have back support belts available to them upon request when they are required to do such lifting or pushing.

Kneepads shall be made available to those employees whose duties require them to spend periods kneeling.

After consultation with the AFT, if the District requires that a Unit 1 member wear protective footwear, the District shall reimburse that member up to \$160 annually for the cost of such footwear provided the employee presents a receipt for the purchase of the footwear within sixty (60) days of such purchase. A safety shoe is defined as any closed-toe, non-slip shoe designated as a safety shoe by its manufacturer.

- E. **Athletic Trainer Professional Liability Insurance and Professional Dues:** As of March 30, 1994, the District agreed to provide proof of medical malpractice liability insurance to all Unit 1 Athletic Trainers. If not, the District shall reimburse, upon receipt of proof of payments, Unit 1 Athletic Trainers for their Professional Liability Insurance premiums.

The District shall also, upon receipt of proof of payments, reimburse, within a reasonable time period, Unit 1 Athletic Trainers for their National Athletic Trainers Association (NATA) dues as of September 1, 1993. The California Athletic Trainers Association (CATA) dues were incorporated into the NATA dues effective July 1996.

Article 10 Vacation

A. The maximum annual accrual of vacation shall be determined based on the factors and in the manner set forth in the following table:

Creditable Years of Paid Service	Factors	Days of Vacation Based on a 12 Month Assignment
Less than 1 year	.03846	10
1 year but less than 2 years	.04231	11
2 years but less than 3 years	.04615	12
3 years but less than 4 years	.05000	13
4 years but less than 6 years	.05770	15
6 years but less than 7 years	.06155	16
7 years but less than 8 years	.06539	17
8 years but less than 9 years	.06923	18
9 years but less than 10 years	.07308	19
10 years but less than 11 years	.07693	20
11 years but less than 12 years	.08077	21
12 years but less than 13 years	.08462	22
13 years but less than 14 years	.08847	23
14 years or more	.09232	24

B. For purposes of this Article, a year is defined as fiscal year (July 1 through June 30). For purposes of this Article, a day of vacation is based on a five (5) day, forty (40) hour workweek, and means eight (8) hours.

C. In order to be credited with a year of service for the purpose of this Article, an employee must have been in regular status during the appropriate year, as defined above, for at least 130 days in paid status or on leave of absence prior to layoff or for industrial accident, industrial illness or military service.

D. Credits for years of service shall be applied, and vacation accrual rates shall be changed as required by this Article, effective on the first day of the fiscal year.

E. An employee serving an initial probationary period shall not be eligible to take vacation until the first day of the pay period following completion of the number of hours that correspond to 130 days of paid service in regular assignments, except for employees subject to the provisions of Section F. below. No vacation shall be taken until earned. No payment

for vacation accumulation shall be made to employees who separate prior to completion of 130 days of paid service. Vacation taken as provided in Section F. of this Article shall not be considered in conflict with this provision.

For purposes of this Article, 130 days shall be defined as 130 times the average number of regularly assigned hours per day for the employee.

- F. Employees may be requested to take vacation to the extent that it has been earned, on the days during the school year which are determined by the Board of Trustees as school holidays or at any time during the assignment period to avoid leave without pay, except A basis employees.
- G. Fractions of hours shall be reported in quarter hour increments.
- H. Vacation shall be taken at a time convenient to the employee, provided that it is requested not less than fifteen (15) working days in advance. Requests can be submitted electronically and or hardcopy.

The employee is responsible to ensure that the supervisor or their designee has received and is aware of the request. Requests sent by email are presumed to be received by the supervisor or designee as of the date and time sent.

The supervisor shall approve or deny the request for vacation within three (3) working days of the receipt of the request. If in such three (3) working day period a vacation denial has not been received in writing, the vacation shall be deemed approved. Such denial may be on the vacation request form. Vacations may be changed at any time, however, vacations once approved, shall not be changed without the employee's consent. **Nothing in this paragraph shall preclude an employee from requesting and being granted vacation at any time.**

- 1. If the employee consents to reschedule or cancel their vacation at the request of the District, the District shall reimburse the employee for all cancellation penalties, to include reimbursement for the difference between any higher fare and or rate for hotels or other accommodations and the fare and or rate the employee originally had confirmed. To be eligible for reimbursement, the employee must provide written evidence that they made reservations and paid a financial commitment for those reservations, or that the employee was assessed a penalty or other fee for having changed the reservations. The employee shall receive Casual Leave to facilitate the

above process. The District shall make every reasonable effort to reimburse the employee within ten (10) working days upon submission of appropriate evidence.

2. The District and the AFT shall implement a procedure for the receipt by the employee of vacation pay in advance of a vacation at the option of the employee. The District and the AFT shall negotiate a procedure for the request of and issuance of vacation pay.
- I. The AFT and the District encourage Unit 1 employees to take their annual vacation. No request for vacation by a Unit 1 member shall be unreasonably denied.

For any pay period in which a Unit 1 employee's vacation balance reaches 400 hours, the employee shall not earn any additional vacation credit. When an employee's vacation balance reaches 350 hours, an informational reminder will appear on the employee's pay stub. It is the employee's responsibility to request vacation to avoid going over the vacation accrual limit. If the employee's vacation request is denied, the employee has the option to take or schedule vacation within the next thirty (30) days. Hours earned pursuant to Article 19.H.8 (Perfect Attendance) shall count toward the 400-hour limitation on vacation accrual, however perfect attendance vacation shall continue to accrue even if an employee's vacation balance equals or exceeds 400 hours.

Notwithstanding the provisions of Article 19.H.3.m (Illness Leave), and Article 19.I.5.c (Industrial Accident Leave), an employee on an appropriately certified Illness Leave or Industrial Accident Leave shall be allowed to use vacation when the vacation accrual balance has reached 400 hours.

If employees do not take their full annual vacation, the amount not taken shall accumulate for use in the next year, not to exceed the vacation accrual limit. Employees with more than 400 hours will be limited to their accumulation as of July 26, 1980. There shall be no payment for excess vacation.

The amount of vacation actually earned, and only that amount, shall be available, regardless of changes in status. The rate at which vacation allowances are paid shall be the employee's current rate. No employee shall be allowed to take vacation while temporarily serving as a substitute, relief, or provisional unless they have served for the equivalent of more than twenty (20) consecutive working days, or receives specific approval from the appropriate supervisor.

- J. On voluntary reduction in status, layoff, or separation from the classified service, the money value of vacation balances shall be paid as a lump sum to permanent employees. In cases

where separation is not at the end of a pay period, vacation credit shall be computed through the last day in paid status.

- K. Lump-sum vacation payments shall be made on the basis of the hourly equivalent rate for the employee's last regular assignment.
- L. When a regular employee (whose regular assignment is on other than a 12-month assignment basis code) is paid during an intersession as a relief, substitute, or provisional employee, the employee shall earn vacation in accordance with the schedule Article 10.A, which is applicable to the position in which they serve during an intersession.
- M. A regular employee who serves in their regular assignment and also in an intersession substitute, relief, or provisional assignment during the same pay period shall not earn more vacation for that pay period than if they had served 173.3 hours in their regular assignment.
- N. A permanent classified employee shall, upon notification to the appropriate supervisor, be permitted to interrupt or terminate vacation in order to begin Illness Leave provided that the employee indicates, at the earliest practical opportunity, in accordance with Illness Leave Article 19.H, the basis of the request for change in leave status and provides appropriate supporting documents and the probable duration of the requested leave.
- O. A permanent classified employee shall, upon notification to the appropriate supervisor, be permitted to interrupt or terminate vacation in order to begin Bereavement Leave in accordance with Bereavement Leave, Article 19.C.

Article 11 Holidays

A. Holidays

An employee in a regular assignment or in an assignment in lieu of their regular assignment shall receive holiday pay for those holidays listed below and for other holidays declared by the Board of Trustees, the Governor of California, or the President of the United States that apply to bargaining unit members which come within the employee's assignment period, subject to the conditions listed in A.1 through A.3. The date the following listed holidays are observed shall be determined, where appropriate, by the academic calendar. The academic calendar is created in three-year increments; such holiday date or dates shall not be finalized in the academic calendar until the District has consulted with the AFT Staff Guild.

- New Year's Eve Day
- New Year's Day
- Martin Luther King, Jr. Day
- Lincoln Day
- Washington Day
- Cesar Chavez Day
- Four Hours Friday of Spring Break
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Admission Day (TBA)
- Veterans' Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve Day
- Christmas Day

When the date on which a holiday is celebrated is changed, through mutual agreement between the AFT and the District, or when a change in the academic calendar causes a change in the date that a holiday is celebrated, and, as a result, employees lose a holiday due to their work schedule, those employees shall be granted another holiday as determined by the AFT and the District.

1. The employee must have been in paid status for a portion of the working day immediately preceding or succeeding the holiday, provided that an employee on a military leave of absence entitled to compensation under Article 19.L, shall only receive

pay for the portion of the holiday period needed to meet the total time for which compensation is required by law.

2. An employee whose regular work schedule is less than five (5) days per week and forty (40) reported hours per week shall be entitled to a holiday in accordance with sections 4 and 5 below if the employee was in paid status a portion of the working day immediately preceding or succeeding the holiday. A substitute holiday may be taken in agreement with the supervisor before the end of the following pay period.
3. An employee in paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the school holidays of December 24, 25, 31, and January 1, shall receive pay for the four (4) holidays.
4. When a holiday falls on the first day of an employee's weekend (usually Saturday), the holiday shall be observed on the preceding working day (usually Friday).
5. When a holiday falls on the second day of an employee's weekend (usually Sunday), the holiday shall be observed on the following working day (usually Monday).

B. Friday of Spring Break

The afternoon of the Friday of Spring break, as determined by the academic calendar, shall be considered a holiday with the following provisions:

1. Four (4) hours of holiday time shall be granted to all full-time employees of the Clerical/ Technical Unit. Employees assigned less than full-time shall be granted holiday hours on a pro rata basis in the proportion that their assignment bears to a full-time assignment.
2. Employees whose regularly scheduled day off is Friday shall receive the number of hours to which they are eligible in accordance with sections A.4. and A.5. of the Agreement.
3. Employees whose regular work schedule is less than five (5) days per week and forty (40) reported hours per week shall be entitled to a holiday in accordance with this Article, sections A.2., A.4., and A.5.
4. Full-time employees who are on vacation, or who have reported in as being ill on that Friday, shall receive hour (4) hours of vacation credit for that day; employees assigned for less than full-time who are on vacation or are ill on that day shall receive a proportional number of hours, in accordance with 1. above.

Employees who are required to work on the Friday of Spring break afternoon shall receive four (4) hours (or a proportional number of hours for employees assigned less than full time) as a floating holiday, to be taken at the convenience of the employee with the concurrence of the supervisor, prior to the close of the academic year in which it was granted.

Article 12 Hours and Workweek

A. Workweek and Workday

1. The normal workweek shall consist of not more than five (5) consecutive days and not more than forty (40) hours per week, Sunday through Saturday. The regular workday shall consist of not more than eight (8) hours per day. Except as may be indicated in B.1 below, nothing in this Article shall be deemed to restrict the extension of the regular workday or workweek on an overtime basis when such is necessary to carry on the business of the District.
2. By the mutual consent of the AFT and the District, a forty (40) hour, four (4) day work week and an eighty (80) hour nine (9) day work week shall be established (Appendices H and I).
3. Employees' daily hours of work and shifts shall be established at the discretion of the District. An employee's shift may not be changed on a permanent basis without reviewing the reasons for the change and with consent of the employee. Such change shall only be for a reasonable business necessity of the District. If it is necessary to change an employee's hours of work, within a shift, volunteers within the classification at the work site will be solicited first. If no volunteers are available, then with three (3) weeks prior written notice, an employee's hours of work within a shift may be permanently changed. Training, as approved under the provisions of Article 17, Professional Development and Retraining, or similar training shall not be interrupted by a change of hours within a shift, while such training is in progress.

Employees may request flexible or alternative work hours, based on an employee's situational needs and or catastrophic conditions affecting employees, their work environment and or community where they live and travel. Reasonable effort shall be made to adjust the work schedule when it is consistent with the District's operational needs. Denials shall be reviewed on a case-by- case basis by the local administrator and the AFT representative to reach an agreed upon adjustment.

When the District as a whole, or an individual campus/worksite experiences a shutdown during working hours, employees shall be paid as if they had worked.

4. For the purpose of computing hours worked, time during which an employee is excused from work because of holiday, vacation, paid leaves, paid absences, paid lunch or release time shall be considered as time worked by the employee.
5. All persons covered by this Agreement whose assigned time requires them to work one-half (½) or more of their assigned time between the hours of 3 p.m. and 12 midnight shall be paid 6.9 percent above their regular daytime rate; and if one-half (½) or more of

their assigned time occurs between the hours of 12 midnight and 7 a.m., they shall be paid 13.8 percent above their regular daytime rate. If such shifts are worked less frequently than four days a week, such higher rates shall be paid for those days on which such shifts are worked. If such shifts are worked on a temporary basis (i.e., one day at a time), such higher rates shall be paid only for those days on which such shifts are worked. All other provisions of Personnel Commission Rule 586 shall continue in force. When Overtime is worked prior to scheduled shift, employee shall maintain the shift differential.

6. When it is necessary, because of a reasonable business necessity of the District, to temporarily change any employee's hours of work, the District shall first call for volunteers. If no volunteers are available, an employee may have their hours of work changed temporarily, with at least three (3) weeks prior written notice to the employee. If not possible, then notice shall be given and the employee shall be informed in writing of the reasons that three (3) weeks notice was not possible. Training, as approved under Article 17, Professional Development and Retraining, or similar training, shall not be interrupted by a temporary change of hours, while such training is in progress.

B. Overtime

1. **Overtime and Required Overtime.** To the extent practicable, the District shall use reasonable efforts to distribute overtime work equitably among the qualified employees of an office, operational unit, or work group with consideration given to District need and employee availability in making the distribution. Upon notice, at least two (2) weeks in advance, whenever possible, an employee shall be required to work overtime as needed. Unit members shall not incur overtime hours without prior written authorization from their supervisor.
2. **Scheduled and Unscheduled Overtime Lists.** Scheduled overtime is anticipated overtime planned for peak workload periods due to extended hours of operation or temporarily increased workload. Unscheduled overtime occurs when the need for additional hours of operation or increased workload has not been anticipated. Notices of office/department overtime shall be posted and updated quarterly. When a need for overtime exists, either scheduled or unscheduled, the overtime opportunity shall be offered first to employees from the specific office in which the need exists based on job classification and job duties. An overtime list shall be developed and posted based on seniority in the class with the overtime issued on a rotational basis. The AFT and the District shall reach agreement on the determination of seniority. If there are not sufficient employees in the office where the overtime exists, Unit 1 employees may volunteer. In such cases, notice of the overtime shall be posted in the Personnel Office and the mailroom. An overtime list shall also be developed and posted in accordance

with seniority and rotation. Overtime need not be offered to employees who are not assigned to the classification in which the overtime is available.

Overtime Lists. Lists of employees who are available for scheduled and unscheduled overtime shall be maintained at each college location in the office in which the need for overtime exists. Each office may establish an overtime list at the beginning of each fiscal year; however, each office must establish an overtime list when the first overtime opportunity arises during a fiscal year. Once an overtime list is established, it must be posted in the office for which it was developed, it must be sent to the AFT Staff Guild Chapter Chair, and must be updated as necessary.

Distribution of Overtime. Overtime shall be distributed on a rotational basis, with employees who worked overtime most recently going to the bottom of the list. At the beginning of each fiscal year, or at the time the first overtime list is established in an office for the new fiscal year, available employees shall be assigned to the overtime list in the order of their District seniority. Thereafter, employees who wish to be added to the list shall be added to the bottom of the list.

If no employees in the office or operating unit are available for overtime, then all other employees in the same classification at the college or division shall be given the opportunity to work the overtime. Such overtime shall be distributed based on seniority and on a rotational basis.

3. **Non-worksite and Temporary Employees**

a. If employees in addition to those assigned to a college or District Office location are needed for an overtime assignment, the worksite at which the need occurs shall solicit volunteers from other locations based on seniority and on a rotational basis. Lists shall be maintained by the office where the overtime occurs.

If a classification needed by an office or operating unit on campus is not available on that campus, the Personnel Offices at other locations may be notified for posting overtime availability for that class code.

- b. Overtime providing premium pay (time and one-half) shall be offered to Unit 1 employees before hiring temporary employees to perform such work whenever it is within the budget operating limitations within a unit.
- c. No overtime providing premium pay (time and one-half) shall be offered to temporary employees until such overtime has first been offered to Unit 1 employees at the worksite, in accordance with the above procedures.

4. **Refusal of Overtime Offer.** Employees who indicate their availability for overtime, and subsequently refuse an offer of overtime, shall be rotated to the bottom of the list, as if

they had accepted the assignment of overtime. If no Unit 1 employee who has indicated availability for overtime is available, the overtime will be assigned in accordance with B.1 above.

5. **Unclassified Assignments.** In addition to overtime assignments, a Unit 1 employee may be eligible to have an unclassified assignment of up to forty (40) hours per pay period at the unclassified rate of pay above their full-time, 173.3 hour per pay period assignment.
6. **Employees assigned a workday of seven (7) hours or more** and a workweek of thirty-five (35) hours or more shall receive compensation at a rate equal to one and one-half (1 ½) times the regular rate of pay, or compensatory time off, at a rate of one and one-half (1 ½) hours for each hour worked, for work authorized and performed in excess of eight (8) hours in one day or in excess of forty (40) hours in any calendar week.
7. **Employees assigned an average workday of four (4) hours or more** but less than seven (7) hours and a workweek of twenty (20) hours or more but less than thirty-five (35) hours shall be compensated at a rate equal to one and one-half (1 ½) times the regular rate of pay, or shall be provided compensatory time off, at a rate of one and one-half (1 ½) hours for each hour worked, for any work authorized and performed on the sixth (6th) and seventh (7th) days following the commencement of the regular workweek, or for hours worked in excess of eight (8) hours in one day or hours worked in excess of forty (40) hours in a calendar week.
8. **Employees assigned an average workday of less than four (4) hours** shall be compensated at a rate equal to one and one-half (1 ½) times the regular rate of pay, or shall be provided compensatory time off, at a rate of one and one-half (1 ½) hours for each hour worked, for any work authorized and performed on the seventh (7th) day following the commencement of the regular workweek, or for hours in excess of eight (8) hours in one day or hours worked in excess of forty (40) hours in a calendar week.
9. **Employees assigned a workday of ten (10) hours and a workweek of forty (40) hours** shall receive compensation at a rate equal to one and one-half (1 ½) times the regular rate of pay, or compensatory time off, at the rate of one and one-half (1 ½) hours for each hour worked, for work authorized and performed in excess of ten (10) hours in any one day or in excess of forty (40) hours in any workweek. Work performed and authorized on the fifth (5th), sixth (6th) and seventh (7th) days shall be compensated for at a rate equal to one and one-half (1 ½) times the regular rate of pay, or compensatory time off, at the rate of one and one-half (1 ½) hours for each hour worked.
10. **When an employee is authorized and required to work on any day recognized as a holiday** under this Agreement, they shall be compensated, in addition to regular pay

received for the holiday, at the rate of one and one-half (1 ½) times the regular rate of pay for actual hours worked.

11. **If compensatory time-off is granted** the employee in lieu of cash payment, such compensatory time off shall be earned and accumulated in accordance with the Fair Labor Standards Act (FLSA). Accumulation of compensatory time off shall be limited to a total of 240 hours per fiscal year. Such compensatory time off shall be taken by the employee at a time determined by the employee, provided they consult with their supervisor and provides at least three (3) working days notice, or notice may be waived with the approval of the supervisor. If the employee does not schedule compensatory time off, the employee may be required to take the time off to avoid cash payment before the end of the fiscal year.
12. **Employees assigned to the following classes** by reason of their variable daily hours shall receive compensation at a rate equal to one and one-half (1 ½) times the regular rate of pay, or shall be provided compensatory time off, at a rate of one and one-half (1 ½) hours for each hour worked, for any work authorized and performed in excess of ten (10) hours in any one day or forty (40) hours in any calendar week:
 - Athletic Trainer
 - Community Services Aide
 - Community Services Assistant
 - Examination Proctor
 - Senior Examination Proctor
 - Senior Sign Language Interpreter
 - Specialist Sign Language Interpreter Specialist I
 - Sign Language Interpreter Specialist II

C. **Call Back**

Full-time employees who are called back to work, after leaving the worksite, outside their regular work hours shall be guaranteed a minimum of four (4) hours pay at the appropriate overtime rate.

D. **Lunch Break and Rest Periods**

1. **Lunch Break.** All employees covered by this Agreement who work for eight (8) hours a day shall be provided an uninterrupted daily unpaid thirty (30) minute lunch break and an uninterrupted daily thirty (30) minute paid lunch break, which totals to a one (1) hour lunch break to be scheduled at approximately the halfway point of their work schedule (e.g., ½ of 8 hours worked in a day provides for a lunch break after 4 hours worked).

In contrast, those employees who work less than eight (8) hours but more than four (4) hours shall be provided an uninterrupted daily unpaid thirty (30) minute lunch break and an uninterrupted daily fifteen (15) minute paid lunch break which totals a forty-five (45) minute lunch break to be scheduled at approximately the halfway point of their work schedule. Unless the employee is relieved of all duty during the specified lunch break, such break shall be considered an "on duty" meal period and counted as time worked. An "on duty" meal period shall be permitted only when the nature of the work prevents an employee from being relieved of all duty with the approval of the employee's supervisor and or manager.

2. **Rest Periods.** All employees whose regular assignment is four (4) hours a day shall be granted one (1) fifteen (15) minute rest period. All employees who work four (4) hours per day or more but less than seven (7) hours a day, shall be granted a fifteen (15) minute rest period. All employees who work seven (7) hours or more a day shall be granted two (2) daily fifteen (15) minute rest periods. Such rest periods shall not be taken during the first or last hour of the assignment.

E. Salary Payments and Pay Periods

The District shall issue salary warrants on a bi-weekly basis for all regular employees assigned to classifications covered by this Agreement.

The AFT and the District will consult in a good faith effort to reach agreement on the following issues.

1. Maintaining electronic banking and or warrants delivered to worksites.
2. Implementation of vacation pay in accordance with Article 10, Vacation.
3. All benefits which accrue upon successful completion of any initial probationary period or benefits which accrue with time shall become available on the 131st day of paid District service or, if applicable, on the 366th day from the anniversary date.
4. Illness Leave balance on warrants.

Article 13 Layoff

A. Notification of Layoff

Classified employees subject to layoff shall be given written notice of layoff in person or by certified mail and shall be informed of their displacement rights, if any, and reemployment rights.

1. In compliance with AB 438, preliminary layoff notices shall be given no later than by March 15 and final layoff notices shall be provided before May 15, if applicable, and informing them of their displacement rights, if any, and reemployment rights.
2. For Specially Funded Programs, employee shall be given written notice not less than sixty (60) days prior to the effective date of their layoff and informing them of their displacement rights, if any, and reemployment rights.

B. Order of Layoff and Reemployment

Procedures shall be in compliance with Education Code Sections 88015, 88017, 88117, and 88127; and in accordance with applicable rules and regulations established pursuant to said sections including, but not limited to, Personnel Commission Rules concerning layoff.

C. Demotion, Voluntary Reduction in Assigned Hours or Retirement in Lieu of Layoff

All Unit 1 employees as defined in D. below and including those Unit 1 employees who elected retirement, reduction in hours, reduction in class, or reduction in status in lieu of layoff shall be afforded all rights provided under all applicable Education Code provisions and applicable Personnel Commission Rules. If an employee who elected demotion in lieu of layoff subsequently promotes, they shall promote from the step of the salary schedule of the class from which they were laid off, provided that the rate of that step is higher than the employee's current rate.

D. Layoff Defined

An employee who has been laid off, as well as an employee who has exhausted all leave privileges after illness or accident, shall be placed on a reemployment list for a period of thirty-nine (39) months and shall be considered laid off.

E. Reemployment List

An employee who has been laid off, as well as an employee who has exhausted all leave privileges after illness or accident, shall be placed on a reemployment list for a period of thirty-nine (39) months and shall be considered laid off.

F. Effects of Layoff

1. **Seniority Rosters.** The District will provide AFT with seniority roster(s), which shall include the names of all unit members to be laid off, classifications and locations. This roster shall be given to the AFT prior to the notification to the unit members.
2. **Content of Notice of Layoff.** Written notice of layoff shall include at least the following:
 - a. The effective date of layoff.
 - b. Displacement rights of the employee and timelines of five (5) working days for the employee to notify the District.
 - c. Reemployment rights of the employee.
 - d. Any rights held by the employee to request a hearing on the layoff under the Education Code.
3. **Leave of Absence Prior to Layoff.** Any regular unit employee who has received notice of layoff may, at the option of the employee, take a leave of absence from the date of the final notice of layoff until the effective date of layoff. Seniority credit shall be accumulated during the leave of absence. Rescission of the notice of layoff shall cancel all such leaves. Employees shall be allowed twenty- one (21) calendar days in which to return to employment.
4. **Severance Pay and Fringe Benefit Maintenance**
 - a. An employee whose regular employment with the District has been terminated because of layoff under the provisions of Paragraph D., above, and the employee is not reemployed or offered reemployment by the District in regular status within sixty (60) calendar days of the date of layoff shall receive a severance grant. The severance grant shall be equivalent to the dollar value of the annual earnable vacation which would be earned by the employee applying the earning rate in effect at the close of the pay period immediately preceding the date of layoff. The severance grant shall be computed by multiplying the hourly vacation earning rate times the number of hours assigned per pay period times the number of pay periods assigned in a calendar year times the hourly wage rate of the employee. Employees who elect retirement in lieu of layoff shall receive the severance grant and all applicable benefits.

If an employee is reemployed or offered reemployment within the sixty (60) calendar day period and the employee has already received the severance grant, the employee shall refund the full amount of the severance grant to the District. The District and the employee will establish a mutually agreeable repayment plan which

provides for full payment within twelve (12) months from the date of reemployment or offer of reemployment.

- b. Hospital/medical, dental, vision care and life insurance coverage shall be maintained at existing levels according to the following schedule:

Years of Service	Months of Continuation After Layoff
Less than 6 years	2 months
6 years but less than 10 years	4 months
10 years or more	6 months

- c. If a laid off employee is covered by health/medical programs under other employment during the period mentioned in 4 b. above, the District's provided coverage shall cease. The District shall provide AFT Staff Guild with proof of "other" coverage for the laid off employee of Unit 1 before terminating District coverage.
- d. In the event a laid off unit member who is covered under provision 4 b. above, dies during the period of coverage, the District will continue fringe benefits for the dependents in the same manner as outlined in Article 21.
- e. Laid off employees shall be paid any salary due including unused vacation and severance grant no later than when the employee is paid for the payroll period covering the two (2) weeks prior to the effective date of layoff.
- f. Upon reemployment during the 39-month reemployment period, a layoff will not be considered a break in service for vesting purposes for Health and Welfare benefits.
- g. Every employee with seven (7) or more years of regular service in the Los Angeles Community College District, who is laid off and who retires from PERS or STRS within one (1) year from the effective date of layoff, will be eligible for continuation of benefits as a retiree, in accordance with Article 21 of this Agreement.

5. Procedures for Recall to Regular Positions

- a. The laid off employee shall be required to maintain and update their current mailing address, cell phone number, and personal email address with the Human Resources Division.
- b. Offers of reemployment in an employee's former class and status (i.e. seniority) shall be by telephone, email, and regular mail. The employee will have one week to accept the offer and twenty-one (21) days from acceptance of the offer to return to the District workplace, unless otherwise mutually agreed upon. If the laid off

employee refuses the offer of reemployment, a confirmation letter shall be sent via regular mail with a proof of service.

- c. Employees laid off from employment shall continue to receive all District Classified Employment Opportunity Job Bulletins and Voluntary Transfer/Reassignment Bulletins for the duration of the reemployment list. Said Bulletins shall be sent via U. S. mail to the last known mailing address.
- d. An employee on a reemployment list may decline three (3) offers of reemployment in their former class and status (i.e. seniority). After the third refusal, no additional offers need be made and the employee shall be considered unavailable until they indicate otherwise.

G. Job Placement Prior To and After Layoff

1. The District shall form a task force to assist employees scheduled for layoff and for those employees who have been laid off. An AFT representative shall be given released time to serve on the task force.
2. Up to three (3) days of Casual Leave shall be granted to enable employees to interview for other positions.

H. Retraining

1. While on a 39-month reemployment list, every employee laid off and not expected to return to service will be eligible to enroll in any college within the Los Angeles Community College District for six (6) semesters and the District will pay enrollment fees.
2. Notwithstanding any other provisions of this Agreement, those employees enumerated in C. above, except retirees, shall be entitled to retraining and study leave pursuant to Article 19.S. to prepare themselves for new positions in accordance with rules and procedures developed by the Retraining and Study Leave Committee.
3. Notwithstanding any other provisions of this Agreement, those employees enumerated in C. above, except retirees, shall be entitled to retraining according to Article 17.D.
4. Employees scheduled for layoff shall also be eligible for retraining in accordance with Article 17.

I. Re-openers

If at any time during the term of this Agreement, the Board of Trustees takes action to lay off Unit 1 employees, as defined in D. above, the parties agree to reopen negotiations on item F.4 (Severance Pay).

Article 14 Transfer and Reassignment

A. Definition

1. A transfer is defined as the assignment of an employee from one location to another location, in the same classification, within the District. Location shall mean one of the nine (9) colleges, the District Office, and or any location where Unit 1 members are assigned.
2. A reassignment is defined as the assignment of an employee from one supervisory unit to another supervisory Unit 1 in the same classification at the same location.
3. In all cases of transfer and reassignment, whether voluntary or involuntary, whether permanent or temporary the employee shall be provided in writing the following information:
 - a. Hours or work
 - b. Length of assignment
 - c. Location
 - d. Immediate supervisor's name
 - e. Other pertinent information, if any

B. Procedure for Voluntary Transfers or Voluntary Reassignments Other Than Temporary

1. **Definition.** A voluntary transfer or voluntary reassignment is defined as a transfer or reassignment which has been requested by the employee.
2. **No Reprisal.** There shall be no reprisal against an employee for utilizing the voluntary transfer or voluntary reassignment procedures.
3. A permanent employee in the class must submit a request for transfer or reassignment on the District's In-Service Transaction portal on the online platform designated by the Personnel Commission. The Personnel Commission shall, upon receipt of a request, issue an acknowledgment to the employee.
4. If an employee has not attained permanent status in their job classification, approval of the request by the applicable department head or college president is required.
5. A file of names of employees requesting transfer or reassignment shall be maintained by the Personnel Commission and such names shall be certified to any vacancy in the class of the employees requesting transfer or reassignment. Transfer employees shall be interviewed for any vacancy to which the employee has been certified from such file of

names prior to an appointment. Part-time employees shall be certified for full-time vacancies in accordance with Personnel Commission Rule 537.

6. Written requests for transfer or reassignment are valid for a two (2) year period. A new request must be submitted in order to be considered after that period. At any time, an employee may submit a request to the Personnel Commission asking when their transfer or reassignment request will expire.
7. A request for transfer or reassignment may be withdrawn at any time prior to the official confirmation that the request has been effected.

C. Temporary Transfer or Temporary Reassignment

1. **Definition.** A temporary transfer or temporary reassignment is a transfer or reassignment made for a specific period of time at the District's discretion to meet the operational needs of the District.
2. **Limitations**
 - a. Temporary transfers and temporary reassignments may not be used as a form of discipline.
 - b. Except where prohibited by a bona fide business necessity, a minimum of twenty (20) working days written notice shall be provided to the employee being temporarily transferred or reassigned.
 - c. When the District intends to transfer or reassign the employee for longer than six (6) months, the transfer or reassignment procedures in Article 14.D below shall apply.

D. Involuntary Transfer or Involuntary Reassignment Other Than Temporary

1. **Definition.** An involuntary transfer or involuntary reassignment is defined as a transfer or reassignment which is performed without the employee's approval. Involuntary transfers or involuntary reassignments are made at the discretion of the District to meet the operational needs of the District.
2. In instances of involuntary transfers and involuntary reassignments other than temporary, the following conditions will apply:
 - a. Prior to involuntary transfer or reassignment, the District shall review the file of voluntary transfer or voluntary reassignment requests for the locations indicated and involved transfer and reassignment and shall interview for full consideration all eligible employees from these lists. If no volunteers for transfer or reassignment exist, the District, after consultation with the AFT, may publish a "Transfer and Reassignment Bulletin" to solicit volunteers.

- b. In order of District seniority in the class, offer the position to the eligible employee identified in Article 14.D.2.a above (District seniority shall be determined under provisions of Education Code section 88127).
- c. Refusal by an employee to accept a transfer or reassignment shall automatically cancel the voluntary transfer or reassignment request.
- d. If voluntary transfer or reassignment cannot be facilitated by the above method indicated in Article 14.D.2.a and Article 14.D.2.b, involuntary transfer or reassignment shall be in accordance with the following:
 - (1) The employee with the least seniority in the class at the worksite, from the classification indicated shall be transferred. The employee with the least worksite seniority in the classification indicated shall be the first considered for reassignment. Exception to reassignment based upon seniority shall be allowed only when the position to which the reassignment is to be made requires specific knowledge, skills, and abilities which the least senior employee does not possess.
 - (2) In case of ties, the employee with the least District seniority in all classes shall be transferred. In case of ties, the employee with the least campus seniority in all classes shall be reassigned.
- e. Except where prohibited by a bona fide business necessity, a minimum of thirty (30) working days written notice shall be provided to an employee involuntarily transferred. Except where prohibited by a bona fide business necessity, a minimum of fifteen (15) working days notice shall be provided to an employee involuntarily reassigned.
- f. The person being involuntarily transferred may appeal to the Vice Chancellor of Human Resources or their designee only on the basis of physical handicap or medical condition. The person being involuntarily reassigned may appeal to the Campus President or Vice Chancellor of Human Resources or their designee at the District Office on the basis of physical handicap or medical condition. If an appeal is granted, the next least senior person (as above) shall be transferred or reassigned.
- g. No person involuntarily transferred shall be involuntarily transferred again until all employees in the class at the receiving location have been transferred. In the case of involuntary reassignment, the reassigned employee shall not be reassigned again before one (1) year from the date of involuntary reassignment.
- h. The employee who has been involuntarily transferred or reassigned and is in the same classification shall have the right to return to the location and same classification from which transferred or reassigned if and when a permanent vacancy

occurs. If more than one (1) employee has a right to return to the vacancy, the position shall be offered in District seniority order.

- E. Involuntary transfer and involuntary reassignment shall not be used as a form of discipline.
- F. A request to change from one position to another position in a related class on the same salary schedule or in a position reclassified to another class on the same salary schedule shall be processed in accordance with Personnel Commission Rules.
- G. If a vacancy cannot be filled under the provisions of Article 14.D.2.a or Article 14.D.2.b, a provisional assignment may be made in accordance with the appropriate Personnel Commission Rules and Human Resource Guides. Notices of Vacancy posted or available in the Personnel Office, on AFT Staff Guild bulletin boards, and other bulletin boards are for employee information. The AFT Staff Guild Chapter Chair shall receive a copy of all Notices of Vacancy.

Article 15 Classification and Reclassification

- A. **Classification:** Employees in the classified service shall only be required to perform those duties contained in a class specification as those duties relate to and or apply to the employee's position assignment, in accordance with applicable Personnel Commission Rules. After appropriate consultation and review of proposed changes in any Unit 1 class specification, the AFT and the District shall make available to all employees in that class a copy of any revised class specification.

Any Unit 1 employee who, on a regular basis, has supervised one (1) or more student workers, other non-regular classified and or unclassified employees, and or has exercised functional supervision over regular classified employees, for at least ninety (90) calendar days during the evaluation period, shall have such supervisory responsibilities noted and evaluated on the Annual Performance Evaluation in Section 6, Supervisory Qualities (Appendix C).

The Los Angeles Community College District and the AFT College Staff Guild, recognize that as a merit system district, employees in the classified service shall only be required to perform those duties contained in a class specification as those duties relate to and or apply to the employee's position assignment. The District and the AFT recognize that from time to time substantive changes must be made to class specifications that result in changing one or more duties of a particular classification. The District and the AFT agree that when such changes are contemplated, the District shall consult with the AFT in a good faith effort to reach agreement on the proposed changes and the effects of those changes to the class specification. The District and the AFT further agree to meet in consultation in a good faith effort to reach agreement when the AFT has identified a change which should be made to a class specification or when the AFT has identified a position or positions which should be reclassified. The AFT shall review new classifications that could be appropriately claimed by the AFT Staff Guild prior to their being forwarded to the Personnel Commission.

The District recognizes that changes in technology and or the means and methods of work production may necessitate changes in class specifications. The District and the AFT agree to consult as described above when such changes appear necessary.

The AFT and the District recognize the role of the Personnel Commission as designated by the Education Code in the classification process.

- B. **Work Out of Classification:** If employees perform duties outside the class specification, the employee may file Temporary Work Out of Classification (PC Form 100) claim(s) in accordance with Personnel Commission Rule 550.

- C. **Reclassification Procedures:** If an employee believes that they spend an appreciable portion of their time performing duties inappropriate to the employee's classification, the employee, or the initiator of the request, may file a Request for Reclassification (PC Form C1121) with the Personnel Commission. The employee will attach a list of duties which they believe are inconsistent with those in the assigned job specification. The Reclassification Request shall be acknowledged by the employee's immediate supervisor and the College President or District Office Vice Chancellor of Human Resources and forwarded to the Personnel Commission within twelve (12) working days from date of the reclassification request. The Personnel Commission will review the request for reclassification. The rules regarding reclassification are contained in Personnel Commission Rule 545 and related rules, and in Education Code provisions cited in those rules. The Personnel Commission will notify the AFT Staff Guild when the request has been received.
- D. **Reclassification, Performance Evaluation:** Employees may initiate requests for reclassification in accordance with the provisions of Article 16, Procedures for Performance Evaluation. Such requests shall be reviewed by the Personnel Commission. The employee and the AFT Staff Guild shall be notified when the Personnel Commission has received the employee's request.
- E. **Employee Participation - Work Responsibilities:** Employees shall be encouraged to participate in the development and implementation of their work responsibilities and duties. Supervisors are encouraged to listen and seriously consider suggestions made by Clerical/Technical Unit employees. The District and the AFT shall consult on written suggestions submitted by Clerical/Technical Unit employees in this area, and will make appropriate recommendations to worksites regarding the implementation of these suggestions. The District and the AFT shall consult in a good faith effort to reach agreement on a procedure which would provide appropriate recognition to those employees whose suggestions are of particular value.
- F. **Promotional Opportunities:** The District shall encourage and support promotional opportunities for Clerical/Technical Unit 1 employees and shall consult with the AFT on methods of enhancing these opportunities.
- G. **Job Postings:** District Job Available Bulletins posted or available in the Personnel Office, on AFT Staff Guild bulletin boards, and other bulletin boards are for employee information. The AFT Chapter Chair shall receive a copy of all Job Available Bulletins.
- H. **Examination and Appeal Rights:** Personnel Commission Rule 624 contains the guidelines for notification of applicants of examination results and their appeal rights. The AFT or its unit members may avail themselves of any rights to appeal examination decisions directly to the Personnel Commission.

- I. **Limited Assignment:** Substitute, relief, limited and special limited-term, provisional, and emergency appointments shall be made and shall be subject to the limitations contained in applicable Education Code provisions and Personnel Commission Rule 671.
- J. **Substitute Pool – Athletic Trainer:** The District and the AFT shall consult on the need for and the feasibility of establishing a substitute pool for the classification of Athletic Trainer.

Article 16 Procedure for Performance Evaluation

A. Schedule

Employees shall be evaluated in accordance with the following schedule:

1. Probationary employees in a class shall be evaluated during the second (2nd) and fourth (4th) months of their probationary period. Said written evaluation shall be made on the form entitled "Performance Evaluation for Probationary Classified Employees" (Appendix B).
2. Permanent employees in a class shall be evaluated at least once each year by June 30th. Said written evaluation shall be made on the District's form entitled "Performance Evaluation for Permanent Classified Employees" (Appendix C).
3. The District may omit probationary performance evaluations for an employee who:
 - a. Has permanent status in the classified service
 - b. Is occupying a position reclassified to another class
 - c. Has occupied the same position prior to the reclassification action and, while occupying the position, has received a performance evaluation during the year preceding the effective date of the reclassification action
4. The performance of probationary employees may be evaluated by each supervisor/evaluator under whom the employee has worked during the probationary evaluation period, provided that the evaluations shall only be made and or presented by a non Clerical/Technical Unit employee who is probationary or permanent in a position higher than the evaluatee under whom the evaluatee works or a Certificated/Academic employee under whom the evaluatee works.

B. Procedure

1. Performance evaluations shall be made by those persons who are immediately responsible for the employee's work. In addition, evaluations shall only be made and or presented by a non Clerical/Technical Unit employee who is probationary or permanent, in a position higher than the evaluatee, under whom the evaluatee works, or a Certificated/Academic employee under whom the employee works. The evaluator either oversees, reviews and checks the daily work performance of the employee being evaluated, or is the one who is most closely acquainted with the employee's daily work performance. The work performance of permanent employees shall be evaluated by each supervisor/evaluator under whom the employee has worked for one hundred twenty (120) working days during the performance period.

2. Steps to be followed and factors to be evaluated by the supervisor/evaluator in completing the Performance Evaluation Forms are described on the reverse side of the forms.
3. Except in cases of extended absence, transfer, retirement or resignation, an individual evaluation conference shall be held with each employee at which time:
 - a. The reasons for performance evaluation shall be given by the evaluator,
 - b. The evaluator shall explain the kind of work performance expected,
 - c. The evaluator shall give the reasons for the evaluation given and any negative evaluation or comments shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made, and
 - d. The evaluator and the evaluatee may discuss any questions that the evaluatee has concerning their job and or the responsibilities and duties assigned.
 - e. No evaluation shall be made based upon hearsay statements but shall only be based upon the direct observation and knowledge of the evaluator. This does not preclude the evaluator from receiving and using information from the evaluatee's functional supervisor, provided the evaluator investigates and verifies the information.
4. Review of the performance evaluation by the next higher level of administrative authority is optional. Any comments made by the reviewer shall be signed and shown to the supervisor/evaluator who made the evaluation and to the employee.
5. An employee shall have the opportunity to review their evaluation prior to the placement of said evaluation in the employee's personnel file. A copy of any and all evaluations shall be provided to employees whether the employee has signed it or not. Issuance by certified mail shall fulfill the requirements of this paragraph.

Completed Performance Evaluations shall be treated in a manner to ensure their confidentiality, and shall pass through as few hands as possible. Means for insuring confidentiality include envelopes, folders and other methods to prevent the evaluation from being seen.

6. **Negative Evaluations.** Any negative evaluation shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made. The employee shall have the right to review and respond to any derogatory evaluation or comment and attach a statement. If such a statement is provided by the employee, they may request that the supervisor/evaluator who prepared the evaluation and the next higher level of administrative authority, if any, review and initial the statement.

7. A supervisor/evaluator who believes that an employee's work performance has been exceptional shall complete the District's form entitled "Notice of Outstanding Work Performance" (Appendix D), in addition to the District's Performance Evaluation Forms (Appendices B and C), or at times when the periodic evaluation is not required. The outstanding work performance described may have occurred on a day-to-day basis or in an unusually difficult and or emergency situation. All "Notices of Outstanding Work Performance" shall be reviewed and signed by the employee's College President or Division Head or designated representative. Employees shall be provided a copy of any written comments made by the reviewer.

The steps to be followed by supervisors/evaluators in completing the above mentioned forms and the factors to be discussed are described on the reverse side of the forms.

C. Definition of Evaluation Columns

1. Performance Evaluation for Permanent Classified Employees.

- a. Below Work Performance Standards: A check in this column indicates that the employee's work must improve to meet the standards and serves as a guide to the employee for concentration of effort to bring work performance up to work standards. A check in this column is not to be construed as a "Notice of Unsatisfactory Service" (Appendix E), nor as a disciplinary action. The supervisor/evaluator should be sure to define clearly the performance standards they are applying.
- b. Meets or Exceeds Work Performance Standards: A check in this column indicates that the employee's work clearly and consistently meets or exceeds the work standards and that their services are satisfactory or better.

2. Performance Evaluation for Probationary Classified Employees.

- a. Exceeds Work Performance Standards: A check in this column indicates that the employee's work is better than satisfactory. If there are a number of checks in this column, the supervisor/evaluator should consider giving a "Notice of Outstanding Work Performance" (Appendix D).
- b. Meets Work Performance Standards: A check in this column indicates that the employee's work is definitely and consistently satisfactory.
- c. Below Work Performance Standards: Persons evaluated in this category usually require additional training and closer supervision in order to meet fully the established work standards. The employee should understand that their work is not considered unsatisfactory. Continued failure to show improvement may lead to preparation of a "Notice of Unsatisfactory Service" (Appendix E).

D. **Classification of Position**

The employee and the supervisor/evaluator should compare the duties of the evaluatee with the typical duties of the evaluatee's class as listed in the current class specification. If either feels that the employee spends an appreciable portion of their time performing duties inappropriate to their class, they should check "no" and attach a statement giving their reasons. If either the employee or the supervisor/evaluator checks "no" on the evaluation form, a copy shall be sent to the division head or College President for forwarding to the Personnel Commission. Article 15, Classification and Reclassification, time limits and requirements are hereby incorporated in Article 16.

E. **Representation**

Employees covered by this Agreement shall have the right, upon request, to **AFT representation in all employment relations with the District**, including the right to be present at any meeting or conference which the employee reasonably believes may result in discipline.

Article 17 Professional Development and Retraining

A. Tuition Reimbursement

The Los Angeles Community College District shall establish a fund of at least \$200,000 per fiscal year for the purpose of tuition reimbursement.

Members of the Clerical/Technical Unit may receive tuition reimbursement in accordance with the following requirements:

1. 100% of the tuition cost if classes are taken in the Los Angeles Community College District or 50% of the tuition cost at other institutions, up to a maximum of \$3,000 including computing differential certification classes and one (1) certification test, in any one (1) academic year except as provided in Article 17.A.6 below (Appendix V for required textbooks and materials reimbursement).
 - a. Required textbooks and materials shall be included among the reimbursable expenses for tuition reimbursement.
 - b. Reimbursement for books and materials shall be limited to 50% of their cost.
 - c. Original or electronic receipts listing book titles or specifying the required materials must be presented by the employee as a condition of reimbursement.

All certification reimbursement requests are funded through Article 17.A above. \$3,000 per year, of that fund, shall be allocated for first time computer certification reimbursements.

Members of the Clerical/Technical Unit shall be reimbursed for Student Health Fees for all classes taken within the Los Angeles Community College District.

2. Tuition reimbursement shall be processed upon submission of evidence of successful completion (a grade of C or better or "pass" or "credit") of courses taken (except tuition may be paid in advance when tuition would be authorized under Article 17.A.6 below). This evidence shall be submitted by the employee to the Human Resources Division.
3. Tuition reimbursement shall be made for a course, workshop, institute or other organized activity in any of the following areas:
 - a. The employee's current classification
 - b. A related classification or career ladder
 - c. Retraining, requested by the employee, and or recommended by the Division Head, and approved by the College President or the District.

4. Courses, workshops, institutes, or other organized activities must be taken at an accredited institution. Exceptions may be made for courses, workshops, or other organized activities offered by recognized business, industry, governmental, professional, and occupational organizations or associations.
5. A request for reimbursement must be submitted to the Committee on Tuition Reimbursement prior to enrollment and approved by the same committee. The committee shall be composed of three (3) AFT Staff Guild Unit members designated by the AFT Staff Guild and two (2) management employees designated by the Vice Chancellor (Human Resource Guide R 501A, Tuition Reimbursement).
6. If reimbursement is approved in accordance with Article 17.A.3.c and Article 17.E.3, the District shall pay the full cost of tuition, books, and materials for such employee so enrolled.

B. Conference Attendance

Request and approval of conference attendance shall be in accordance with current District procedures.

C. Career Development Program

1. The District remains committed and shall continue current career development programs allowing an employee to have release time from work for up to a maximum of five (5) hours per week (Appendix O).
2. Employees may request temporary minor adjustments in their regular work schedule for purposes associated with their coursework.
3. Employees who are given release time for purposes of career development will be required to work make-up time at the rate of one (1) hour of make-up time for each two (2) hours of release time. Time spent for make-up purposes, which results in an employee being in paid status for a total of more than eight (8) hours in any one day, shall not be considered as authorized and compensable overtime for purposes of cash payment.

D. Staff Development Program

1. The AFT and the District agree that the District shall allocate \$15,000 for Professional Staff Development to the colleges each fiscal year. The \$15,000 fund shall be distributed equally among the nine colleges and the District Office. The allocation shall be placed in each worksite's Staff Development Fund to sponsor workshops and training for Unit 1 members. All workshops and training shall go through the Staff Development Committee with final approval by two (2) Staff Guild Members (see Article 17.D.2

below). State funding for Professional Development that is earmarked for classified employees shall be proportionally allocated.

2. On the colleges and District Office Staff Development Committees, there shall be at least two (2) AFT Staff Guild members, appointed by the AFT Staff Guild.
3. In accordance with Assembly Bill 1725 (1990), Clerical/Technical employees shall have the option to attend Staff Development activities and shall be afforded appropriate release time.

E. Retraining Program

1. All costs of training and retraining specifically required by the District shall be paid by the District. The employees shall not incur any out-of-pocket expense. Eligible employees shall include:
 - a. Employees who are scheduled for layoff or who have been laid off shall have thirty-nine (39) months from the effective date of layoff to request retraining.
 - b. Employees whose classification is abolished, or significantly altered by any process such as reform, reorganization, and or decentralization.
 - c. Employees who, as a result of Industrial Accident or Industrial Illness, shall be retrained in accordance with Article 19.I, Industrial Accident Leave.
 - d. Employees whose job duties require changes and or advancement in level of skill due to the implementation of changes in technology shall be trained in accordance with Article 8, Work Environment (funding shall be independent from Article 17.A or Article 17.E.1).
 - e. Employees who are required by the District to take classes or attend training outside their regular work schedules as part of their job duties shall be released for the equivalent amount of time that they attend class(es).
 - f. Employees or their supervisor can request retraining subject to approval by the College President or Division Head or their designee.
2. The District shall pay the full cost of tuition, health fees, books and materials for retraining which has been requested by the employee, and or recommended by the College President or Division Head and approved by the Chancellor (Article 17.A.6).
3. Retraining programs shall consist of the following options and the following conditions:
 - a. Formal Study - Los Angeles Community College District
 - (1) Limited to six (6) semesters or a maximum of seventy-two (72) semester units or their equivalent.

- (2) Payment in accordance with Article 17.E.2 above shall only be made for courses completed with a grade of "C" or better ("Credit" is acceptable, if the class is taken on a credit/no-credit basis).
 - b. Formal Study - Other Accredited Institutions of Higher Education
 - (1) Limited to four (4) semesters, or forty eight (48) semester units, or the quarter system equivalent.
 - (2) Payment in accordance with Article 17.E.2 above shall only be made for courses completed with a grade of "C" or better ("Credit" is acceptable, if the class is taken on a credit/no-credit basis).
 - c. If the retraining requires additional formal study, the District and the AFT shall consult on the extended program.
4. Employees eligible for retraining shall receive full release time with pay (non-laid off employees), flexible working hours (non-laid off employees), tuition, fees, books, and materials reimbursement, (Article 17.A.6 and Article 17.E.2) and reasonable travel time.
- Employees eligible for training due to, but not limited to, the implementation of technological changes, shall receive the necessary release time, flexible working hours, and any out-of-pocket expenses associated with the training (Article 8, Work Environment).
5. When an employee's job duties are affected by a change in technology made by the District or the College, the employee shall receive training in order to perform the changed duties. The cost of the training shall be borne by the District or College, and not be charged to the Professional Development fund referenced in Article 17.A of this article.

F. Renewal of Licensing and Certification

If the District or Personnel Commission requires licensing or certification for a classification, and if continuing education is required to renew the license or certification, the District shall identify and bear the costs of appropriate continuing education.

Article 18 Personnel Files

A. Definition:

The Official Personnel File will mean the personnel file which is compiled on an employee and maintained by the Human Resources Division at the Educational Services Center. The employee may also have an Employee and Labor Relations File. A Local File which is maintained at a designated site at the campus or the Division Offices shall not be the Official Personnel File. Excluded from both such files are supervisor's personal notes regarding the employee and records relating to grievances and/or arbitrations. The material in the Official Personnel File shall be the only personnel records which may be used by the District in any proceedings which affect the status of the employee. Such material is not to include ratings, reports, or records which:

1. Were obtained prior to the employment of the person involved,
2. Were prepared by identifiable examination committee members, or
3. Were obtained in connection with a promotional examination.

B. Official Personnel File may contain:

1. The original Employment Application
2. Performance Evaluations and employee's responses, if any
3. Leave of Absence Requests. Records of Attending Physician's Statement (not to be copied and or included in the Local File)
4. Pre-employment and in-service processing papers (Oath of Allegiance, Certification of Information, signed class specification, Requests for Transfers, assignment documents)
5. Notices of Outstanding Work Performance and letters of commendation
6. Notices of Unsatisfactory Service and employee's response, if any; Statement of Charges
7. Resignations; Reinstatement Requests

C. Employee and Labor Relations File may contain:

1. Record of criminal convictions
2. Notices of Unsatisfactory Service and employee's response, if any; Statement of Charges
3. Privileged legal correspondence and working papers
4. Materials removed from the Official Personnel File and the Local File

D. Placing Materials in the Personnel File

1. Prior to placing any adverse or derogatory material in either the employee's Official or Local File, the employee shall be given the opportunity to sign the material. The employee's signature will indicate that they have been given a copy of the material. If the employee refuses to sign the material, a witness's signature will indicate that they have received or have been offered a copy of the material. When an employee is not available to receive the materials within five (5) working days of issuance, the material will be placed in certified mail to the employee's address of record. A copy shall be sent to the address of record via regular mail. "Adverse or derogatory" materials refers to records of disciplinary action taken against the employee.
2. No material whose origin cannot be identified may be placed in these files. Adverse or derogatory material must bear the name of the administrator who placed the material in the file along with the date of such placement, and the employee's signature signifying that the employee has been offered a copy or the signature of a witness, if the employee refuses to sign.

Materials relating to Article 18.B and Article 18.C above placed, kept, or sent, on electronic media, files, or network, shall be excluded from Personnel Files unless documents are signed and dated.

3. After adverse or derogatory material is placed in the Official Personnel File, the employee must be promptly notified and given reasonable time to respond in writing to the material. Such written response must be submitted to the Office of Employee and Labor Relations within twenty (20) working days from issuance to or review by the employee of the adverse or derogatory material. This response will then be attached to the material and entered in the Official file. No adverse or derogatory material shall be placed in any file maintained on an employee after they are no longer employed by the District.
4. Adverse or derogatory material will remain part of the personnel files until such time as the college or division issuing it requests its removal unless the employee asks that the material be retained. If the material is ordered removed as a result of a grievance or arbitration, the original and all existing copies shall be returned to the employee within ten (10) days of receipt of decision. Adverse or derogatory material, which has been placed in the personnel files, shall be removed from the files at the written request of the employee no earlier than three (3) years from the date it was issued.

5. The material removed from an employee's Official Personnel File may be maintained separately from any personnel file under the following conditions and shall be placed in a sealed envelope after three (3) years upon request of the employee. Nothing in this Article shall preclude the District from referencing materials related to prior misconduct in disciplinary or other legal proceedings to establish prior notice, appropriate remedial action, or for impeachment purposes.
 - a. The material shall be kept in the Employee and Labor Relations File in the Office of Employee and Labor Relations.
 - b. Such material may not be used by the District as a basis for initiating a disciplinary proceeding which affects the status of the employee.
 - c. Whenever possible, the employee will be notified when any such material is to be viewed. If it is not possible to notify the employee before such material is viewed, then the employee shall be notified by the Office of Employee and Labor Relations within five (5) days of viewing. Notification shall include the date and purpose of the viewing and the identity of the viewer.
 - d. Such material may only be viewed by the Office of the Chancellor, Office of the Vice Chancellor of Human Resources, Human Resources, the Office of the General Counsel, and the Office of Employee and Labor Relations. Notwithstanding the foregoing limitations, the material may be utilized by the District in legal proceedings in defense of the District or in compliance with a legal court order.
6. Any improperly issued adverse or derogatory material placed in any file that is maintained on the employee shall be withdrawn and destroyed and may only be reissued after the supervisor consults with the Office of Employee and Labor Relations, Human Resources Division.

E. Viewing the File

1. An employee, upon request, shall have the right at any reasonable time during business hours, to inspect their Official Personnel File in the Human Resources Division, the Local File at the local worksite, and material referred to in Article 18.C.2, Article 18.C.4, Article 18.D.5 in the Employee and Labor Relations File in the Office of Employee and Labor Relations.
2. The employee may be accompanied by a representative of the AFT.
3. The employee's AFT representative shall have the right, with the written consent of the employee, to exercise the employee's right under Article 18.E.1 above.

4. Request to view files shall be made to the following:
 - a. Official Personnel File and Employee and Labor Relations File, to the Office of Employee and Labor Relations, Human Resources Division.
 - b. Local File to the Vice President of Administrative Services.
 - c. District Office Local File to the appropriate Division Head.

F. Employee Review and Appeal

The District shall arrange for consultation with representatives of the Personnel Commission, the District, and the AFT Staff Guild to discuss all matters regarding classified non confidential examination procedures. Appropriate recommendations for change in Personnel Commission Rules shall be made. If an employee wishes to review any portion of an examination for a classified service position in the Los Angeles Community College District, the employee shall be granted reasonable release time to do so in accordance with Personnel Commission Rule 624, Reviews and Appeals of Examination.

G. Privacy and Security of Files

1. All Personnel Files and Employee and Labor Relations Files shall be maintained in a manner to reasonably ensure their security. Whenever files are moved, steps shall be taken to ensure the security of materials. At a minimum, such files shall be maintained permanently (when required by law or policy), securely, and confidentially, with provisions for secured backup of data.
2. Personnel Files shall only be viewed by individuals other than the employee when there is a legitimate personnel reason.
3. Whenever files or parts of files, are moved, are in the possession of an authorized individual, are photocopied, or are transported or transmitted (i.e. by FAX or other electronic method) steps will be taken to ensure the security of the materials.
4. Whenever materials, other than those referred to in Article 18.D.5, from the Personnel File(s) are permanently removed, administratively or at the request of the employee, they shall be destroyed.

Article 19 Leaves and Absences

A. General Provisions

1. Definitions

- a. A leave of absence is authorized absence from active service for a specific period of time and for an approved purpose.
- b. Formal Leave: A leave granted for more than twenty (20) consecutive working days.
- c. Informal Leave: A leave granted for twenty (20) consecutive working days or less.

2. Leave Categories. Leaves are either mandatory or optional.

- a. **Mandatory Leaves.** The District shall grant mandatory leaves requested by the employee if all requirements are met and reasons suitably documented.
- b. **Optional Leaves.** All other leaves requested by employees may or may not be granted, depending on status and service of the employee, reasons given for the leave, documentation of these reasons, and effect of the leave upon the work of the particular college or division. The District retains discretion as to whether an optional leave is granted. Denial of written requests for optional leaves for longer than twenty (20) consecutive working days in duration require that reason(s) for such denial be stated in writing.

3. Requirements. Each leave category has specified requirements which must be met before the leave can be granted.

4. Length of Leave. The minimum and maximum length of leave (including extension) depends on the type of leave.

5. Extension

- a. The District reserves the right to, at its sole discretion, grant additional forms of leaves, lengths of leaves, and or additional levels of compensation during such leaves. Such grant or refusal of grant shall not be used to establish precedent.
- b. **Upon Expiration of Leave:** Except as otherwise provided in this Article, twenty (20) days before the expiration of a leave for ninety (90) days or more, or five (5) days before the expiration of a leave for twenty (20) days but less than ninety (90) days, the employee should make every effort to request an extension of leave, if desired and eligible. Unless such notice is given, or if notice is given and the employee's request is denied, failure to return to work upon expiration of the leave may be considered resignation from service.

6. **Compensation and Benefits.** In accordance with applicable leave provisions and Article 21, Health and Welfare.

7. **Notification and Request Requirements.**

a. **Mandatory Leaves:**

(1) Unless otherwise provided in this Article, an employee must make every reasonable effort to contact and notify the appropriate supervisor, administrator, or designee the working day prior to the beginning of an absence, but notification shall not be later than the first hour of the first day of absence except in unusual circumstances.

(2) Notwithstanding other provisions of this Article, an employee must also submit a written verification covering the period of absence to the appropriate supervisor. This verification must be on the prescribed form, and whenever possible, be submitted at least ten (10) working days prior to the commencement of the leave. If not possible, the leave verification must be submitted immediately upon return from mandatory leave of ten (10) working days or less, or must be submitted no later than the eleventh (11th) working day of absence of longer than ten (10) working days.

b. **Optional Leaves:**

Applications for optional leaves of absence must be submitted on or before the dates established by this Article or, if not indicated, at least ten (10) working days prior to the commencement of the leave. Exceptions may be made at the sole discretion of the District. Unless otherwise indicated in this Article, all applications for leaves of absence shall be made on a prescribed District form and shall indicate the beginning and ending dates of the requested leave and the reasons for the request. If a request for optional leave is denied, the employee shall be so notified in writing within five (5) working days of the filing of the request.

8. **Effect on Step Advance.** Step advance shall be in accordance with Article 23, Wages and Salaries. No credit towards step advance shall be granted for employees on unpaid leave except as otherwise specified in said leave provisions.

9. **Rights Upon Return.**

a. Unless otherwise provided, an employee returning from a leave of ninety (90) working days or less shall be returned to the same position from which the leave was taken and an employee returning from a leave of one hundred twenty (120) working days or less will be returned to the location from which the leave was taken except as in c. below.

- b. An employee returning to service from a Pregnancy Disability and Parental Leave of one hundred twenty (120) working days or less shall have the right to return to the same position and location from which she was assigned at the time the leave was granted.
 - c. An employee returning from Assault and Battery Leave, or Industrial Accident Leave, or Organizational Leave shall be returned in accordance with the provisions of those leaves. An employee returning from Pregnancy Disability and Parental Leave of one hundred twenty (120) working days or less, shall be returned to the same position and location from which leave was taken. An employee returning from Military Leave, Retraining and Study Leave, or Jury Duty Leave of one hundred twenty (120) working days or less shall be returned to the same position from which leave was taken, and for those same leaves taken for more than one hundred twenty (120) working days but less than one (1) year (except in d. below) employees shall be returned to the same location from which leave was taken.
 - d. The employee may be reassigned or transferred if such reassignment or transfer would have been made if the employee had been on duty, or if the employee's former position in the class no longer exists, in which case the employee may exercise bumping rights in the class, provided that they do not have the least seniority in that class.
10. **Restrictions.** An unpaid leave of absence may not be converted to a paid leave of absence, unless otherwise indicated in this Article. A continuous period of absence or leave shall not exceed one (1) year without a return to active duty, unless otherwise indicated in this Article.
11. **Cancellation or Early Return From Leave.** A request by an employee for cancellation of or early return from a leave once commenced or for cancellation of a request for a leave shall be granted unless an employee other than a substitute has been assigned. Exceptions may be made at the sole discretion of the District.
12. **Optional Leave Revocation.** Optional Leaves of Absence may be revoked by the District when the absent employee is not continuing to fulfill the activity requirements of the leave.
13. **Health Examination.** See Health Examination Section under Illness Leave (Article 19.H.6.f).

14. **Employee Pre-Designation of Physician.** Labor Code section 4600 provides that, if an employee has pre-designated their personal physician to be the physician who treats the employee in the event of an industrial accident, illness or injury, the physician so designated shall be authorized to treat the employee from the first day of the injury or illness. To pre-designate a physician, the employee must do so in writing, using the Employee's Pre-designated Physician Form (EH&S RA-03-5 Rev. 1 [02/02]). This form must be submitted to the Risk Management Office, District Office.

B. Assault and Battery (Mandatory)

1. **Definition.** An Assault and Battery Leave is a type of Industrial Accident Leave; it is granted for absence because of an injury resulting from an assault and or battery that was directly related to the performance of duties. The determination of whether or not the absence is due to an assault or battery is the responsibility of the Human Resources Division.
2. **Requirements.** Status: Probationary or permanent.
3. **Length of Leave.** Paid leave shall be granted from the first day of absence resulting from assault and or battery but paid leave shall not exceed one (1) year.
4. **Extension of Leave.** If unable to return at end of calendar year, employee may be placed on some other type of paid or unpaid leave for which they meet eligibility requirements.
5. **Compensation.** When an employee is absent because of such assault and or battery, the employee will be paid their full salary for the assignment in which serving when injured for a maximum of one (1) year. Except for the one (1) year provision, compensation is paid under the same provisions as apply to other industrial accidents.
6. **Multiple Assignments.** Persons who have multiple assignments will be given assault and battery leave from the assignment in which the injury occurred and from any other assignments held within the District in which the employee is eligible for illness absence pay, and shall be compensated in accordance with 5. Above.
7. **Report to Law Enforcement Agency.** It is the duty of any employee who is attacked, assaulted, or menaced by any person, and the duty of any person under whose direction or supervision such employee is employed, who has knowledge of such incident, to promptly report the incident to the appropriate law enforcement authorities of the County or City in which the incident occurred.
8. **Request Procedure.** Employee shall attach a statement to the appropriate leave request form from a licensed physician verifying the fact that the employee cannot work because of injury, and a copy of the report to the law enforcement agency. This report

and medical statement shall be placed and maintained only in the Worker's Compensation File and will not be part of any other Personnel File.

9. **Return to Service.** As in Section 8 of Industrial Accident Leave.

C. Bereavement Leave (Mandatory)

1. **Definition.** A Bereavement Leave is approved absence due to the loss by death of a member of the "immediate family," defined to be any person related by blood or marriage, or whose domestic relations were close, or who was a close friend, or lived in the same domicile. Bereavement Leave is also granted for absence due to:
 - a. Official notice in time of war that a member of the immediate family is "missing in action," or
 - b. Official notice that a deceased member of the immediate family is being returned by the armed forces for interment in this country.
 - c. Late Term Miscarriage. Availability of Bereavement Leave for this reason shall be limited to the father or the mother of the miscarried child. In the event that Health and Welfare coverage, as defined in Article 21, Health and Welfare, is extended to domestic partners, the provisions of this section shall be extended to them as well.
2. **Requirements.** Status: Probationary or permanent.
3. **Length and Time of Leave.** Maximum of three (3) working days, or five (5) working days, if more than 200 miles of travel is required, for death of a member of "immediate family," not necessarily consecutive, within ten (10) calendar days after demise or notification of date of funeral. A three (3) or five (5) day Bereavement Leave shall be granted for each death described above even though more than one death occurs simultaneously; such leaves may be consecutive. A permanent employee may at their option interrupt or terminate a vacation period in order to take Bereavement Leave.
4. **Extension.** Permanent employees may extend Bereavement Leave under provisions and limits of Personal Necessity Leave.
5. **Compensation.** Full salary will be paid.
6. **Effect on Benefits.** Bereavement absence with pay counts towards benefits as paid service.
7. **Request Procedure.** The employee shall, upon request, furnish evidence to their immediate supervisor that leave taken in accordance with the provisions of this Section was in connection with bereavement.

D. Casual Absence (Optional/Mandatory)

1. **Definition.** Casual Absence is excused paid absence when good reason for such absence exists.
2. **Requirements.**
 - a. Status: Probationary or permanent.
 - b. Service: In order to receive Casual Absence, the balance of the work day must be in paid active service (except as in 4.b below).
3. **General Policy.**
 - a. The granting of casual absence shall not be construed to mean a right to reduce the established number of working hours per month of the employee.
 - b. In no case shall work of the employee's department be materially retarded by the granting of casual absence.
 - c. It is not the intention of the AFT or the District that Casual Absence be denied on a blanket basis by a unit supervisor.
4. **Length of Leave.**
 - a. A maximum of two (2) hours per day, however, a maximum of four (4) hours per day may be authorized if the absence is for reason(s) not covered by other paid leave provisions of this contract.
 - b. One (1) full day per year, which can be taken in two (2) half ($\frac{1}{2}$) days, of Casual Absence, (Mandatory) for the purpose of obtaining a comprehensive annual physical examination and one (1) half ($\frac{1}{2}$) day for each vision examination in accordance with Article 8.J, provided that a verification of such examination is submitted to the Office of Employee and Labor Relations on a designated form.
5. **Compensation.** Casual Absence is paid absence.
6. **Request Procedure.** Requests for Casual Absence may be made verbally except for 4.b above. Prior authorization must be received (either in written or verbal form) before the employee may absent themselves on casual absence.
7. **Medical Approval.** Casual Absence shall be granted to employees enrolled in the District's Benefits Program to enable employees to receive second and third medical opinions.

E. Family Illness Leave (Mandatory)

1. **Definition.** A Family Illness Leave is one granted to an employee who is needed at home because of the illness of any person related by blood or marriage or whose domestic relations are close or who is a close friend and lives in the same domicile. If an employee is eligible the medical benefits described in Section 19 U. Family and Medical Leave shall be applied concurrently.
2. **Requirements.** Status: Employee must have permanent status in the District on the effective date of the leave.
3. **Length of Leave.** Leave shall not be granted for more than two (2) years.
4. **Compensation.** No salary will be paid by the District for the period of the leave.
5. **Effects on Benefits.** No credit is allowed for any benefits for time spent on Family Illness Leave. Employee may pay their own premiums for medical/hospital, dental and group life insurance, unless the employee is eligible for the twelve (12) weeks of paid health benefits in accordance with Article 19 U.
6. **Request Procedure.** The employee shall, upon request, furnish evidence to their immediate supervisor that leave taken in accordance with the provisions of this section is in connection with family illness.

F. Government Service Leave (Mandatory)

1. **Definition.** Government Service Leave is leave to serve in some elected or appointed capacity in local, state or national government. Government Service Leaves shall include election to full-time public office, Peace Corps, ACTION, and appointment to government service in a non-protected position.
2. **Requirements.** Status: Permanent.
3. **Length of Leave.** Full-time government service leave shall be for the term of the office, or four (4) years, whichever is longer, and shall not be renewable.
4. **Extension of Leave.** Part-time government service leave may be extended beyond the four (4) year limit.
5. **Compensation.** No salary will be paid by the District for the period of the leave.
6. **Effect on Benefits.** No credit for any benefits is allowed for time spent on Government Service Leave.

G. Governmental Order Leave (Mandatory)

1. **Definition.** A Governmental Order Leave is granted to an employee to appear as a witness in court other than as a litigant or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee.
2. **Requirements.** Status: Probationary or permanent.
3. **Length of Leave.**
 - a. The date or dates specified in the order. Absence for dates in addition to those specified must be certified by an authorized officer of the governmental jurisdiction.
 - b. An employee whose regular assignment is to other than the day shift will be reassigned to the day shift on each day that such Governmental Order absence occurs. Subject to the possibility of making reasonable travel arrangements, the employee shall be required to report for work during the balance of their assigned workday or week, when their presence is not required pursuant to said governmental order.
4. **Compensation.**
 - a. Regular salary is allowed for period of leave if evidence of Governmental Order is provided. Salary differentials shall be included in computing Governmental Order pay for employees who receive such salary differentials.
 - b. If any compensation is received for responding to Governmental Order, other than mileage and or subsistence or compensation for District non-working days, such compensation shall be given to the college or division timekeeper for forwarding to the Accounts Payable Department.

H. Illness Leave (Mandatory)

1. **Definition.** An Illness Leave is a paid or unpaid leave granted to an employee who is compelled to be absent from duty because of illness or injury or because of quarantine occasioned by their own or another's illness. Illness is defined as a deviation from a normal healthy state, which makes it disadvantageous to the District and or detrimental to the employee to be at work. This definition shall include absences for emergency medical, dental, optical and prosthetic care and work.
 - a. Formal Illness Leave: A leave granted for more than twenty (20) consecutive working days.
 - b. Informal Illness Leave: A leave granted for twenty (20) consecutive working days or less.

2. Requirements.

- a. Status: Probationary or permanent.
- b. Service: A new employee must render service before being entitled to Illness Leave.

3. Calculation and Compensation of Illness Leave.

- a. Each employee, when they receive an initial regular appointment, will be credited as of the date of their appointment with twelve (12) working days of full-pay illness leave, and eighty-eight (88) working days of half-pay illness leave if the employee is assigned to a twelve (12) month position (A or G basis); or ten (10) working days of full-pay illness leave and ninety (90) working days of half-pay illness if the employee is assigned to less than a twelve (12) month position.

- b. Employees Assigned Less Than Full-Time: A day of paid illness leave for an employee assigned to a position for less than eight (8) hours per day or forty (40) hours a week shall consist of the number of hours in their basic daily assignment as determined by the District. Authorization to work additional hours beyond the basic daily assignment shall not increase illness leave benefits. It is understood that the administration will increase temporarily the basic daily assignment in accordance with any authorization to work additional hours which exceed one (1) full pay period.

- c. An employee serving an initial probationary period shall not be eligible to be paid for more than five (5) working days of full-pay illness leave until the first day of the pay period following completion of one hundred thirty (130) days of paid service in regular assignments. Half-pay illness leave shall not be paid during this time.

Thereafter, an employee will be credited annually, on the first day of the pay period in which July 1 falls, with twelve (12) working days of full-pay illness if assigned to a twelve (12) month position (A or G basis), or ten (10) working days if assigned to less than a twelve (12) month position. At the same time, half-pay illness leave will be credited to make up the difference between the number of full-pay days an employee has accumulated and one hundred (100) days. If the number of full-pay illness days accumulated is equal to or more than one hundred (100), no half-pay days will be credited.

- d. There shall be no limit to the year-to-year accumulation of full-pay illness days.
- e. No half-pay illness days shall be allowed until an employee has exhausted accumulated full-pay illness days.

- f. No paid Illness Leave shall be allowed during layoff. Other leaves of absence may be interrupted for Illness Leave of absence in accordance with the applicable provisions for those leaves.
- g. Employees who are absent because of illness or injury, resulting from industrial accidents or industrial illness, qualifying under provisions of Workers' Compensation shall be allowed Illness Leave as provided in Section I., Industrial Accident Leave.
- h. Salary differentials shall be included in computing illness pay for employees who receive such salary differentials.
- i. When a regular employee (whose regular assignment is on other than a twelve (12) month assignment basis code is assigned during the summer as a relief, substitute, or provisional employee, the employee shall be allowed to take illness leave with pay during such summer assignment(s) in accordance with the limitations set forth in the previous paragraphs of this Section. Nothing in this paragraph shall be interpreted to permit such employees to receive Illness Leave in excess of the limit established in the preceding paragraphs of this Section.
- j. There shall not be a lump-sum payment for any unused accumulated illness allowance upon separation from service.

Employees shall receive service credit with the Public Employees' Retirement System (PERS) for accumulated unused sick leave in accordance with existing law at the time of retirement.

- k. Fractions of hours shall be reported in increments of one-quarter ($\frac{1}{4}$) hour.
- l. When an employee is absent because of illness and such absence is properly reported and verified, the employee will be paid their full salary up to the total number of full-pay illness days to their credit. Additional illness absence will be paid at half salary up to the total number of half-pay days accumulated. Additional illness absence will be non-paid until the beginning of the next year, at which time new balances will be credited as described above.
- m. When a permanent employee has exhausted their full-pay illness credit, they shall, at their request, be allowed vacation pay in lieu of half-pay illness. In order to effect such a change, the employee shall notify their time report office of the dates to be paid as vacation. The beginning date shall not be earlier than the date of which the request is made, and the number of days to be paid as vacation shall not exceed the vacation period. The employee may again be paid illness leave if available.

- n. Unpaid Illness Leave: A permanent employee who has exhausted all paid illness leave, vacation, and other available paid leaves shall be granted additional unpaid illness leave for a period not to exceed six (6) months. The leave may be renewed for two (2) additional six (6) month periods. The total of all paid and unpaid illness leave allowed shall not exceed eighteen (18) months.

4. Effect on Benefits.

- a. Employees on Illness Leave shall be covered by District Life Insurance Group Coverage and Hospital-Medical, Dental, Vision Group Coverage as though they were in active service.
- b. Time on Illness Leave with pay counts for step advance, retirement, and vacation; credit in full for step advance and vacation, and full or half, according to the pay allowed, for retirement. Time on Illness Leave does not count as service in meeting requirements for other types of leaves.

5. Request Procedure.

- a. Informal Illness Leave: In order to receive compensation while on illness leave for twenty (20) consecutive working days or less, an employee must comply with the notification procedures required under the General Provisions Section. Compensation also depends on submission by the employee of the verification in accordance with paragraph 6.e.
- b. Formal Illness Leave:
 - (1) When an employee becomes aware that they will be absent because of illness, injury, or quarantine for more than twenty (20) consecutive working days, the employee must request a formal illness leave of absence. Verification for such a leave will be sent to an employee who has been absent because of illness, injury or quarantine for ten (10) consecutive working days by the employee's college or division. Verification for illness leave of absence is subject to the approval of the District's Division of Human Resources. Salary payments shall be withheld for an employee who has been absent for more than twenty (20) consecutive workdays if a formal leave of absence has not been requested.
 - (2) Requests for formal illness leave of absence must be accompanied by an Attending Physician's Statement which has been completed by the employee and a licensed physician or practitioner.
 - (3) The required forms must be submitted by the employee to the college or division prior to the twentieth (20th) consecutive day of absence to avoid withholding of salary payments.

- (4) Unless notified to the contrary within twenty (20) working days, an employee may assume that a formal illness leave of absence has been granted. The employee shall be paid during this twenty (20) working day period.
- (5) Disposition of the leave request will be sent to the employee by the Personnel Office in writing.
- (6) Denial of a formal illness leave of absence for medical reasons may be a basis for request for an Administrative Review by the Office of Employee and Labor Relations. If there is disagreement between the employee's physician and the District's physician, the review shall include a third medical opinion from a physician jointly selected by the parties to this Agreement.

6. Return Procedure and Health Examination Procedures.

- a. An employee who is absent on account of illness or injury, shall sign, on the prescribed form, a statement that such absence was due to illness or injury or quarantine. Such form must be approved for payment by the proper administrator. Payment for absence due to illness shall be made only upon certification by the Chancellor or their designated representative that such absence was for reason of illness or injury.
- b. An employee who is on formal illness leave of absence must submit the certification mentioned in 6.a. above once per pay period for each pay period they are on leave in order to receive salary payment.
- c. In any case, when an employee is incapacitated and unable to sign the prescribed form, the Division of Human Resources may approve pay without the employee's signature.
- d. If an employee has been absent on formal illness leave, they shall notify their supervisor at least one (1) day in advance of their expected return in order that any substitute service may be terminated. In case of failure to comply with this provision, if it happens that both the regular employee and the substitute report for duty, the latter is entitled to the assignment for the day.
- e. If an employee has been absent because of illness or injury for more than five (5) consecutive days, the employee must, before returning to duty, submit a written medical clearance and verification of illness or injury from their own attending physician. Said verification and clearance must be submitted to their immediate supervisor immediately upon return to service. Nothing in this Article shall be construed to limit management from requiring employees to obtain such medical clearance or medical verification for absences of less than five (5) days when there is

an unusual pattern or an unusual frequency of illness leave use, provided that management notify the employee in writing, of such a requirement in advance or at the beginning of the leave.

- f. An employee shall be required to report for health examination to the District's employee health service, when in the judgment of their supervisor, the apparent health condition of the employee warrants it. If the report of the physician shows that an employee in service or returning to service is not medically qualified to perform their duties, the employee may be required to take sufficient leave to rehabilitate themselves. Written notice of non-approval and the reason therefore shall be provided to the employee together with information concerning the employee's right to appeal to the Office of Employee and Labor Relations for an Administrative Review.
- g. Absence Due to Quarantine: If an employee has been absent because of quarantine, regardless of length of such absence, a county health office exclusion and re-admittance card must be obtained, in addition to the verification required in the appropriate section of 6.e. above.

7. Employment While on Leave

An illness leave period is considered as beginning on the first day for which illness is claimed at the time the employee usually reports for work extending through the last day for which illness is claimed until the time the employee usually leaves the job. If, between these two times, the employee is engaged in any gainful employment, they will be required to forfeit any illness pay claimed during the period of employment.

8. Attendance Incentive Program

- a. Upon verification by the District Office Payroll Department at the close of the fiscal year, if an employee has not been absent for that fiscal year, they shall be granted a \$248.46 award to be paid at the end of the 03-pay period. Absences for this purpose do not include holidays, Jury Duty Leave, Personal Annual Leave (PAL) Day, Catastrophic Leave Bank (CLB) donations, scheduled vacations and approved work-related conferences and workshops. If an employee attends a work-related conference or workshop approved by their supervisor, manager or administrator, that time shall be considered as time worked for the purposes of this Article. In addition, the employee shall be recognized at a public meeting of the Board of Trustees.
- b. For each pay period an employee has perfect attendance (no tardiness and no absence for any reason other than holidays, Jury Duty Leave, Personal Annual Leave (PAL) Day, Catastrophic Leave Bank (CLB) donations and vacations, except vacation

taken in lieu of one-half (1/2) illness day pay, in accordance with Article 10.H of this Agreement), their vacation balance shall be credited with 0.30 days of vacation, to an annual maximum of four (4) additional days. For those working less than full-time, and on basis other than "A", the additional vacation shall be in the same proportion that other vacation is accrued. Any unpaid days taken due to the employee's assignment basis, shall not be recorded as an absence

I. Industrial Accident Leave (Mandatory)

1. **Definition.** An Industrial Accident Leave is one granted for absence because of occupational illness or injury which arose out of and in the course of District employment, and which qualifies under Workers' Compensation. When an industrial accident or illness is reported to an employee's supervisor, the supervisor shall obtain and complete the required form (Employer's Report of Industrial Accident or Injury, Form 5020) and submit it to the campus Sheriff's Office or the District Office Risk Management Office.
2. **Requirements.** Status: Permanent.
3. **Length of Leave.**
 - a. Paid Industrial Accident Leave shall be granted from the first (1st) day of absence but shall not exceed sixty (60) working days (when the employee would have been performing their duties) for one (1) accident and shall not extend beyond the last day for which temporary disability indemnity is received. The allowance is reduced by one (1) day for each day of authorized absence, regardless of the amount of a temporary disability indemnity award.
 - b. The sixty (60) days are not accumulative from year to year. In case the absence extends into the following year, only the unused amount of leave for the same accident is available.
4. **Extension of Leave.** An employee who is unable to return after sixty (60) days shall be continued on Industrial Accident Leave but may be paid from accumulated Illness Leave benefits. At the exhaustion of regular Illness Leave, if still unable to return, the employee shall be placed on unpaid Industrial Accident Leave. The total time of all leave benefits provided under this Article, including unpaid Industrial Accident Leave, shall not exceed thirty-six (36) months for any one (1) industrial accident or industrial illness.
5. **Compensation.**
 - a. While an employee is on any paid leave resulting from an industrial accident or industrial illness, the employee's salary paid by the Los Angeles Community College District shall not, when added to the normal temporary disability allowance award

without penalties from Workers' Compensation, exceed the employee's regular salary. A permanent employee's regular salary is computed on the basis of the number of hours and days in their basic daily assignment. An employee who receives a salary differential shall not lose the advantage of the differential during paid Industrial Accident Leave.

- b. **Illness Leave for Industrial Accident Purposes:** During the initial sixty (60) day absence, the employee shall receive the difference between their regular salary and the compensation received from the Compensation Fund; such payment is not charged against the employee's accumulated illness balance. If the sixty (60) day maximum is exceeded, the employee may start drawing the regular illness compensation to which they may be entitled.

Accumulated illness leave will be reduced only in the amount necessary to provide a full day's wages or salary, as indicated in the employee's assignment when added to compensation, without penalties, from the Workers' Compensation Fund.

Accumulated half-pay Illness Leave shall be reduced by no more than eight (8) hours for any one (1) day or no more than the employee's basic daily assignment.

- c. **Vacation Pay for Industrial Accident Purposes:** After all illness pay has been exhausted following a paid Industrial Accident Leave, an employee may choose to receive pay from accrued vacation to the extent necessary to make up the employee's regular salary when receiving a temporary disability allowance, without penalties, from the Workers' Compensation Fund.
 - d. During all paid leaves resulting from an industrial accident or industrial illness, the District shall issue to the employee appropriate warrants for payment of wages, loss benefits, salary and or leave benefits. Such warrants are subject to normal retirement and other authorized deductions.
 - e. Final allowance for permanent industrial disability settlements shall not be subject to remittance to the District under this Section.
 - f. If an employee has received a final settlement for permanent industrial disability and, after the final settlement, is absent because of illness arising from the industrial accident or because of the continuation of the industrial illness, they may be entitled to regular illness or injury leave benefits. The allowance made in a final settlement is not subject to deductions under this rule.
6. **Multiple Assignments.** Persons who have multiple assignments will be given Industrial Accident Leave from the assignment in which the accident occurred and from any other assignments held within the District in which the employee is eligible for illness absence pay.

7. **Effect on Benefits.** Time on Industrial Accident Leave does not constitute a break in service; the first sixty (60) days is not charged against illness pay balance; time on District paid Industrial Accident Leave counts towards salary advance and retirement credit; time does count towards eligibility for other leaves. An employee shall continue to receive seniority credit for all purposes while on such a paid or unpaid leave of absence.
8. **Return to Service.**
- a. Health approval is required before a return to service from injury or illness.
 - b. When all paid or unpaid leaves of absence have been exhausted following an industrial accident or industrial illness, an employee shall be terminated and their name shall be placed on the reemployment list for the class from which they were on leave for a period not to exceed thirty-nine (39) months.
 - c. An employee certified to return to service without restrictions from an Industrial Accident Leave shall have the right to return to the same location and position from which they were assigned at the time the leave was granted, except that the employee may be transferred, if such transfer would have been made if the employee had been on duty, or if the employee's former position in the class no longer exists, in which case the employee may exercise bumping rights in the class, provided that they do not have the least seniority in that class. If an employee is certified to return to service with restrictions paragraph 8.f. applies.
 - d. An employee who fails to accept an appropriate assignment after being medically approved by the District's Employee Health Services shall be removed from the reemployment list. Appropriate assignment is defined as an assignment to the employee's former class at the time of layoff, in their former status and time basis, and in assignment areas in which the employee has made themselves available.
 - e. In instances when the employee is permanently unable to perform the duties required in the class/position that they held at the time the leave was granted, the District shall comply with state and federal regulations and District policy concerning accommodation to another position/classification and or rehabilitation/retraining of the employee.
 - f. If an employee is certified to return to service with restrictions and is unable to perform some of the duties required by their position, and in place of vocational rehabilitation, the employee wishes to be accommodated in another position in the employee's classification, the Committee for the Disabled shall convene within fifteen (15) days of notification by the employee and verification by the District that such accommodation is medically advisable and would be in accordance with

vocational rehabilitation requirements. If, however, an employee is unable to be accommodated in their regular classification and the employee wishes to be accommodated in a position in another classification and such accommodation is medically advisable and in accordance with vocational rehabilitation requirements, the Committee shall place the employee in that classification. In either case, every effort shall be made to place the employee in a suitable position within twenty (20) working days of the Committee meeting. In all instances where a Clerical/Technical Unit employee is being considered by the Committee, the AFT shall have one (1) representative appointed by the AFT on the Committee (see Article 3.C).

9. Activities While on Leave.

- a. An Industrial Accident Leave period begins on the first (1st) day for which injury is claimed at the hour the employee usually reports for work and extends through the last day for which injury is claimed until the hour the employee is engaged in any gainful employment. The employee will be required to forfeit any injury pay received from the District during any period of employment.
- b. An employee on Industrial Accident Leave shall remain within the state unless the governing board authorizes travel outside the state.

J. Jury Duty Leave (Mandatory)

1. **Definition.** A Jury Duty Leave is a leave which shall be granted when an employee is regularly called for jury duty in a manner provided by law.
2. **Requirement.** Status: Probationary or permanent.
3. **Length of Leave.**
 - a. The length of leave shall be for the actual period of jury duty. If possible, the employee shall attempt to arrange to be absent at a time within the limits of the court order convenient to the District.
 - b. Subject to the possibility of making reasonable travel arrangements, employee shall make themselves available to the District for work during the balance of their normal working day or week when their presence is not required in court or elsewhere for jury duty. If the employee's regular assignment is other than the day shift, the above requirements shall be fulfilled by making themselves available between the hours of 8:00 a.m. and 5:00 p.m.
4. **Compensation.** Pay shall be for those days and hours for which the employee would otherwise have received pay for their assignment if not excused for jury duty not to exceed two (2) weeks during any two (2) consecutive fiscal years. The remainder of jury service shall be unpaid, however, the Chancellor or the appropriate College President,

shall have the authority to approve payment for jury service beyond the two (2) weeks provided herein. Such compensation shall not be unreasonably denied. When an employee makes themselves available to the District for work as set forth in paragraph 3.b., and is required to work overtime, they shall be paid in accordance with Article 12, Hours and Overtime.

5. **Effect on Benefits.** None.

6. **Request Procedure.**

a. Notify their immediate supervisor as soon as possible after the receipt of a letter directing them to appear for qualification for jury service and or a jury summons.

b. Fill out all forms related to Jury Duty Leave prescribed by the District.

c. Present a certification from the clerk of the court or other authorized officer indicating attendance and or service rendered during each day of absence from work while on Jury Duty Leave.

d. Collect all jury fees and remit them to the Payroll Branch of the Los Angeles Community College District, except as follows:

(1) Any mileage fee may be retained by the employee.

(2) Jury fees earned on days for which the District does not pay the employee.

(3) When the daily jury duty fee exceeds the employee's daily gross earnings for that day, the employee must remit the amount equal to their daily gross earnings.

7. If any employee is required to serve on a District designated holiday, the employee shall receive a replacement holiday immediately at the conclusion of the employee's jury service.

K. **Pregnancy Disability and Parental Leave**

1. Employees will be entitled to take pregnancy disability leave and parental leave in accordance with state and federal laws. Such leaves may include, but are not limited to, the following statutory leave rights:

a. Family and Medical Leave Act (FMLA) (which may run concurrently with CFRA)

b. California Family Rights Act (CFRA) (which may run concurrently with FMLA)

c. Pregnancy Disability Leave (PDL) (which runs concurrently with FMLA)

d. Kincaid Leave (Lab. Code 233) – 50% of available sick leave to care for a defined family member

- e. Family School Partnership Act (Lab. Code 230.8) – Up to 40 hours of existing vacation, personal leave, or compensatory time off per school year, up to 8 hours per month, to allow parents to attend to school activities.

Members are encouraged to review contract language for general information concerning available leaves. If more information is needed, members can send specific questions to HRhelpdesk@laccd.edu for a detailed response.

- 2. **Return Rights.** Refer to Article 19.A.9.

L. **Military Leave (Mandatory)**

- 1. **Definition.**

- a. Temporary Military Leave: An employee who is a member of the reserve corps of the Armed Forces of the United States or of the National Guard or of the Naval Militia shall be granted a Temporary Military Leave while engaged in military duty ordered for purposes of military training, drills, encampment, naval cruises, special exercises or like activity as such member providing that the period of ordered duty does not exceed one hundred eighty (180) days including time involved in going to and returning from such duty.
- b. Military Leave Other Than Temporary: A Military Leave other than temporary shall be granted to an employee who is ordered into active military duty as a member of a reserve component of the Armed Forces of the United States; is ordered into active federal military duty as a member of the National Guard or Naval Militia or is inducted, enlists, enters, or is otherwise ordered or called into active duty as a member of the Armed Forces of the United States.

- 2. **Requirement.** Status: Probationary or permanent.

- 3. **Length of Leave.**

- a. Temporary Military Leave: The period of ordered duty, not exceeding one hundred eighty (180) calendar days including time involved in going to and returning from such duty.
- b. Military Leave Other Than Temporary: The period of time that the employee is engaged in active military duty.

- 4. **Compensation.** An employee who has been in the service of the District for a period of not less than one (1) year immediately prior to the date on which the leave begins shall be entitled to receive their full salary for the first thirty (30) calendar days of the leave. Retroactive salary payments shall be made to employees or former employees who are entitled to such payments.

Notwithstanding any other provision of this Article, an employee who commences Military Leave, 1. a. or b., as a result of a military crisis shall receive for a period of one hundred eighty (180) calendar days the difference between the amount of their military pay and the amount of the employee's salary. If such employee does not return to District service within sixty (60) days of being released from active duty, such compensation received shall be treated as a loan from the District, and shall be paid back to the District at the interest rate earned by the State of California's Pooled Money Investment Account, except in the case of death or a disability that prevents the employee's return to active LACCD employment. Any Study & Retraining Leave requirements shall be forgiven.

5. Effects on Benefits.

- a. Time spent on temporary military leave counts towards salary step advance.
- b. Temporary Military Leave: An employee who has been in the service of the District for a period of not less than one (1) year immediately prior to the date upon which their temporary military leave of absence begins, shall receive the same vacation, illness leave, and holidays and the same rights to promotion, continuance in service, employment, or re-employment that they would have enjoyed had they not been absent therefrom.
- c. Military Leave Other Than Temporary: No vacation time shall accrue during Military Leave Other Than Temporary. However, vacation time already earned but not taken shall be granted either prior to or after return from military leave in accordance with Article 10. Vacation.
- d. Illness days shall accrue to an employee while on Military Leave, but no Illness Leave shall be allowed during Military Leave Other Than Temporary.
- e. An employee absent from the service of the District because of a Military Leave shall continue to accrue seniority credit during such absence.

- 6. Return to Service.** An employee returning from Military Leave shall, upon application made within one (1) year after the cessation of war emergency or within six (6) months of prior completion of active military duty shall be returned to a position in their classification, if such a position exists, in accordance with pertinent provisions of the Military and Veterans Code. The right to return to their position is granted provided they could terminate or could cause to have terminated their active service. They shall be entitled to a position in their former class ahead of any employee with a lesser amount of seniority with the understanding that vacancies caused by the granting of such leave may be filled by regular appointment. If such a position in their former class has ceased to exist during their absence, they shall be returned to a vacant position in a

comparable class for which qualified. In the absence of such vacant position in a comparable class for which qualified, the employee's name shall be placed on such reemployment list for a period not to exceed thirty- nine (39) months from the date of their application.

7. **Eligibility to Take Examination.** An employee shall be eligible to take examinations for which otherwise qualified during the time of military service. An employee on a Military Leave whose name appears on an eligibility list shall be certified for assignment to a position in the class during the life of any such list when and if their name is reached. In the event the employee accepts the appointment, they shall be granted the same type of Military Leave from the new position.
8. **Placement on an Eligibility List.** An employee returning from a Military Leave, in accordance with Section 6., shall be eligible to take a supplementary examination for any class for which there is an eligibility list in effect, the examination for which they were unable to take by reason of their military service, provided such veteran met the requirements for such examination at the date it was originally conducted. Such supplementary examinations shall be prepared and conducted under conditions and techniques, which are sufficiently similar to the respective original examinations to preserve their competitive character. The name of the candidate who is successful in the supplemental examination shall be added to the list for the class for which they were examined immediately ahead of the person who received the next lower grade among those taking either the original examination or any examination supplemental thereto.
9. **The Rights, Privileges, and Benefits** under this Leave shall not exceed any mandatory limits established by the Military and Veterans Code.

M. Organization Leave (Mandatory)

1. **Definition.** An Organization Leave is a leave which is granted to enable an employee to serve any officially recognized Los Angeles Community College District professional organization. Only one (1) such leave may be granted for each organization as approved by the organization's president; however up to four (4) FTE leaves may be granted to serve in AFT, such leaves not to exceed eight (8) individual leaves.
2. **Requirements.** Status: Employee must have permanent status in the District on the effective date of the leave.
3. **Length of Leave.** Leave may be granted in increments of one (1) year or less and shall terminate upon termination of service for the organization.

4. **Compensation.** Salary shall be paid by the District for the period of service covered by the leave, in accordance with Education Code 88210 as amended by SB 1142 (Rosenthal) 1987. The AFT shall reimburse the District for AFT approved leaves.
5. **Effect on Benefits.** Time spent on Organization Leave for serving in AFT counts as service for salary step advance and for Retraining and Study Leave. If the Organization Leave is for any officer of the AFT, seniority and other benefits shall continue to accrue as in 4. Above.
6. **Return Rights.** Upon termination of service for the organization, the employee shall return to the same position and same location from which leave was taken (see Appendix H for more detail).

N. Child Care/Parental Leave (Optional/Mandatory)

1. Definition.

- a. Optional Child Care Leave is a leave granted to an employee when it is necessary to be absent for the purpose of supervision of their own minor child (minor child is defined as a child under eighteen [18] years of age). Said employee must be a parent or legal guardian of their own minor child. If an employee is eligible, the medical benefits described in Article 19.U. Family and Medical Leave, shall be applied concurrently. After the expiration of Family and Medical Leave, the employee shall be eligible for medical benefits, paid in accordance with Article 21, Health and Welfare, for a period not to exceed thirty (30) days. If the employee is not eligible for Family and Medical Leave, the employee shall be eligible for medical benefits, paid in accordance with Article 21, Health and Welfare, for a period not to exceed thirty (30) days from the commencement of Child Care/Parental Leave.

Appeals of denials of optional Child Care Leave may be made, in writing, to the Vice Chancellor of Human Resources. If the Child Care Leave request of an employee under the overall supervision of the Vice Chancellor of Human Resources is denied, the employee may appeal the denial to the Chancellor in writing.

- b. Mandatory Parental Leave is a leave granted to an employee due to the birth of their own child or the arrival of their own adopted child. Medical benefits shall be paid by the District.

2. **Requirements.** Status: Employee must have permanent status in the District on the effective date of the leave.

3. Length of Leave.

- a. Optional Child Care Leave may be granted for a period of up to one (1) year and may be extended for a total of three (3) years for any given minor child.

- b. Mandatory Parental Leave shall be granted for a maximum of twenty (20) consecutive working days.

4. **Compensation.**

- a. Optional Child Care Leave is an unpaid leave.
- b. Mandatory Parental Leave is paid leave deducted from accumulated paid illness leave and shall not be deducted from Personal Emergency Leave. In the absence of sufficient paid illness leave, such leave will be unpaid, unless the employee requests vacation pay. Such request shall be made to the employee's time reporting office, in accordance with the procedure set forth in Article 19.H.3.m. of this Agreement.

5. **Effect on Benefits.** No credit is allowed for time spent on unpaid leave, unless the employee is eligible for the twelve (12) weeks of paid health benefits in accordance with Article 19.U.

O. **Personal Leave (Optional)**

1. **Definition.** A Personal Leave is unpaid leave which is granted for a specific reason(s). Such reason(s) may include, but is (are) not limited to, travel, study, significant personal needs, and or opportunity (i.e., service in relevant employment or volunteer work).
2. **Requirements.** Status: Permanent (Probationary employees may be granted informal Personal Leave only).
3. **Length of Leave.** Informal Personal Leave may be granted for up to twenty (20) days. Formal Personal Leave may be granted for up to one (1) year and may be granted on a full-time, part- time, and or alternate period basis.
4. **Extension of Leave.** Under exceptional circumstances, a formal Personal Leave may be extended to a total of two (2) years.
5. **Compensation.** No salary will be paid by the District for the period of the leave.
6. **Effect on Benefits.** No credit is allowed for the time spent on Personal Leave for any benefits, which are determined on the basis of the number of days for which pay is received.
7. **Request Procedure.** Request for informal Personal Leave should be made orally to the District. Request for formal Personal Leave should be made on prescribed form HR-P400A and submitted to the District.

P. **Personal Necessity Leave (Mandatory)**

1. **Definition.** Personal Necessity Leave of Absence is a paid leave granted to permit an employee to be absent without loss of pay when the specific conditions or events (see

below) require the personal attention of the employee during their assigned hours of service and involve circumstances the employee cannot reasonably be expected to disregard.

2. **Requirements.** Status: Employee must be in a status which qualifies the employee for illness pay.
3. **Length of Leave.** Leave may be requested for one (1) or more hours of absence. After leave of one (1) hour, fractions of hours shall be reported in increments of one quarter ($\frac{1}{4}$) hour. The total paid hours allowed in any one (1) fiscal year shall not exceed the equivalent of seven (7) days.
4. **Compensation.** Full salary will be paid upon approval for all hours of absence for which proper certification is made, which do not exceed the above limits and which do not exceed the total full-pay illness balance of the employee. All hours paid will be deducted from the full-pay illness balance of the employee.
5. **Qualifying Events.** The following are those events which may be used as the basis for requesting Personal Necessity Leave:
 - a. (1*) Bereavement: The death of a person related by blood or marriage, or whose domestic relations were close, or who was a close friend, or lived in the same domicile, or absence due to (1) official notice in time of war that a member of the immediate family is "missing in action," or (2) official notice that a deceased member of the immediate family is being returned by the armed forces for interment in this country. This benefit is in addition to any days of paid leave granted under Bereavement Leave.
 - b. (2*) Accident: An accident to any employee's person (not covered by Illness Leave or Industrial Accident Leave),
 - c. (3*) or to their property or to the person or property of a member of their family (see a. above), which is serious and requires the attention of the employee during their assigned hours of service.
 - d. (4*) Court Appearance: Appearance of an employee as a litigant or party in any court or administrative tribunal, provided that the employee:
 - (1) Presents certification from the Clerk of the Court or other authorized officer indicating each date of necessary attendance.
 - (2) Makes themselves available to the District for work between the hours of 8:00 a.m. and 5:00 p.m. when their appearance in court or tribunal is not necessary.

- e. (5*) Witness: Appearance of an employee as a witness under official governmental order, provided that the employee:
 - (1) Presents a certification from the Clerk of the Court or other authorized officer indicating each date of necessary attendance.
 - (2) Remits any witness fee collected to the Payroll Branch of the District.
 - (3) Makes themselves available to the District for work between the hours of 8:00 a.m. and 5:00 p.m. when their appearance in court or before an administrative tribunal is not necessary.
- f. (6*) Family Illness: Illness of a member of the employee's family (see a. above).
- g. (7*) Paternity: The birth of the employee's child.
- h. (8*) Home Protection: Necessary action taken by an employee in the face of imminent danger to their domicile occasioned by a natural event, such as flood, fire, or earthquake.
- i. (9*) Any other significant event, personal to the employee for which other paid leave of absence is not authorized, which under the circumstances, the employee cannot reasonably be expected to disregard, and which requires the immediate attention of the employee during their assigned hours of service.

* "Reason" number to be indicated on District form.

6. Limitations.

- a. The days allowed shall be deducted from and may not exceed the number of days of Illness Leave to which the employee is entitled. However, for a "Qualifying Event" as described in item 5.i. above (9*), up to one (1) day of the allowed seven (7) days per year shall be available to the employee without being deducted from the number of full-pay days allocated to the employee; if unused, such days shall not accumulate from year to year. To identify such day, the employee shall, in addition to the information already required, designate the day as "Personal Annual Leave."
- b. Two (2) of the seven (7) days allowed under Personal Necessity Leave may be taken for personal business. Such personal business days shall be taken at a time convenient to the employee provided that the employee has notified in writing their immediate supervisor at least two (2) working days in advance of the beginning date of the absence. Such two (2) personal business days shall be charged to an employee's illness balance as described in a. above, and shall not be the one (1) day designated as "Personal Annual Leave."

7. A Permanent Classified Employee shall be permitted to interrupt or terminate vacation leave to begin Personal Necessity Leave under the provisions of Article 10, Vacation, provided such leave is necessary and the employee indicates at the earliest practical opportunity the basis of the request for change in leave status, and the probable duration of the requested leave.
8. Administrative Approval. The employee shall be required to sign, on a prescribed form, a statement that such absence was due to a personal necessity, as defined above, and may be required to provide reasonable verification of such necessity.

Q. Position Leave (Mandatory)

1. **Definition.** A Position Leave shall be granted to an employee who is on an eligibility list for a higher classification to serve temporarily in that higher classification or a Position Leave shall be granted to an employee to serve in the certificated service in a probationary or temporary position. Employees who are appointed to temporary assignments in higher classifications who were not appointed from an eligibility list will be limited to a mandatory Position Leave of not more than ninety (90) working days; extensions may be optional in accordance with Personnel Commission Rule 671.
2. **Requirements.** Status: Probationary or permanent.
3. **Length of Leave.** A Position Leave shall be granted for one (1) year or less and extended to two (2) years. A Position Leave or any combination of Position Leaves may be extended from two (2) years to a maximum of three (3) consecutive years only upon the specific request of the College President or Division Head and upon the approval of the Chancellor.
4. **Return Rights:** When a classified employee is offered and intends to accept an academic limited term assignment for more than ninety (90) days, but not more than two (2) full semesters, they shall inform their current supervisor in writing regarding the length and nature of the leave prior to the commencement of the leave. The supervisor at the location to which the employee will return shall confirm in writing the employee's return rights to the same position and same location from which the leave was taken.
5. **Compensation.** No salary shall be paid while on leave; however, compensation shall be earned for the position in which service is rendered.
6. **Effect on Benefits.**
 - a. Salary: Service in a position in a higher class than that of the regular assignment counts towards step advance in the regular assignment.
 - b. Other Benefits: Time on Position Leave does not count towards other benefits except as may be provided by other District rules.

7. **Request Procedure.** The District is responsible for initiating a Position Leave. No formal request is required from the employee. All Position Leaves shall have ending dates.

R. Rest Leave (Mandatory)

1. **Definition.** A Rest Leave is one granted to an employee who, in the opinion of a physician or other licensed practitioner, is not ill enough to qualify for Illness Leave but does need a rest. If an employee is eligible the medical benefits described in Section 19. U. Family and Medical Leave shall be applied concurrently.
2. **Requirements.**
 - a. **Status:** The employee must hold permanent status on the effective date of the leave.
 - b. **Service:** No prior service is required.
 - c. **Documentation:** A statement from a physician or other licensed practitioner indicating that the employee is not well enough to resume the responsibilities of a full-time position must be attached to the leave request.
3. **Length of Leave.** Rest Leave may be granted for one (1) year or less but may be extended for a total of two (2) years (including any consecutive Illness Leave).
4. **Compensation.** No salary will be paid by the District for the period covered by the above leave.
5. **Effect on Benefits.** No credit is allowed for time spent on Rest Leave for any benefits, unless the employee is eligible for the twelve (12) weeks of paid health benefits in accordance with Article 19.U.

S. Retraining and Study Leave (Mandatory/Optional)

1. **Definition.** A Retraining and Study Leave is one which shall be granted to an eligible employee for the purpose of acquiring new skills as a result of changes in the District's organization and methods and or acquiring, maintaining, or improving skills used in the service of the District.
2. Approval of Retraining and Study Leave, which involves work experience shall be at the sole discretion of the District consistent with Article 17.E.1.f (Retraining Program).
 - a. **Status:** The employee must have permanent status in the District at the time the leave begins.
 - b. **Service:** The employee must have rendered paid satisfactory service (overall Performance Evaluation rating must be "Meets or Exceeds Work Performance Standards" in the previous two [2] years; exceptions may be made at the discretion

of the District) to the District for not less than 75% of their assigned time in each of the seven (7) consecutive years prior to the granting of the Study leave or three (3) consecutive years prior to the granting of the Retraining Leave in accordance with Education Code Section 88222. Any leave of absence granted under this article shall not be deemed a break in service for any purpose, except that such leave may reduce the days served in a year below the minimum requirement and shall not be included as service in computing service for granting of any subsequent leave under this article.

- c. **Program:** The employee's program for study or retraining must be evaluated as being related to the duties described in the employee's job specification, related classification, or career ladder as determined by the Retraining and Study Committee. Retraining leave may include work experience in an established organization or business enterprise.

A study plan shall indicate enrollment in at least five (5) semester units each semester (eight [8] semester units each semester for "A" basis employees) or its equivalent in an accredited institution of higher education for any period of the leave or the pursuit of an equivalent program of independent study. The leave plan may combine elements of formal study and independent study in ratio so as to meet the minimum requirements.

- 3. **Length of Leave.** The leave may be taken for a half (½) or a full year. The second half of a one (1) year leave may be taken immediately following the first half or may be taken at a later time on a split basis provided the second half of leave is completed within three (3) years of the beginning date of the first leave. A year shall be defined as the assignment period of the employee's basis.
- 4. **Compensation.** An employee on a Retraining and Study Leave will be paid at least one-half (½) of their regular rate of pay; compensation in excess of one-half (½) of regular rate of pay shall be subject to the approval of the Chancellor or their designee. Payment may be made to the employee in two (2) equal semi-annual installments in accordance with Education Code Section 88224, or may be made in the same manner as if the employee were performing service for the District, provided that the employee:
 - a. Furnishes the District with a suitable bond against loss in the event that the employee fails to render the two (2) years of service required following return from the leave, or
 - b. Furnishes the District with other assurances of loss as the District elects to permit.
- 5. **Effect on Benefits.** Time spent on Retraining and Study Leave will not be considered a break in service for any purpose.

6. **Return to Service.** An employee must render paid service in the District after return from a Retraining and Study Leave which is equal to twice the period of the leave. Upon completion of leave of absence, the employee will be assigned, unless they otherwise consent, to the same unit or section to which assigned at the time the leave was granted, provided that no conditions have developed during the period of leave or at the time of return which would have changed the employee's location or duties had they remained in active service.
7. **Failure to Complete Leave Objectives.** Employees who do not complete the approved leave objectives shall reimburse the District for compensation paid for the period following discontinuance of leave study program for failure to maintain adequate study standards.
8. **Additional Assignments.** Employees may, while on leave of absence, provided that there is no conflict in hours, continue existing multiple assignments or previously held outside employment. During any period of the leave in which the income from the new employment is greater than the Retraining and Study Leave pay for that month, the amount in excess of the leave pay will be deducted from the leave pay so that the total of new employment and leave pay does not exceed the regular pay of the employee including differentials for which the employee would have been eligible had they not been on leave.
9. **Request Procedure.** Request for Retraining and Study Leave cannot be received any earlier than April 1 of the year preceding the fiscal year in which the leave is taken. Applications must be received at least sixty (60) calendar days prior to the effective date of the leave. If two (2) semesters or periods of leave outlined above are taken consecutively, they must be requested separately.
10. **Retraining and Study Leave for Formal Study.**
 - a. Requirements: Courses which are undertaken for the purpose of meeting Retraining and Study Leave requirements must:
 - (1) Be taken at an accredited institution of higher education;
 - (2) Be related to the duties described on the employee's job specification, career ladder or related classification as determined by the Retraining and Study Committee;
 - (3) Be initiated subsequent to the filing and approval of the leave;
 - (4) Be initiated or completed during the period of the leave;
 - (5) Be completed with a grade of "C" or better (credit is acceptable if the class is offered on a credit or no-credit basis);

- (6) Require enrollment in an educational institution for a minimum of fifty percent (50%) of the leave period.
- b. Change of Plan: Any change of plan must be approved in advance.
- c. Final Report: Each employee must file a typewritten report with the Office of Employee and Labor Relations.
 - (1) The report should include a brief description of the courses completed and their professional implications.
 - (2) Form C140 (Statement of Formal Study Completed) must be submitted with the Retraining and Study Leave Report.
 - (3) Transcripts verifying successful completion of approved courses must be provided. Grade Report Forms are not acceptable.

11. **Independent Study.** Independent study is a program of independent study, research, and or experience directly related to the duties described in the employee's job description or related classification as determined by the Retraining and Study Committee, which promises professional values equivalent to that derived from formal study at a recognized educational institution. The Retraining and Study Committee shall have sole discretion in determining and approving the study plan.

Completing the Independent Study. If approved, the study must be undertaken and completed during the period of the leave. Summer study does not fulfill the requirements for "C" basis employees. The report of the study must verify completion of the study as outlined and must be approved by the Retraining and Study Leave Committee.

The Independent Study Report must be filed with the Office of Employee and Labor Relations in person or by mail at the conclusion of the leave. If not filed prior to return to service, the report must be filed within the first two (2) ensuing pay periods. The salary warrant for the third (3rd) pay period will not be released until the final report is submitted and accepted by the Committee.

Any change of plan must be approved in advance by the District

12. **Requirements of Employees While on Retraining and Study Leave.** The following are required of personnel on Retraining and Study Leave:

- a. Monthly Certification of Compliance With Conditions of Study and Retraining Leave: Form C351: This card must be received in the Office of Employee and Labor Relations not later than the Tuesday preceding the first payday of each pay period if the warrant is to be mailed on time.

- b. Notification of Illness or Injury While on Retraining and Study Leave: Interruption of a program of Retraining and Study Leave by a serious injury or illness sustained during the leave will not be considered a failure to fulfill the conditions of the leave. Written notice of such interruptions must be forwarded to the Office of Employee and Labor Relations within ten (10) days on Form C138, or by letter to which a doctor's statement verifying the illness or injury is attached. Such communication, either Form C138 or letter, should be forwarded by certified mail.
- c. Change of Plan: All changes of Retraining and Study Leave plans following approval of the original plan must be filed on the appropriate form. Changes will be authorized only if in conformance with established criteria. Disapproval of change could result in failure to meet leave requirements, therefore, request for change approval should be filed prior to change.

13. Policy on Incomplete Leaves.

- a. Failure to Complete Requirements Due to Injury or Illness: Interruption of the program of Retraining and Study Leave caused by serious injury or illness during said leave shall not be considered a failure to fulfill the conditions upon which such leave was granted, nor shall such interruption affect the amount of compensation to be paid such employee under the terms of the leave agreement, provided:
 - (1) Notification as soon as practicable of injury or illness during Retraining and Study Leave is given to the Vice Chancellor of Human Resources, by means of certified letter; and
 - (2) Written evidence (Form C138) verifying the interruption of the program due to a serious injury or illness is filed with the Office of Employee and Labor Relations within ten (10) days. A Retraining and Study Leave may be changed to an Illness Leave with District approval prior to the end of the first pay period of the leave without loss of Retraining and Study Leave. Changes made after the first pay period of the leave will result in the loss of Retraining and Study Leave.
- b. Failure to Complete Requirements Due to Military Service: Involuntary call to active military service will justify the conversion of a Retraining and Study Leave to a Military Leave without jeopardy to Retraining and Study Leave salary already received. If this conversion takes place before the end of the first pay period, Retraining and Study Leave rights will be preserved. If such conversion takes place after the close of the first pay period, the employee will be considered as having used one-half ($\frac{1}{2}$) year of the Retraining and Study Leave. Such employee will be permitted, however, to complete the second half of the Retraining and Study Leave

within two and one-half (2 ½) years following an honorable discharge and return to service with the District.

- c. Failure to Complete Requirements Due to Other Causes: An employee who has been approved for a Retraining and Study Leave of Absence but who fails to complete all of the requirements of the leave due to serious illness in the family or other causes beyond one's control may receive compensation on a prorated basis if a significant portion of the requirements is completed.
- d. Incomplete Leave: To receive partial compensation for a Study and Retraining Leave, the significant portion of the requirements must have been completed.
- e. Incomplete Leave - Independent Study: To receive partial compensation for an incomplete leave which was approved for study, the nature of the study must be such that certain units can be and are completed apart from the remainder of the study. The completed units must have significance in themselves, and not be merely an introduction to other work and must have been completed in the required time. Regardless of the amount of work involved, the collection of data which is not summarized, and which is not used in reaching conclusions in completed units, shall not be considered as meeting any portion of the requirements for the leave.
- f. Effect of Incomplete Leave on Benefits: Incomplete leave can count towards benefits only to the extent that leave pay is received.

14. **Retraining and Study Leave Committee.** A Retraining and Study Leave Committee shall consist of four (4) members. The Vice Chancellor of Human Resources, or their designee, shall select two (2) members, one (1) of which is a management employee from a campus and the other is a management employee from the Division of Human Resources. The AFT shall select two (2) members, one (1) of which is a Unit member from a campus and the other is a Unit member from the District Office. The Committee shall have the sole and exclusive authority to rule on any and all issues concerning Retraining and Study Leave. The Committee shall develop procedural guidelines. The Committee shall meet within twenty (20) working days of receipt of the employee's Study Leave Request. The employee shall be notified in writing of the Committee's decision within ten (10) working days of the above meeting. Approval of employees' leaves shall be determined by a majority vote of the members of the Committee who are present and voting but no approval will take place in the absence of at least one (1) affirmative management vote and one (1) affirmative AFT vote. Failure to reach such majority shall be considered nonapproval. If a leave is not approved, the employee shall be given the reason for nonapproval. A meeting shall be called at the request of any member of the Committee when deemed necessary.

15. Limit on The Number of Retraining and Study Leaves. There shall be no more than eighteen (18) Retraining and Study Leaves granted per year. The limit shall be attained in order of receipt. Ties shall be broken by selecting the employee with the greatest District seniority.

16. Cancellation of Retraining and Study Leave.

- a. A Retraining and Study Leave may be cancelled at any time and converted to a resignation, return to duty, or other type of leave, if eligible.
- b. If the request for such cancellation is received by the Office of Employee and Labor Relations before the beginning date of the leave, the Retraining and Study Leave eligibility will be preserved.
- c. If the request for such cancellation is received by the Office of Employee and Labor Relations after the beginning date of the leave but before the end of the first pay period, the Retraining and Study Leave will be cancelled with an effective date of the beginning date of the Retraining and Study Leave; leave pay will be cancelled, but leave eligibility will be preserved.
- d. If request for such cancellation is received by the Office of Employee and Labor Relations after the close of the first pay period of the leave, Retraining and Study Leave eligibility for that semester will be lost and Retraining and Study pay must be refunded.
- e. An employee who is permitted to return to duty from a cancelled Retraining and Study Leave has no right to return to their former location until the ending date of the Retraining and Study Leave; even then such right exists only if the employee would not otherwise have been moved.

T. Part-Time Service Leave (Mandatory)

1. Employees, fifty-five (55) years or older, covered by this Agreement may go on Part-Time Service Leave and through the California Education Code Section 88038 pay the balance of their PERS contribution. Any change(s) to Education Code section 88038 which become(s) effective during the term of this Agreement shall be incorporated into this Article and into effective the date the change(s) become(s) effective.

The following language has been taken from the 1997 Education Code Section 88038 and is included for informational purposes. Employees contemplating a reduction in service as described below should verify the provisions contained in the Educational Code at the time the leave is to be taken. Education Code provisions in effect at the time the leave is granted will govern the terms and conditions of this leave.

Reduction in workload from full-time to part-time; regulations

- a. The classified employee shall have reached the age of 55 prior to reduction in workload.
- b. The classified employee shall have been employed full time in a classified position for at least ten years of which the immediately preceding five years were full-time employment.
- c. During the period immediately preceding a request for a reduction in workload, the classified employee shall have been employed full time in a classified position for a total of at least five years without a break in service.
- d. The option of part-time employment shall be exercised at the request of the classified employee and can be revoked only with the mutual consent of the employer and the classified employee.
- e. The classified employee shall be paid a salary which is the pro rata share of the salary they would be earning had they not elected to exercise the option of part-time employment but shall retain all other rights and benefits for which they make the payments that would be required if they had remained in full-time classified employment.

The classified employee shall receive health benefits as provided in Section 53201 of the Government Code in the same manner as a full-time classified employee.

- f. The minimum part-time employment shall be the equivalent of one-half of the number of days of service required by the classified employee's contract of employment during his or her final year of service in a full-time classified position.
- g. The period of part-time classified employment shall not exceed five years.
- h. The period of the part-time classified employment shall not extend beyond the end of the school year during which the classified employee reaches his or her 70th birthday.

U. **Family and Medical Leave (Mandatory)**

1. **Definition:** A Family and Medical Leave is one granted to an employee who is compelled to be absent from duty because of the employee's own serious health condition which makes it impossible to perform essential job functions; the birth or adoption of a child, or receiving a child for foster care; or caring for a sick spouse, child or parent with a serious health condition.

In addition to those family members defined above, eligible family members for the purpose of this leave are limited to:

- a. biological, adopted and foster children under eighteen (18) years of age

- b. anyone under eighteen (18) years of age who is treated as the employee's child
- c. disabled children of any age -- those who have a physical or mental impairment that would qualify as a disability under the Americans with Disabilities Act, and who require supervision or active help in performing several activities of daily living
- d. biological parents, and/or custodial parents and anybody who treated the employee as a son or daughter when the employee was under eighteen (18) years of age or disabled
- e. common-law husbands and wives

2. **Requirements.**

- a. **Status:** The employee must have permanent status in the District at the time the leave begins.
- b. **Service:**
 - (1) **Full-time Employees.** The employee must have been employed for at least twelve (12) months and rendered paid service of 1,250 hours of work during the previous twelve (12) months of employment which does not have to be consecutive.
 - (2) **Part-time Employees.** Employees who are on a part-time assignment of eighty (80) hours or more a pay period shall be eligible for the leave if they have been employed for at least twelve (12) months and rendered paid service of a minimum of 625 hours of work or more during the previous twelve (12) months of employment which does not have to be consecutive. The minimum number of hours of service required to achieve eligibility shall be in the same proportion to the employee's part-time assignment.

3. **Length of Leave.** Leave shall be granted for a maximum of twelve (12) weeks per calendar year, taken continuously or intermittently or on a reduced leave schedule. It cannot be carried over from year to year.

For a new child, Family and Medical Leave must be completed within twelve (12) months after the birth, adoption or placement for foster care.

If a husband and wife both work for the District, and are both eligible for leave, they can have only twelve (12) weeks of leave for birth, adoption, foster care or caring for a sick parent, which they can split between them. However, both are entitled to the full twelve (12) weeks for their own illness, or caring for a sick child or spouse.

Related leaves include Family Illness, Illness, Maternity, Child Care/Parental, and Rest. Benefits under this leave section run concurrently with leave benefits allowed under Family Illness, Illness, Maternity, Child Care/Parental, and Rest Leaves.

4. **Compensation.** No salary will be paid by the District for the period of the leave. However, employees may elect to take any available paid illness and vacation leaves in lieu of unpaid Family and Medical Leave.
5. **Effect on Benefits.**
 - a. Employees on Family and Medical Leave shall be covered by District Hospital-Medical, Dental, Vision Group Coverage, and Group Life Insurance Coverage as though they were in active service.
 - b. No credit is allowed for any benefits for time spent on unpaid Family Illness leave, unless the employee is eligible for the twelve (12) weeks of paid health benefits.
 - c. Time on leave with pay counts for step advance, retirement, and vacation; credit in full for step advance and vacation, and full or half, according to the pay allowed, for retirement. Time on Family and Medical Leave does count as service in meeting requirements for other types of leaves.
6. **Request Procedure.** The employee shall furnish evidence to their immediate supervisor that leave taken in accordance with the provisions of this section is in connection with family illness. The employee shall notify their immediate supervisor if any of the circumstances necessitating the leave change.

Article 20 Telecommuting

- A. The District and the Staff Guild recognize that both employers and employees may benefit from telecommuting, and agree that telecommuting is a privilege and not an entitlement of employment.
- B. By June 30, 2022, the District will establish an Administrative Procedure which formalizes the procedures and considerations to be applied when an employee expresses an interest in telecommuting. The District and Staff Guild will meet and negotiate over any bargainable impacts of the Administrative Procedure.

Master Benefits Agreement

between

The Los Angeles Community College District

and

**the Los Angeles College Faculty Guild, AFT Local 1521,
the AFT College Staff Guild, Los Angeles, AFT Local 1521A,
the Los Angeles City and Counties School Employees Union, SEIU Local 99,
the Los Angeles/Orange Counties Building and Construction Trades Council,
The Los Angeles Community College District Administrators' Unit Represented
by California Teamsters Public, Professional & Medical Employees Union Local 911
and the Supervisory Employees Union, SEIU Local 721**

Regarding

**Hospital-Medical, Dental, Vision Group Coverage, Group Life Insurance Coverage, and
the District's Employee Assistance Program/Wellness
Services**

The Los Angeles Community College District (the "District") and the exclusive representatives of the District's employees (the Los Angeles College Faculty Guild, AFT Local 1521; the AFT College Staff Guild, Los Angeles, AFT Local 1521A; the Los Angeles City and County School Employees Union, SEIU Local 99; the Los Angeles/Orange Counties Building and Construction Trades Council; The Los Angeles Community College District Administrators' Unit Represented by California Teamsters Public, Professional & Medical Employees Union Local 911, and the Supervisory Employees Union, SEIU Local 721 hereinafter collectively referred to as the District's "Exclusive Representatives") agree to the following provisions regarding the District's Health Benefits Program, group life insurance coverage and employee assistance program. This agreement is intended to replace all existing agreements between the parties on the subject of the District's Health Benefits Program as defined in this agreement, as well as the District's group life insurance coverage and employee assistance program/wellness services, and for that reason shall, notwithstanding anything to the contrary in any of the individual agreements between the District and its Exclusive Representatives, entirely supersede all previously negotiated agreements between the parties with respect to those subjects

I. Health and Related Benefits Program for Active Employees¹ and their Dependents and Survivors

A. Health Benefits Program. The District's "Health Benefits Program" consists of group benefit plans recommended by the Joint Labor/Management Benefits Committee (JLMBC) and approved by the District's Board of Trustees (the "Board") under which eligible District employees (and their eligible dependents) receive hospital, medical, dental, and vision care coverage.

Effective beginning the 2010 plan year, as a result of JLMBC recommendation and bargaining among the parties, the hospital and medical coverage shall be administered by the California Public Employees' Retirement System (CalPERS) Health Care Program in accordance with the Public Employees Medical and Hospital Care Act (PEMHCA). The purpose of the Health Benefits Program is to provide quality health care to the District's employees, retirees, and their eligible dependents and survivors.

- 1. Eligibility.** Each of the following employees and his or her dependents and survivors are eligible to receive benefits and enroll in plans under the Health Benefits Program once the District has verified the employee's, dependent's or survivor's eligibility under this Agreement:
 - a.** Every member of a classified bargaining unit who is employed at least half time as either a probationary or regular classified employee.
 - b.** Every faculty member who is employed at least half-time in one or more monthly rate assignments. "Limited term" academic appointments must have a duration of at least a semester
 - c.** Every member of the administrators' bargaining unit who is employed at least half time.
- 2. Dependents.** Dependents who are eligible to enroll in plans under the Health Benefits Programs include an eligible employee:
 - a. Spouse.** Marriage certificate and social security number of spouse must be on file
 - b. Qualified domestic partner as specified in Appendix I.**
 - c. Children (natural, adopted, foster, domestic partner children, or stepchildren) up to age 26 unmarried.** Coverage will terminate at the end of the month in which dependent turns age 26.
 - d. Economically Dependent Children.** Children up to age 26 (not otherwise eligible under subsection 2.c or 2.d, above) unmarried, who are economically dependent (as being claimed as dependents on the employee's federal income tax returns) upon the subscriber (eligible employee or retiree). The subscriber must have been granted legal or joint legal custody of the child; or the child resides with the subscriber (generally in the absence of natural or adoptive parents).

¹ For this section 'Active Employees' does not include less than half time (0.5) part-time temporary faculty and temporary adjunct faculty. They are covered in section II.

- e. Disabled Children Over Age 26.** Children (not otherwise eligible under subsection 2.c or 2.d, above) unmarried, without regard to age, who are physically or mentally incapacitated (and therefore incapable of self-support), and who are being claimed as dependents on the employee's federal income tax returns. The mental or physical condition must have existed prior to age 26 and continuously since age 26.
- 3. Survivors.** Upon the death of an active employee, the District shall deem the employee to have resigned from District employment on the date of his or her death and to have begun receiving a retirement allowance whether or not the employee was in fact old enough to retire. If, based on that premise, the employee would have been eligible to continue his or her participation in the hospital and medical plans available to active employees under Section III below, Section III of this Agreement shall be applicable to the employee's survivors as if they were survivors of a retiree. For that purpose, references to survivors of retirees in Section III shall be deemed to refer to those individuals.
- 4. Enrollment.** Verification of eligibility, and enrollment or re-enrollment in plans shall be administered as follows:
 - a. Initial Enrollment.** Upon employment, each new employee who is eligible to enroll in plans under the Health Benefits Program shall receive complete information regarding the District's Health Benefits Program, and may enroll in hospital, medical, dental, and vision care plans. The employee's hire date will establish an event date by which the employee will need to enroll all eligible family members into an eligible health plan within 60 (sixty) days. (Enrollment in the Premium Only Plan described in Section II takes place during the designated time periods.)

If the District receives the employee's enrollment forms at any time during the calendar month, the District shall process the forms so as to make coverage effective on the first day of the following calendar month. If the District receives the employee's enrollment forms after the 60 (sixty) day eligibility timeframe, this will be considered a Late Enrollment. Under this situation, the employee will either have to wait a 90-day period or until the next CalPERS Open Enrollment period. The earliest effective date of enrollment will be the first of the month following the 90-day waiting period or the January 1 following the Open Enrollment period.
 - b. Re-enrollment Following a Break in Coverage.** Following a break in coverage an eligible employee may re-enroll in hospital, medical, dental, and vision care plans. The employee can re-enroll at any time where the break in coverage was due to an error by the District or if there is a qualifying life event. If the District receives the employee's re-enrollment forms at any time during the calendar month, the District shall process the forms so as to make coverage effective on the first day of the following calendar month.
 - c. Open Enrollment.** There shall be an open enrollment period each enrollment year during which eligible employees may change plans. The District shall announce the dates of such open enrollment period, and shall publish and web-post open enrollment materials

fourteen or more days before the beginning of the open enrollment period. If an eligible employee requests a change of plan, he/she shall continue to be covered under his or her existing plan until January 1 of the following year when the new plan can become effective.

- d. Changes in Enrollment Other Than During Open Enrollment.** Once enrolled in a plan, employees are generally barred from changing their enrollment except during an open enrollment period. Nevertheless, changes may be made under the following circumstances:
- i. Any employee who is enrolled in a closed panel plan and who changes his or her permanent residence to a location that is outside the service area of the plan may, by submitting a timely application to CalPERS, via the District, change his or her enrollment to a plan that provides service in the area of his or her new permanent residence without a break in coverage. To be timely, the application for a change in enrollment must be received by the District within sixty (60) days after the employee established his or her new permanent residence.
 - ii. Any employee who is enrolled in a closed panel plan and who, during an approved study, retraining or sabbatical leave of absence of sixty (60) days or more, temporarily relocates to a location that is outside the service area of the plan may, by submitting a timely application to CalPERS, via the District, temporarily change his or her enrollment to a plan that provides service in the area in which he/she will be temporarily located. To be timely, the application for a temporary change in enrollment must be received by the date on which the employee's leave commences.
 - iii. Any employee whose enrollment in a plan is terminated at the request or option of the plan provider for any reason other than non-payment of premium may enroll in another plan without a break in coverage by submitting a timely application to CalPERS, via the District. To be timely, the application for a change in enrollment must be received by the District within sixty (60) days after the employee's enrollment was terminated. Qualified, covered individuals will not have their health plans terminated due to claims or increased utilization.
 - iv. Finally, any employee who has had a "qualified life event" as defined by Sections 125 and 129 of the Internal Revenue Code may change his or her eligible dependents by submitting a timely application to CalPERS, via the District. To be timely, the application for a permissible "qualified life event" change must be received by CalPERS via the District within thirty-one days of the qualifying event. Refer to CalPERS' "Health Enrollment Reason Codes" for specific qualifying events and effective dates for coverage.
 - v. Contact the District Benefits Office for this information.
- e. Mandatory Re-enrollment During Open Enrollment.** Under normal circumstances CalPERS does not require mandatory re-enrollment each year in its health plans. They will notify current participating active employees of their options to change health plans or add/remove dependents during open enrollment. If the employee does not elect any

changes, his or her hospital/medical coverage will continue with the same plan and dependents (pending eligibility). If the employee does not elect any changes to the dental, vision and life insurance benefits during open enrollment, coverage will continue with the same plans and dependents

5. District Contribution Towards Premiums.

Eligible employees shall be entitled to a contribution from the District towards the premium costs of the plan in which they and their dependents are enrolled. Depending on the selected plan in which the employee and their dependents are enrolled, and the limitations set forth in the LACCD/CalPERS resolutions, the District's contribution may or may not cover 100% of the premiums of all available CalPers plans in which the employee and their dependents may select. Employees will be entitled to the benefit if:

- a. the eligible employee was in paid status during the calendar month preceding the month during which benefit coverage is effective and received at least one-half of the pay he/she would have earned had he/she received pay for full-time work; or
- b. the eligible employee, even though not in paid status, is on a formal illness leave of absence for a period of not more than eighteen months; or
- c. a specific section of the collective bargaining agreement applicable to the employee (for example, a section specifying compensation during certain leaves) explicitly provides for his or her entitlement to the District's contribution.

For the purposes of Section 5.a, every eligible employee, other than a temporary monthly-rate faculty member, shall be deemed to be in paid status during any recess or intersession if he/she is scheduled to return to paid status in his or her position at the end of the recess or intersession. A temporary monthly-rate faculty member shall be deemed to be in paid status during any recess or intersession if, before the beginning of the recess or intersession, he/she is assigned to a position at any district location that will render him or her eligible for benefits and is scheduled to return to paid status in that position at the end of the recess or intersession.

- 6. Payment of Premiums During Unpaid Leaves.** Eligible employees who have been granted an unpaid leave of absence and thus are not entitled to the District's contribution towards the premium costs of the plans in which they and their dependents are enrolled can continue to receive benefits under the Health Benefits Program by establishing a direct payment between the employee and the health plan provider for the period of the leave.

Should an employee fail to make a payment required by this section, coverage shall terminate at the end of the month for which the last payment was received.

Should the District terminate an employee's coverage in error, it shall reinstate the employee's coverage as soon as the error is discovered and, at the employee's option, either issue the employee a refund of the amount he/she paid for the months during which he/she did not receive coverage, or extend the employee's coverage for an equivalent period.

7. Continued Eligibility and Payment of Premiums Following Layoff or Furlough.

Notwithstanding anything in Sections I.A.1 and I.A.6 to the contrary, employees who have been furloughed (a furlough is a temporary lay-off for a specified period with a definite return date) shall remain eligible to receive benefits under the Health Benefits Program, and shall continue to be entitled to the District’s contribution towards the premium costs of the plans in which they and their dependents are enrolled, during the period of their furlough.

When an employee is laid off (a layoff is a separation from regular service for lack of work or lack of funds, or because of a reduction in force) CalPERS’ business rules stipulate termination of coverage for layoff beginning the next month after separation date. Employees who have been laid-off shall, upon applying and qualifying for COBRA (see section I.A.9 below), continue to be entitled to the District’s contribution towards the COBRA premium costs of their plans, according to the following table:

Years of Service	Months of Continuation Following Layoff
1-5	2 months
6-10	4 months
11 or more	6 months

These rules for furlough and lay-off do not apply to employees who are in temporary or limited status.

8. Conditions of and Limitations on Eligibility and Coverage

- a. Dual Coverage.** Employees and their dependents may not be enrolled in more than one CalPERS plan at any one time. For that reason, an employee may be enrolled in a plan in his or her own capacity as an employee, or as a dependent of another employee, but not simultaneously in one plan as an employee and in another plan as a dependent.
- b. Split Enrollment.** Children or other individuals who qualify as dependents may be enrolled in a plan only once as a dependent, not simultaneously in one plan as a dependent of one employee and in another plan as a dependent of another employee.
- c.** Every employee (or in the event of his or her incapacity, the employee’s representative or agent) shall report any event or change of circumstance that has an effect on the administration of coverage under the Health Benefits Program. Such events or changes include, but are not limited to, change of address or telephone number, marriage, divorce, dependent’s loss of eligibility, death of the employee, or death of a dependent.

9. COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985). Once an employee who has enrolled in a plan under the Health Benefits Program becomes qualified for COBRA benefits, the District shall ensure that he/she is given the opportunity to continue coverage under the Health Benefits Program pursuant to COBRA in the manner prescribed by federal law. (CalPERS does not administer payments to COBRA.)

10. If the internal responsibility for the administration of the Health Benefits Program is changed because responsibilities among the administrative units of the District are reorganized, notice of that change shall be given to the exclusive representatives within thirty days.

11. Health Care Legislation. In the event that new health care legislation is enacted and the District is required to implement a plan pursuant to such legislation, the District and the exclusive representatives shall consult in order to assess the effects of such legislation.

12. Pre-funding Retiree Health Benefits Costs. The District has established and will maintain a Trust with (CalPERS) to prefund retiree health benefit costs for all eligible full-time employees. The Trust is funded with annual contributions to the trust of 1.92% of the total full-time salary expenditures in the District. Additionally, the District will direct an amount equivalent to all of the Federal Medicare Part D subsidy returned to the District each year into the trust fund. Funding from both of these sources commenced with fiscal year 2006-07. An annual Trust status report will be made to the JLMBC and to the District Budget Committee at their first meetings of the fiscal year. Annual funding of the Trust from both these sources shall continue until/unless then parties agree otherwise due to changes in the healthcare landscape which make prefunding no longer necessary. Should that prove to be the case the 1.92% of the total full-time salary expenditures will be placed on the salary schedules of all full-time employees, effective the end of the payroll month that the decision is made to no longer fund the trust.

B. Group Life Insurance Program. The District's group term life insurance program shall be continued for the duration of this Agreement subject to modification based on the recommendations of the Joint Labor Management Benefits Committee and approval of the Board.

- 1.** All active employees eligible for benefits under Section I.A.1 of this Agreement shall be eligible for group term life insurance benefits under the program.
- 2.** The limits of coverage under the program shall be \$50,000, however, employees age 70 or above shall receive coverage equal to an amount equal to the greater of the minimum amount required by Federal Law or 50% of the amount in force immediately prior to his or her 70th birthday. This reduction shall take place on the premium date coincident with or immediately following his or her 70th birthday.

C. Employee Assistance Program/ Wellness Services. The District shall make available to all active employees (including those who are not eligible for benefits under Section I.A.1 of this Agreement) employee assistance and wellness services. The services shall help employees deal with problems that might adversely impact their work performance, health, and well-being and shall include assessment, short-term counseling, informational resources and referral services. Such services hold the same level of privacy/confidentiality as other medical services. Modification to the employee assistance and wellness services may be recommended by the Joint Labor Management Benefits Committee to the Board.

- D. Tax Sheltered Retirement Plans.** The District shall continue its voluntary salary reduction agreement program under which employees may contribute to tax sheltered retirement plans under Internal Revenue Code Sections 403(b) and 457. The process for selecting third-party administrators (TPAs) for these plans shall include the issuance of a formal request for proposals by the District, review of the responses by a task group consisting of representatives of the District and the exclusive representatives, and selection of TPAs based on the recommendation of the task group.
- E. Health Reimbursement Arrangements (HRAs).** The District shall continue its HRAs under IRC Section 105 for eligible, benefited active employees and early retirees (under age 65). The District's contributions will be for plan year 2021, \$1500, for plan year 2022, \$1500, and for plan year 2023, \$1500. The District and Joint Labor Caucus agree that the HRA will be subject to negotiations in subsequent contracts. The process for selecting a TPA for these HRAs shall include the issuance of a formal request for proposals by the District, review of the responses by a task group consisting of representatives of the District and the Exclusive Representatives, and selection of a TPA based on the recommendation of the task group.
- F. IRC 125 and 129 Plans (Flexible Spending Accounts).** The District shall continue its voluntary Flexible Spending Account (FSA) plan covering medical and dependent care expenses under Internal Revenue Code Sections 125 and 129. The process for selecting a TPA for FSAs shall include the issuance of a formal request for proposals by the District, review of the responses by a task group consisting of representatives of the District and the exclusive representatives, and selection of a TPA based on the recommendation of the task group.
- G. Ordering Rules for HRAs and Medical FSAs.** In compliance with internal Revenue Code Sections 125 and 129 employees shall be informed at the time of enrollment *amounts available under an HRA must be exhausted before reimbursements may be made from the medical FSA.*

II. Health Benefits Program for Part-time Temporary Adjunct Faculty² and Temporary Adjunct Faculty

The District shall provide eligible part-time temporary faculty and temporary adjunct faculty member's access to its hospital/medical, vision and dental group coverage plans as provided in this Section beginning in Plan Year 2006. Access to the District life insurance plan is not included. When an employee is eligible, he/she will have access via the District's Contribution and Premium Only Plan (see Section II. A. below).

A. District Contribution and Premium Only Plan

- 1. Eligibility.** A part-time temporary faculty member or temporary adjunct faculty member is eligible to receive access to the CalPERS hospital/medical group coverage, except the District life insurance plan, under this section if he/she has been assigned and working as a part-time temporary faculty member or temporary adjunct faculty member in the District and meets the eligibility requirements below (including, by virtue of his or her participation in the POP, in subsection 'e' below, he/she is deemed to effectively be in a position lasting greater than six months as required by CalPERS' resolutions,

- AND-

he/she is a member of the CALSTRS DB or CB retirement plans or the CalPERS retirement plan or the PARS, but not Social Security). Dependent Eligibility is the same as indicated in Section I A 2.

² This refers to those part-time temporary faculty who are employed less than half time in one or more monthly rate assignments. Faculty serving in a 0.50 (or higher) FTE temporary monthly rate assignment as a limited or long-term substitute instructor are eligible for full benefits for the duration of that assignment and should refer to Section I of this Agreement regarding their eligibility requirements.

Specific Eligibility Requirements for the POP

- a. Be assigned to a 0.33 (or higher) FTE temporary (limited or long-term substitute) or adjunct faculty load in the District to count towards eligibility for this plan.
- b. Open but inactive assignments - no work, no pay - do not constitute employment in this context.
- c. Have completed at least a 0.2 part-time temporary faculty member or temporary adjunct faculty position in the District during three or more semesters out of the previous eight consecutive semesters.
- d. Participate in the District's "premium only plan" (POP) under the terms of Internal Revenue Code Section 125, so that the employee's contribution to the District sponsored hospital/medical, vision, and dental group plans will be deducted, pre-tax, from salary warrants. The amounts of the employee's contribution toward the premiums, for the hospital/medical plans, along with any possible premiums for vision, and dental group plans paid for by the employee, must not exceed his or her net take home pay each month, otherwise the employee is not eligible to participate in or continue to participate in the POP plans.

- e. **District Contribution.** If criteria a-d above is met, the District will contribute as follows:

Medical. For plan years 2021, 2022 and 2023, the District's monthly contribution will be a dollar amount equal to 50% of the mathematical average of the single-party monthly premium of the five most utilized medical plans for the Los Angeles area offered by CalPERS excluding PERSCare PPO, plus \$100 dollars per month in plan year 2021, \$110 dollars per month in plan year 2022, and \$120 dollars per month in plan year 2023. Beginning in plan year 2020, the District's monthly contribution in the new plan years 2021, 2022 and 2023 shall not exceed 110% of the prior year, excluding the specified "plus" dollar amounts from above. The District's contribution may be used toward the total monthly cost of the part-time temporary faculty member or temporary adjunct faculty member's individual, two-party or family medical premium only.

Vision. In addition to being eligible for the above medical benefits, a temporary adjunct faculty member who satisfies the criteria in II.A.1.a-d and, further, who is assigned to a 0.5 or higher FTE temporary adjunct faculty load in the District is eligible for a District contribution towards vision care benefits. The District will pay the full amount of the VSP single-party premium, for each eligible temporary adjunct faculty member. For plan years, 2021, 2022, and 2023, the District's contribution will be equal to the VSP single-party premium for the respective plan year, but shall not exceed 110% of the prior year's contribution. If the District's contribution does not fully pay for the required monthly premium, the balance shall be paid by the participating adjunct as condition of receiving the District's contribution towards the vision benefit.

Dental. In addition to being eligible for the above medical and vision benefits, a part-time temporary faculty member or temporary adjunct faculty member who satisfies the criteria in II.A.1. a-d and, further, who is assigned to a 0.50 or higher FTE temporary adjunct faculty load in the District is eligible for a District contribution towards dental benefits.

The District will pay 50% of the full amounts of the dental single-party premium, for each eligible temporary adjunct faculty member. For plan years 2021, 2022, and 2023, the District's contribution will be 50% of the full amounts of the dental single-party premium for the respective plan year but shall not exceed 110% of the prior year's contribution. If the District's contribution does not fully pay for the required monthly premium, the balance shall be paid by the participating adjunct faculty member as a condition of receiving the District's contribution towards the dental benefit.

- f. Term and Conditions of Coverage.** A part-time temporary faculty member or temporary adjunct faculty member who was eligible for coverage and who has prepaid the premium(s) via the POP for the entire spring and fall semesters of any plan year shall remain eligible for coverage during the time between the end of that spring semester and the beginning of the subsequent fall semester contingent upon verification of continued eligibility. The premium payments shall equate to twelve months' coverage and shall be deducted from ten monthly pay periods for each twelve-month coverage period.
- g. Enrollment.** Eligible employees may enroll at each 6-month cycle but an employee who becomes ineligible cannot reenroll until the start of the next annual cycle unless a qualifying event occurs which falls under the conditions set by the IRC 125 plan year rules. (See Plan Description Los Angeles Community College District Temporary Faculty Member Premium-Only Plan, Article II, section 4.3 and section II A.2 d below.) The District will conduct limited "open enrollment" periods in August and in January for adjuncts who become eligible for the POP.
- h.** For plan years 2021, 2022, and 2023, when an adjunct faculty member gains eligibility and buys in to a POP plan, that years' medical premium district payment will be maintained for the remainder of that plan year regardless of any subsequent loss of eligibility. In the event that the adjunct faculty member has an insufficient salary warrant to cover the employee portion of the premium costs the employee shall pay the District the remaining premium amount including a 2% administrative fee to continue to participate in the POP plan. Failure by the faculty member to pay any of the monthly premiums will result in loss of eligibility and coverage.
- i.** If any provision herein regarding the POP conflicts with the Internal Revenue Code, the latter will prevail and the conflicting provision will be nullified.

2. Premiums

- a. To receive medical or vision plan coverage under this Agreement, an eligible part-time temporary faculty member or temporary adjunct faculty member must, in advance and in accordance with applicable District procedures, agree to participate in the POP for a period of a plan year, contingent upon verification of continued eligibility, and pay the balance of the premium, minus the District contribution (if any) as defined in section II.A.1.e of this article.
- b. To participate in the District's dental plans, the eligible part-time temporary faculty member or temporary adjunct faculty member will agree to participate in the POP and pay all of the premium(s). The participant agrees that premiums will be deducted, pre- tax, from his or her monthly salary warrants as described in Section II.A.1.e above, or post-tax and considered as taxable income as described in Section II.A.1.h above.
- c. A part-time temporary faculty member or temporary adjunct faculty member's coverage (with a District contribution) shall cease immediately upon his or her failure to pay the balance of the required insurance premium(s) in accordance with District procedures. The faculty member's deductions for the required payments will be made for the last working day of each month preceding the month in which coverage will be effective.
- d. The District will conduct limited "open enrollment" periods in August and in January for part-time temporary faculty member or temporary adjuncts.

3. Extension of Coverage. Any extension of coverage, at the adjunct faculty member's own expense, subsequent to termination (non-retirement) of employment with the District, shall be in accordance with applicable state and/or federal law. COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985). Once an employee who has enrolled in a plan under the Health Benefits Program becomes qualified for COBRA benefits, the District shall ensure that he/she is given the opportunity to continue coverage under the Health Benefits Program pursuant to COBRA in the manner prescribed by federal law. (CalPERS does not administer payments to COBRA.

4. Colleges will make every effort to report information regarding adjunct faculty assignments to the District's Benefits Section by the deadline for enrollment. If an eligible adjunct is denied coverage in error, the District will cover its portion of the premium costs retroactive to the date of the adjunct's eligibility up to the start of the plan year.

a. Health Benefits for Part-time Temporary Faculty Retirees & Temporary Adjunct Faculty Retirees under CalPERS Health Care Plans.

AB 528 Health Plans: Rights of retired certificated employees to enroll in health and dental plans offered to active certificated employees; Education Code Section: 7000 – 7008. The following guidelines sets-forth the requirements of eligibility, enrollment, and limitations of the District "AB 528" health plans.

- b.** Eligible part-time temporary faculty retirees & temporary adjunct retirees and their eligible dependents and survivors, not otherwise eligible for District-paid retiree health benefit coverage, shall have the right to participate in the CalPERS Health Care Program available to them as active part-time employees, subject to the terms and conditions of this Agreement and CalPERS resolutions. Nothing in this Agreement, however, shall be construed as conveying any vested right to any particular plan, plan design, or plan component. The terms of the CalPERS Health Care Program, as well as the plans available under the Program remain subject to alteration by action of CalPERS, the or the JLMBC any future agreement between the District and its Exclusive Representatives.
- 1.** Eligibility Certificated retirees of the Los Angeles Community College District who have retired from any public employee retirement system may be covered.
 - a.** Retirees and their spouse, or the surviving spouse of a retiree, shall be eligible for participation. Children are not eligible for coverage. A new spouse, upon remarriage of a surviving spouse, is not eligible for this benefit.
 - b.** Retirees are eligible for participation in health and dental plans offered by the District.
 - c.** Retirees must enroll within 30 days of retirement from the District. Retirees who fail to enroll in the AB 528 plan upon retirement shall not be eligible to enroll at a later date, except as follows: Should a retiree have health coverage elsewhere, and subsequently lose that coverage, he/she may enroll in the AB 528 plan with 31 days of losing said coverage. The retiree must provide documentation to substantiate loss of coverage.
 - 2.** Guidelines
 - a.** Upon retirement and notification of discontinuance of benefits, retiree may contact the Health Benefits Unit (HBU) and completes appropriate enrollment documents for health care, no later than 30 days after retirement.
 - b.** Retiree shall remit premium payments to the Accounting Department at least one month in advance. Payments shall be made monthly. Failure to pay premium by the due date shall result in immediate cancellation on the last day of the month for which coverage has been paid.
 - c.** Each year there shall be held an open enrollment period during which the retiree and/or surviving spouse may change health plans. Retirees shall be notified by mail of the open enrollment period and new plan rates by the HBU.
 - d.** Coverage will continue indefinitely as long as full premiums are paid.

3. Limitations

- a. Retirees may select medical, vision, and dental coverage, or they may select medical coverage only. A retiree may not select dental vision coverage only.
 - b. A retiree will not be allowed to reenroll in the AB 528 plan once coverage has been terminated. If a retiree has other coverage upon retirement and later loses that coverage, then he/she may enroll in AB 528 within 30 days of losing said other coverage.
 - c. Children of a retiree are not eligible for coverage in the AB 528 plan. A new spouse, upon remarriage of a surviving spouse, is not eligible for coverage in the AB 528 plan.
4. A part-time faculty retiree who continues to be employed in active service for the District is eligible for the District health premium contribution detailed in II.A.1.e as long as he/she continues to meet the eligibility criteria for health benefits coverage as specified in II.A.1.a-d and is not eligible for District coverage under a different status. An eligible part-time faculty retiree is one who has retired from District service under the rules of the California State Teachers Retirement System (CalSTRS) DB or CB plans, the California Public Employees Retirement System (CalPERS), or the Public Agency Retirement System (PARS) and who is receiving a retirement allowance from that system and who will have rendered “paid service” to the District in a “qualifying position” for thirty five years or more immediately preceding retirement. For the purposes of this section, a “qualifying position” is any position that made the employee eligible to enroll in plans under this Section (II). A year of “paid service” is attained by having had any faculty assignment in the District for two (primary fall and spring) semesters.
 5. A part-time faculty who retires from LACCD and is not yet eligible for Medicare and is 60 years of age or older and continues to be employed for the District is eligible for the District health premium contribution detailed in II.A.1.e as long as the faculty member continues to meet the eligibility criteria for health benefits coverage as specified in II.A.1.a-d. Once the faculty member becomes eligible for Medicare Part B they will no longer be eligible for the POP as outlined I.A.a-e but they must enroll in Medicare Part B as their primary plan. The retiree will be reimbursed once per year for the same contributions made by the District for active part-time employees as outlined in II.A.e.

III. Health Benefits for Retirees (retiring from a “qualifying position” §), their Dependents and Survivors

- A. **Hospital-Medical, Dental and Vision Benefits.** Eligible retirees and their eligible dependents and survivors shall have the right to continue their participation in the Health Benefits plans available to active employees, subject to the terms and conditions of this Agreement. Nothing in this Agreement, however, shall be construed as conveying any vested right to any particular plan, plan design, or plan component. The terms of the District’s Health Benefits Program (CalPERS Health Care Program), as well as the plans available under the Program, remain subject to alteration by

action of CalPERS, the Joint Labor/Management Benefits Committee or any future agreement between the District and its exclusive representatives.

B. Eligibility. A retiree who is eligible to continue his or her participation in the health benefits plans which are available to active employees is one who has retired from District service under the rules of the California Public Employees Retirement System (CalPERS) or the California State Teachers Retirement System (CalSTRS), who is receiving a retirement allowance from that system, and who:

1. —for employees whose most recent uninterrupted District employment began before February 11, 1992—has rendered continuous paid service to the District in a “qualifying position” for three or more years immediately preceding his or her retirement; and—for employees whose most recent uninterrupted District Employment began before July 1, 1998—has rendered continuous paid service to the District in a “qualifying position” for seven or more years immediately preceding his or her retirement; or
2. —for employees whose most recent uninterrupted District employment began on or after July 1, 1998—has rendered continuous paid service to the District in a “qualifying position” for ten or more years immediately preceding his or her retirement.

For the purposes of this section, a “qualifying position” is any position that made the employee eligible to enroll in plans under Section I above (See section III F for district contribution toward premiums.)

An individual shall be deemed to have “retired from District service” if the effective date of his or her retirement under CalPERS or CalSTRS is no later than 120 days after his or her resignation from District employment. Retirees do not have to be enrolled in health benefits at the time of their retirement; they just need to have been eligible as indicated above.

Employees who have been assigned in a specially funded program (SFP) shall vest in the retiree benefits provided they meet the eligibility requirements in III.B.1. or 2 above.

In addition, no absence from the service of the District under any paid leave of absence, or any unpaid leave of absence, or layoff of thirty-nine (39) months or less, shall be deemed a break in the continuity of service required by this section. **§ See section III B.**

C. Dependents and Survivors. To qualify as a dependent or survivor who is eligible to continue his or her participation in the hospital and medical plans available to active employees—

1. A dependent or survivor must be an eligible retiree’s:
 - a. Spouse. A spouse married anytime less one year before retirement only qualifies as a survivor to continue to receive health benefits if the retiree left a survivor’s allowance under CalPERS or CalSTRS at the time of retirement.
 - b. qualified domestic partner as specified in Appendix I, on the date of retirement from District service;
 - c. child (natural, adopted, foster, domestic partner children, or stepchildren) up to age 26 (coverage will terminate at the end of the month in which dependent turns age 26); or

- d. a child up to age 26 (not otherwise eligible under subsection 1.c, above) who is *economically dependent upon* the retiree (as being claimed as dependents on the retiree's federal income tax returns) and for whom the retiree must have been granted legal or joint legal custody, or, in the absence of natural or adoptive parents, the child resides with the retiree; or
- e. a *disabled* child (not otherwise eligible under subsection 1.c or 1.d, above) without regard to age, who is physically or mentally incapacitated (and therefore incapable of self-support), and who is being claimed as a dependent on the retiree's federal income tax returns. The mental or physical condition must have existed prior to age 26 and continuously since age 26.

—and—

- 2. A dependent may not be enrolled in any plans other than those under which the retiree is covered.

D. Limitations on Survivor Eligibility. A survivor's eligibility to continue his or her participation in the Health Benefits Program depends on whether he/she is an annuitant under the employee's retirement system. The eligibility of a surviving child receiving a survivor's benefit continues until the end of the month in which he/she turns age 26.

E. Enrollment. Enrollment and re-enrollment in plans shall be administered as follows:

- 1. **Initial Enrollment.** Upon retirement, each new retiree who is eligible to enroll in plans under the Health Benefits Program shall receive uninterrupted coverage under the plan in which he/she was enrolled as an active employee, provided the employee submits all necessary applications and other required documentation in a timely fashion.
- 2. **Open Enrollment.** There shall be an open enrollment period each enrollment year during which eligible retirees may change plans. The CalPERS Health Care Program shall establish and announce the dates of such open enrollment period. If an eligible retiree requests a change of plan, he/she shall continue to be covered under his or her existing plan until coverage under the new plan can be instituted.
- 3. **Changes in Enrollment Other Than During Open Enrollment.** Once enrolled in a plan, retirees are generally barred from changing their enrollment except during an open enrollment period. Nevertheless, changes may be made under the following circumstances:
 - a. Any retiree who is enrolled in a closed panel plan and who changes his or her permanent residence to a location that is outside the service area of the plan may, by submitting a timely application to CalPERS via the District, change his or her enrollment to a plan that provides service in the area of his or her new permanent residence. To be timely, the application for a change in enrollment must be received by CalPERS via the District within ninety (90) days after the retiree established his or her new permanent residence.
 - b. Any retiree whose enrollment in a plan is terminated at the request or option of the plan provider for any reason other than non-payment of premium may enroll in another plan by

submitting a timely application to the District. To be timely, the application for a change in enrollment must be received by CalPERS via the District within ninety (90) days after the retiree’s enrollment was terminated.

4. Mandatory Re-enrollment During Open Enrollment. Upon recommendation of the JLMBC the District may designate any open enrollment period as a mandatory enrollment period during which every eligible retiree or survivor must re-enroll for himself or herself and for each of his or her eligible dependents. If a retiree or survivor fails to re-enroll during any such mandatory enrollment period, his or her enrollment in hospital, medical, dental, and vision care plans shall end at the beginning of the next plan year. In that event, a retiree or survivor (and his or her eligible dependents) may, if he/she remains eligible, re-enroll in plans. The retiree or survivor may re-enroll in plans at any time and the District shall verify his or her eligibility to CalPERS so that it can process the retiree’s or survivor’s re- enrollment forms as if they were initial enrollment forms—i.e. if CalPERS, via the District, receives the re-enrollment forms at any time during the calendar month, it shall process them so as to make coverage effective on the first day of the calendar month following receipt of the forms.

F. District Contribution Towards Premiums.

Eligible retirees and his or her eligible dependents and survivors enrolled shall be entitled to a contribution from the District towards the premium costs of the plans in which they and their dependents and survivors are enrolled. Depending on the selected plans in which the retiree and their dependents and survivors are enrolled, and the limitations set forth in the LACCD/CalPERS resolutions, the District's contribution may or may not cover 100% of the premiums of all available CalPERS plans in which the retiree and their dependents and survivors may select. The retiree will be entitled to the benefit if:

1. For retirees (and their eligible dependents and survivors) who became eligible under Section III.B.1, the District will pay 100% of the District’s contribution towards premiums subject to any plan limitations as set forth in LACCD/CalPERS resolutions as follows.
2. For retirees (and their eligible dependents and survivors) who became eligible under Section III.B.2, the District will contribute towards the retiree’s premiums in a “qualifying position as follows:

% of District Contribution Toward Premium	Years of Service Rendered
50%	At least ten years but fewer than fifteen years.
75%	At least fifteen years but fewer than twenty years.
100%	At least twenty years.

G. Conditions of and Limitations on Eligibility and Coverage.

1. Active employees who become eligible retirees under this Agreement are entitled to uninterrupted coverage under the Health Benefits Program provided they submit all necessary applications and other required documentation in a timely fashion.
2. **Dual Coverage.** Retirees, their dependents, and survivors may not be enrolled in more than one CalPERS sponsored plan at any one time. For that reason, a retiree may be enrolled in a plan in his or her own capacity as a retiree, or as a dependent of another retiree, but not simultaneously in one plan as a retiree and in another plan as a dependent.
3. **Split Enrollment.** Children or other individuals who qualify as dependents may be enrolled in a plan only once as a dependent or survivor, not simultaneously in one plan as a dependent or survivor of one retiree and in another plan as a dependent or survivor of another retiree.
4. To the extent allowed by law, benefits provided under the District's Health Benefits Program shall be secondary to the benefits provided to a retiree or his or her dependents or survivors under Medicare. Furthermore, as a condition of continued enrollment in any hospital or medical plan available under the Health Benefits Program, each retiree and every eligible dependent and survivor aged 65 and older must (unless exempted from this requirement under Board Rule 101701.16C) apply for and obtain coverage under Part A (Hospital benefits) – either paid or premium free – and Part B (medical benefits) of Medicare.

The district shall pay the Part A Medicare premium, if required and the Part B Medicare premiums. It shall be the sole responsibility of the employee or survivor to provide the district with verification of enrollment in Medicare. The District shall acknowledge receipt of verification of Medicare enrollment upon a retiree's request. The retiree shall submit evidence of medicare premium payments annually and will be reimbursed once per year for the costs.

5. Every retiree (or in the event of his or her incapacity, the retiree's representative or agent) shall report, by telephone, e-mail, or written correspondence, any event or change of circumstance that has an effect on the administration of coverage under the Health Benefits Program. Such events or changes include, but are not limited to, change of address or telephone number, marriage, divorce, dependent's loss of eligibility, death of the retiree, or death of a dependent.
6. A retiree's or survivor's eligibility (and that of his or her dependents) under this Agreement shall terminate whenever the retiree or survivor accepts employment in a position covered by CalSTRS or CalPERS and becomes eligible for health benefits by virtue of that employment.

IV. Joint Labor/Management Benefits Committee

- A. The District shall convene, and the exclusive representatives shall all participate in, a Joint Labor/Management Benefits Committee (JLMBC). The role of the Committee is to contain the costs of the District's Health Benefits Program while maintaining and, when feasible, improving the quality of the benefits available to employees.

B. The Committee shall be composed as follows:

District: one voting and one non-voting District Member appointed by the Chancellor (If one member is absent, the member present shall be the voting member);

Employees: six Employee Members, one appointed by each of the exclusive representatives (If the one member from any unit is absent, a substitute member from the unit who is present shall be the voting member);

Committee Chair: an additional voting faculty member who shall serve as chair, nominated by the president of the Los Angeles College Faculty Guild and confirmed by a simple majority of the regular voting members of the Committee. The chair shall work jointly with the management member or designee to develop the monthly JLMBC agenda. The agenda will be posted and made available to JLMBC members at least three days prior to each JLMBC meeting. The District shall grant the chair of the committee at least 0.2 FTE reassigned time to perform the duties of that assignment. The faculty chair may make an annual request to the District for an additional 0.2 FTE reassigned time to complete specified projects recommended by the JLMBC.

Additional Members. Although each exclusive representative will appoint one regular voting member on the Committee, the Committee shall adopt rules under which each exclusive representative may appoint additional non-voting members in proportion to the size of each unit.

C. The Committee shall have the authority to:

1. review the District's Health Benefits Program and effect any changes to the program it deems necessary to contain costs while maintaining the quality of the benefits available to employees (this includes, but is not limited to, the authority to recommend substitution of other plans for the District's existing health benefits plans, including reviewing and providing input on the management of the District's participation in the CalPERS Health Care Plans);
2. recommend the selection, replacement, and evaluation of benefits consultants when deemed necessary;
3. recommend the selection, replacement, and evaluation of benefit plan providers;
4. review and make recommendations regarding communications to faculty and staff regarding the health benefits program and their use of health care services under it;
5. review and make recommendations regarding benefit booklets, descriptive literature, and enrollment forms as necessary, beyond those provided by CalPERS;
6. study recurring enrollee concerns and complaints and make recommendations for their resolution;
7. anticipate in an annual review of the District's employee health benefits program, to include the CalPERS hospital/medical program, the dental and vision benefits, and EAP, wellness, HRA and FSA benefits;
8. review and make recommendations about the District's health benefits budget; and

9. if health care legislation that necessitates modification of the District’s Health Benefits Program is enacted before the termination of this Agreement, assess the effects of such legislation and make recommendations to the District and the exclusive representatives about appropriate action to take.

D. Any action of the Committee must be approved by the affirmative vote of the voting District member and all but one of the voting Employee Members at a meeting of the Committee at which a quorum is present. A quorum shall consist of the voting District member and any four voting Employee Members.

E. Any changes proposed by the Committee in the benefit program, providers, and consultants shall be submitted to the Board of Trustees for its consideration. The District shall provide the Committee with relevant financial data including, for example, data regarding money received from providers (as a refund, return of premium, or similar credit), and all expenditures the District considers to be part of the “overall cost to the District of maintaining the Health Benefits Program.”

V. Managing the Health Benefits Program

By September 1 of each year the JLMBC shall report to the Board of Trustees on the committee’s actions and activities to mitigate increases to the cost of the Health Benefits Program so that it continues to provide quality health care to the District’s employees, retirees, and their eligible dependents at a reasonable and sustainable cost to the District.

VI. Term of Agreement

This agreement shall cover the period of July 1, 2020 through June 30, 2023.

Tentative Agreement Reached: 6-10-2020

For District:

Albert Román: _____

For Labor Caucus:

William Elarton-Selig: _____

Article 22 Grievance Procedure

- A. **Grievance Defined:** A grievance is defined as a formal written complaint alleging that there has been a violation, misinterpretation, or misapplication of a specific provision(s) of this Agreement, or of a written rule, regulation, policy, or procedure of the Los Angeles Community College District and or applicable rules of the Personnel Commission.
- B. **Matters Excluded:** The grievance procedure is not for the adjustment of complaints relating to any of the following:
1. Matters relating to the selection and or hiring of employees except selection and/or hiring procedures.
 2. Suspensions, demotions, and dismissals for which review procedures are provided by Personnel Commission rules.
 3. The review of performance evaluations in which the overall evaluation indicates that the employee "meets or exceeds work performance standards," except any procedural violations of Article 16. Also, any and all probationary performance evaluations except probationary evaluations issued to permanent employees.
 4. The review of a written open non-confidential reference submitted in conjunction with a selection or evaluation for a position.
 5. Notices of Unsatisfactory Service which are the basis for further disciplinary action and Notice of Unsatisfactory Service issued to probationary employees.
- C. **Definitions**
1. **Grievant.** A grievant is an employee or group of employees covered by the terms of this Agreement.
 2. **Group Grievance.** Grievances of a similar or like nature may be consolidated as a single grievance. Such consolidation may be made by the AFT only after consultation with the District in a good faith effort to reach agreement. Such consolidated grievance shall be carried through the procedure by one (1) designated grievant. The final decision shall be binding upon all parties to the consolidated grievance.
 3. **Day.** A day, for the purpose of this Article, is defined as any day of the calendar year, except Saturdays, Sundays, and legal (or school) holidays.
 4. **Division Head.** A "Division Head" is defined as a management employee assigned the administrative responsibility for a division in the District Office.

5. **College President.** College President is defined as the chief administrative officer of a college.
6. **Management Employee.** A management employee is defined as any employee designated by the Board of Trustees as management, consistent with the provisions of Government Code 3540 et seq.
7. **Administration.** A management employee.
8. **Respondent.** The respondent in any grievance is the supervisor or management employee who has the authority to adjust the complaint as determined by the campus or District.

D. **Rights and Responsibilities**

1. At all grievance meetings under this Article, the grievant shall be entitled to be accompanied and or represented by an AFT representative(s). Should a question arise regarding an employee's granting of authorization to the AFT, the AFT will provide sufficient information to confirm the authorization. A grievant shall also be entitled to represent themselves (but may not be represented by any other person other than an AFT representative) up to and including Step Three of the Grievance Procedure. The supervisor or administrator shall have the right to be accompanied by another supervisor or administrator or District representative at all such meetings. By mutual agreement, other persons such as witnesses may also attend grievance meetings. Unit members may have a grievance adjusted without the intervention of the AFT as long as the adjustment is not inconsistent with the terms of this Agreement. The AFT shall be provided copies of any grievance filed by unit members and any response by the District. Prior to resolution of any grievance, the Union shall be provided a copy of the proposed resolution and given the opportunity to respond. Any disagreement concerning whether the settlement is inconsistent with the terms of this Agreement shall be submitted to Step Four for resolution.
2. **Release Time for Employees and AFT Representatives.** Grievance meetings and hearings will be scheduled at mutually convenient times and places during District business hours. If a grievance meeting or hearing is scheduled during working hours, reasonable employee release time, including necessary travel time, without loss of salary will be provided to the grievant. If grievance meetings and or hearings are conducted outside the AFT Representative's regularly scheduled release time, they shall be released from their assignment for the period of the meeting or hearing plus reasonable travel time without loss of pay.
3. Any rights granted to one party to the grievance shall be granted to the other.

4. The filing or pendency of a grievance shall not delay or interfere with implementation of any District action during the processing thereof, unless the parties agree to the contrary.
5. Processing and discussing the merits of a grievance shall not be considered a waiver by the District or the defense that the matter is neither grievable nor subject to arbitration under this Agreement or that the grievance should be denied for other reasons which do not go to the merits.
6. Any investigation or other handling or processing of any grievance by the grieving employee shall be conducted so as to result in minimal interference with or interruption of District business at the employee's work.
7. The immediate supervisor or management employee shall inform the grievant of any limitation upon their authority which prevents full resolution of the grievance and shall direct the grievant(s) to the employee who has the authority to resolve the grievance.
8. Copies of all documents and communications related to the processing of the grievance shall be filed in the Office of Employee and Labor Relations and shall be kept separate from the personnel files of all the participating parties.
9. Both parties to the grievance have a professional obligation to act in a cooperative and respectful manner to facilitate an early adjustment of the grievance.
10. A list of witnesses or other persons who will attend any grievance meeting shall be provided to the other party at least one (1) working day prior to any scheduled meeting.
11. The grievant and respondent and their representative(s), if any, shall have equal access to any documents and District records which are relevant to and will assist in adjusting the grievance.

E. Waivers and Time Limits

1. Failure of the grievant(s) to act on any grievance within the prescribed time limits, unless mutual agreement to extend the time has been reached, shall conclude the grievance.
2. Failure by a supervisor or management employee to respond to the employee's grievance within the specified time limits shall permit the grievant to proceed to the next step unless mutual written agreement to extend the time has been reached.
3. The day following actual service of written decision by either of the parties shall be counted as DAY ONE for any deadline.

4. Any level of review may be waived by mutual agreement of the parties to the grievance. Any time limits established in this procedure may be extended by mutual agreement of the parties to the grievance.

F. Procedure

Unit members are encouraged to attempt to resolve issues by initiating informal discussions. Such attempts in no way diminish a unit member's right to pursue a formal grievance under Step One.

1. **Step One.** Within twenty (20) days after the grievant knew or by reasonable diligence could have known of the condition upon which the grievance is based, the grievance must be presented in writing on a District's grievance form (Appendix F) to the immediate supervisor. The written grievance shall contain a clear concise statement of the alleged misinterpretation, misapplication or violation of a specific provision(s) of the Agreement or of a written rule, regulation, policy, or procedure of the Los Angeles Community College District and or applicable rules of the Personnel Commission; the remedy sought; the specific provision(s) of the Agreement violated; and the name of the employee's representative(s), if any.

A meeting between the grievant and the immediate supervisor shall be arranged within five (5) days from presentation of the grievance. Said meeting shall occur within the next five (5) days. The immediate supervisor shall reply in writing within five (5) days following the meeting. The decision shall contain a clear and concise statement as to the reason(s) for said decision.

2. **Step Two.** If the grievance is not resolved in Step One, the grievant may, within five (5) days after receipt of the immediate supervisor's written decision, present the written grievance to the next level of authority. The written grievance shall contain the same information as in Step One and a copy of the immediate supervisor's decision. Within five (5) days from receipt of the grievance, a meeting shall take place to discuss the matter. The next level of authority shall reply in writing within five (5) days following the meeting. The decision shall contain a clear and concise statement as to the reason(s) for said decision.
3. **Step Three.** If the grievance is not resolved in Step Two, the grievant may within five (5) days after receipt of the decision in Step Two, present the written grievance to the College President or Division Head. The written grievance shall contain the same information as in Step One, copies of Step One and Step Two decisions, and reasons for the appeal. Within five (5) days after receipt of the appeal, the College President or Division Head shall schedule a meeting with the grievant and or other persons whose assistance the College President or Division Head deems necessary to adjust the

grievance. Within fifteen (15) days after receipt of the appeal, the College President or Division Head shall communicate their decision in writing to the grievant. The decision shall contain a clear and concise statement as to the reason(s) for said decision.

4. **Step Four.**

a. If the grievance is not resolved at Step Three, the grievant, subject to the approval of AFT, may file a written request to the Office of Employee and Labor Relations for an arbitration hearing. The grievant shall have ten (10) days from receipt of the decision in Step Three to file said request.

b. Within fifteen (15) days after receipt of the appeal, the Office of Employee and Labor Relations shall make arrangements for the joint selection of an arbitrator.

Selection of Arbitrators. The District and the AFT shall jointly prepare a request for proposals (RFP) to be sent to prospective arbitrators or arbitration panels. After reviewing responses to the RFP, the District and the AFT shall either a) select a group consisting of no fewer than five (5) and no more than ten (10) arbitrators to serve on the permanent panel of arbitrators who are eligible for selection as a grievance arbitrator under Article 22, or b) agree upon an alternative means of appointing arbitrators for grievances.

Each party shall alternately strike a name from the panel until there is one (1) name remaining. The party that strikes first shall be determined by lot. Within five (5) days of striking, the Office of Employee and Labor Relations shall contact the remaining arbitrator. Should they not be available to hold a hearing within sixty (60) days of the contact, the Office of Employee and Labor Relations shall contact the last arbitrator struck from the list and contact them in accordance with the above procedure. The process shall be repeated until an arbitrator is obtained who is available within the sixty (60) days. If every member contacted by the above method is unavailable within the prescribed time limits, the arbitrator available at the earliest date shall be chosen.

c. The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement. The arbitrator's decision shall be limited to a specific finding regarding the alleged misinterpretation, misapplication or violation of a specific provision(s) of this Agreement, or of a written rule, regulation, policy, or procedure of the Los Angeles Community College District and or applicable rules of the Personnel Commission.

d. The hearing shall be conducted in accordance with the rules and procedure prescribed in Section 11513 of the Government Code of the State of California. No other Section of the State Administrative Procedure Act shall apply to this grievance

procedure. The hearing shall be private with attendance limited to the parties to the grievance and their representatives, if any, witnesses while testifying, and representatives of the Office of Employee and Labor Relations.

- e. The Office of Employee and Labor Relations shall be responsible for the arrangements of the hearing, the recording of the proceedings, the maintenance of records, and such other services required to assist the arbitrator in fulfilling their responsibilities. Neither party shall communicate with the arbitrator without first contacting the other party to explain the purpose of the intended communication.
- f. The hearing shall be recorded and conducted in person or by virtual hearing. A transcript of the record shall be prepared at the request of either party or the arbitrator. The cost of the transcript shall be borne by the party requesting the transcript, except that the parties shall share the cost of the transcript if requested by the arbitrator. If no request for a transcript is made, the parties shall have access to the tapes.
- g. Either party may request the presence of witnesses and the production of records and shall supply the Office of Employee and Labor Relations with a list of the witnesses to be called and the records requested at least five (5) days in advance of the hearing. The arbitrator shall be empowered to direct the attendance of any District employee to attend the hearing, without loss of salary to the employee and direct the production of records relevant to the hearing.
- h. Advocates for parties shall exchange all documentary material to be entered as evidence at least ten (10) days before the first day of the hearing. The names of witnesses shall be exchanged at least five (5) days before the first day of the hearing.
- i. The arbitrator's decision shall be based solely and exclusively on the evidence and arguments presented by the parties to the grievance and the record in the case. The arbitrator's decision shall be limited to a specific finding regarding the alleged misinterpretation, misapplication, or violation of a specific provision(s) of this Agreement, or of a written rule, regulation, policy, or procedure of the Los Angeles Community College District and or applicable rules of the Personnel Commission.
- j. The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement. The arbitrator shall have the authority to grant or recommend the payment of salary if it is proven that the grievant has rendered service and has not been paid for that service; the arbitrator may require the District to pay the salary due for such service. Other monetary awards may be granted in accordance with the principle of arbitration to make the injured party whole. If a monetary award, other than salary for services rendered, is made in

excess of \$2,500, the Board of Trustees shall review the arbitrator's decision and render a final decision as to the amount of the award to be granted. The arbitrator shall have no power to grant a remedy exceeding that sought by the grievant. Grievances arising prior to this Agreement are to be handled pursuant to applicable grievance procedures which were in effect prior to this Agreement.

- k. The arbitrator shall render written findings, conclusions, and recommendations within thirty (30) calendar days of the termination of the hearing. The findings, conclusions and recommendations shall be final and binding on both parties.
- l. The Board and AFT will share equally the payment of the services and expenses of the arbitrator.
- m. All documents and communications related to the process of the grievance shall be filed with the Office of Employee and Labor Relations and shall be kept separate from the personnel files of the participating parties.

G. Mediation

1. With the mutual agreement of the grievant and or the AFT and the District, mediation shall be available as an alternative to the formal grievance procedure for the resolution of disputes during any of the formal steps of the process. Timelines will be held in abeyance during any pending mediation. The mediator for each mediation shall be jointly selected by the AFT and the District unless otherwise agreed. The costs of mediation shall be shared equally by the AFT and the District, unless otherwise agreed.
2. The mediation process shall be strictly confidential. No statement by parties to the mediation made during the mediation and no reports, decisions and recommendations issued by the mediator may be entered as evidence during any subsequent arbitration by any party to the process. The mediation shall either terminate in a written settlement agreement or a reinstatement of the formal grievance procedure.

Article 23 Wages and Salaries

A. Salary Placement

Entry-level placement on the salary schedule shall be at the lowest step of the schedule for the classification or at the hourly rate established for the classification, unless the District authorizes hiring at a higher rate.

B. Step Advancement on the Salary Schedules

1. Advancement from the first to the second step shall occur as of the first day of the pay period which follows completion of 130 days in paid status in regular assignments in the class. For purposes of this rule, 130 day shall be defined as 130 times the average number of regularly assigned hours per day for the employee. A day in paid status shall be defined as any day for which pay is received.
2. Advancements to higher steps shall be made in successive years as of the first day of the correspondingly numbered pay period on which the employee received their previous step advancement provided that they have completed at least 130 days in paid status in regular assignments in the class during the twelve (12) monthly pay periods since the preceding advancement. In the event that the employee does not meet the paid status requirement provided above, their step advancement shall be effective as of the first day of the pay period which follows their completion of such 130 days in paid status in regular assignments in the class.
3. Upon promotion or reclassification which results in a salary increase to other than the first step, salary adjustment shall be affected as follows:
 - a. If the employee completes 130 days in paid status in regular assignments in the new class as of the date of their step advancement is due, no change in their cycle of step advancement shall occur.
 - b. If the employee has not completed 130 days in paid status in regular assignments in the new class as of the date their step advancement is due, it shall become effective as of the first day of the pay period which follows their completion of the paid status requirement. A new cycle for subsequent step advancements will thus be established.
4. The following actions shall not affect the employee's cycle of step advancement:
 - a. Reallocation
 - b. Change to an equal or lower class

5. Notwithstanding other provisions of this Article, employees in classes on accelerated hiring steps or with shortened salary ranges shall receive step advancement as follows:
 - a. An employee on any lower step in a class for which an accelerated hiring step or a shortened salary range has been authorized shall advance to the new hiring step on the effective date of the action. Such an employee shall receive an advancement to the next higher step of the schedule for their class as of the first day of the pay period in which the accelerated step or shortened range became effective, provided that they meet the paid status requirement.
 - b. A person initially employed in a class on an accelerated hiring step or with a shortened salary range shall advance to the next higher step of the schedule for their class on the first day of the pay period in the next salary year which corresponds in number to the pay period in which they were appointed, provided that they meet the paid status requirement. Subsequent advancements shall be based on the cycle thus established.
6. An employee who changes from a flat hourly rate to a rate on a salary schedule shall receive their initial step advancement in the class as of the first day of the pay period which follows their completion of 130 days in paid status in regular assignments in the class following such change.

Subsequent advancements shall take place as of the first day of the correspondingly numbered pay period provided the paid status requirement is met.

7. An employee not serving in their regular assignment shall be treated as follows:
 - a. An employee who is temporarily serving in a limited-term assignment in an equal or higher class shall receive credit toward step advancement in their regular class during the period of their limited-term assignment, their step in the limited-term assignment shall not be adjusted unless an adjustment is necessary to maintain a differential over their current regular rate as determined by the District.
 - b. An employee who has been promoted to a regular position but returns to a lower class before completing their probationary period in the higher class shall receive credit towards step advancement in the lower class for the full period of their service in the higher class. If their anniversary date in the lower class has passed while they were serving in the higher class, they will receive a step advancement when assigned to the lower class, provided that they have met the requirements of this Article. For future step advancement their anniversary date in the lower class will be retained.

- c. An employee who is on leave of absence from their regular class in order to serve in an apprentice class shall not receive credit toward step advancement in the former class during such period of leave. If they return to their former class upon termination of leave of absence, they shall be placed at the flat hourly rate of the class or at that step of the schedule which is closest to their current apprentice rate.
 - 8. Time spent by an employee on leaves resulting from an industrial accident or an industrial illness, temporary military leave, or military leave other than temporary, shall be credited as time in paid status for purposes of step advancement.
 - 9. Employees who are allowed to take vacation during periods which are excluded from their regular assignment periods shall receive credit towards step advancement for the time they are in paid status during such periods.
- C. **Mandatory Step Advancement.** The Board of Trustees shall not withhold step advancement.
- D. **Career Increments/Longevity**

All regular employees assigned to the Clerical/Technical Unit shall be eligible for a Career Increment/Longevity in accordance with the following schedule:

Years of Service	Increment per Month Effective July 1, 2020	Increment per Month Effective July 1, 2021	Increment per Month Effective July 1, 2022
5 years but less than 7	\$18.76	\$19.71	\$21.00
7 years but less than 10	\$68.79	\$72.28	\$77.02
10 years but less than 15	\$100.07	\$105.14	\$112.04
15 years but less than 20	\$137.58	\$144.56	\$154.04
20 years or more	\$175.14	\$184.02	\$196.09

Employees shall receive the appropriate Career Increment/Longevity the pay period following July 1st of each calendar year.

E. Education Differential

Employees who have earned academic degrees above the job specifications for their classification/position shall be eligible for the following Education Differentials (i.e. the highest degree attained over what is required for the classification):

Degree	Differential per Month Effective July 1, 2020	Differential per Month Effective July 1, 2021	Differential per Month Effective July 1, 2022
AA or AS Degree	\$59.71	\$62.74	\$66.86
BA or BS Degree	\$74.30	\$78.07	\$83.19
MA or MS Degree	\$88.90	\$93.41	\$99.54
Doctoral Degree	\$250.00	\$262.68	\$279.91

In order for a Unit 1 employee to be eligible for an Education Differential, they must present the District with evidence of an earned degree from an accredited institution of higher education. Such evidence shall be in the form of an official transcript sent directly to the District by the institution which awarded the degree, or an official sealed transcript provided by the employee. A foreign degree must be determined to be equivalent to a U.S. degree by an accrediting agency approved by the District. Employees shall be eligible for the Education Differential the pay period following the receipt of proof of the degree.

F. Computing Differentials

Unit 1 employees who provide documentation of having successfully completed training leading to Microsoft Office Specialist (“MOS”) certification or Network+ Certification, and who have received such certification, shall receive a differential of \$132.67 effective July 1 2020.

1. **MOS Certification.** The Microsoft Office Specialist (“MOS”) certification shall be valid for three (3) years from the date of issuance. To renew eligibility for the computing differential after three (3) years, an employee must present proof of having successfully tested for and received a current MOS certification for the version of MS Office that is in use at their worksite. The certification shall remain valid for purposes of the computing differential, on a year-to-year basis, until a new certification is offered by Microsoft.

2. **Network+ Certification.** Information Technology. Employees who serve in the designated information technology classifications may qualify for the Network+ certification differential upon completion of certification. The Network+ certification shall be valid for three (3) years from the date of issuance. To renew eligibility for the Network+ certification after three (3) years, an employee must present proof of having successfully tested for and received the most current Network+ certification that exists at the time of retesting. The certification shall remain valid for purposes of the Network+ differential, on a year-to-year basis, until a new certification is offered. Notwithstanding the above provisions in sections 1 and 2, those employees who already possess the required certification and if that certification is recent enough to qualify the employee for said differential, the employee shall be eligible for the differential upon execution of this Agreement. Employees who qualify shall receive either the MOS or the Network+ certification but not both. Employees shall be eligible for the differential the month following the receipt of the proof of certification.

G. **Bi-Lingual Differential.** To be eligible for a Bi-Lingual Differential, an employee must meet the conditions and fulfill the requirements stated in Personnel Guide B 349 and Personnel Commission Rule 588.

H. **Salary Increase**

1. For the 2020-2021 fiscal year, the District shall retroactively provide each currently-employed unit member with an off-schedule non-wage disbursement that is equivalent to 5.5% of the unit member's base salary earned during that fiscal year.
2. For the 2021-2022 fiscal year, the District shall apply the funded COLA of 5.07% towards all salary schedules, increments, and differentials.
3. For the 2022-2023 fiscal year, if the District receives COLA that is above 0% that is approved, funded and provided by the State, the District will allocate 100% towards the base salary. This COLA increase will also apply to all elements of the salary schedule, including steps, increments, and all differentials.

I. **Other Salary Increases**

Additional salary increases to any class or classes of positions shall be negotiated with the AFT. Rates of pay for any new classifications implemented during the term of this Agreement shall be determined by the District.

J. **Provisions of Internal Revenue Code**

The District agrees to continue the provisions of Section 414 (h)(2) of the Internal Revenue Code concerning tax treatment of employee retirement contributions to the State Teachers Retirement System and the Public Employees Retirement System.

K. Wage Parity

Should another bargaining unit receive a greater salary schedule increase during the term of the agreement, said difference shall be applied to this bargaining unit. The District and the AFT have agreed that before the salary augmentation is implemented, a 10% reserve, which is comprised of the contingency reserve and general reserve, must be identified by June 30th of each fiscal year. If the contingency reserve and general reserve are less than ten percent (10%) combined, the salary increase shall not be implemented.

Article 24 Committees/Shared Governance

Shared Governance: The set of practices under which District/College employees participate in decisions about the operation of their institutions. The District/Colleges are committed to, and encourage, full participation from Clerical/Technical Unit employees.

A. Worksite and District-Wide Committees and Shared Governance

When a College President, Division Head, the Chancellor, or the Board of Trustees appoint a campus/worksite and or District-wide advisory committee, for accreditation, budget, planning/development, sexual harassment, staff development, and or equal employment opportunity and diversity, the AFT College Staff Guild shall be entitled to have at least one (1) of its members appointed to the committee by the AFT Staff Guild. At least one (1) AFT Staff Guild Unit member, appointed by the AFT, shall be appointed to each campus, District Office and District-wide Planning and Advisory Committee (PAC) and any other Shared Governance Committee, not identified above, that will have an effect on Unit 1.

The District shall invite the Staff Guild, or the Staff Guild may request to appoint at least one (1) Unit 1 member or members to any selection/hiring committee/panel for the following positions: Chancellor, Deputy Chancellor, Vice-Chancellors, Director of Business Services, Director of Diversity, College President and Vice Presidents. The parties shall develop a Human Resources Guide (HR-R-112) for Unit 1 participation on Hiring/Selection Committees/Panels of academic and classified administrators, Unit 1 members and any other agreed to positions within sixty (60) days from the execution of this agreement. Only the AFT Staff Guild shall appoint Unit 1 members to selection/hiring committees/panels. The AFT Chapter Chair at the worksite shall receive formal notice when a hiring committee is being established in accordance with the Guidelines for Notification.

1. As the Exclusive Representative, the AFT Staff Guild shall make all appointments of its members to any and all Shared Governance Committees and hiring/selection committees/panels.
2. The AFT Staff Guild and the LACCD agrees that the College President (or designee) or District Office Deputy Chancellor (or designee) and the AFT Staff Guild Chapter Chair shall maintain a written process to provide written notice to the Staff Guild of selection/hiring committee/panel formation.
 - a. The composition of any selection/hiring committee/panel shall not be finalized, and the selection/hiring committee/panel shall not meet until/unless the Staff Guild has been notified of the selection/hiring committee/panel formation.

3. There shall be no retaliation or adverse action taken by any District employee against any other District employee based on participation in the creation, implementation or enforcement of this article.

As the exclusive representative, the AFT Staff Guild shall make all appointments to any and all committees. The District and the AFT shall comply with the provisions of SB 235 (California Administrative Code section 51023.5 and Education Code sections 70901 and 70901.2).

B. Classified Service Committee

The District and the AFT agree to reestablish the Classified Service Committee. The Committee shall consist of three (3) management representatives selected by the District, and three (3) Clerical/Technical unit representatives selected by the AFT. The Personnel Commission shall be invited to participate in the Committee and shall be allowed one (1) representative. Regardless if it participates or not, the Committee shall establish liaison with the Personnel Commission. The Committee members shall be trained to use Interest Based Bargaining or other effective communication processes. The Committee shall redefine its roles and functions, however, at a minimum, it shall:

1. Review policy and procedures for recruitment and selection (including appraisals of promotability), development of career ladders, classification and compensation, diversity guidelines and other personnel issues.
2. Review concerns from management and classified staff.
 - a. Appropriate release time shall be granted to employees invited by the Committee to address it.
3. Examine Education Code and corresponding Personnel Commission Rules.

- C. Release Time.** The bargaining unit members of these committees shall have released time to carry out the obligations of this Article.

D. Committees of Mutual Interest

The parties agree to establish a joint committee or committees to meet on a regular basis, discussing areas of mutual interest, such as contractual issues and improved efficiencies in District operations, conducting discussions using Interest Based Bargaining (IBB) or other mutual problem-solving methods. The District shall provide the training and support necessary for this effort.

Article 25 Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) is designed to assist individual employees and provide them access to professional services, including but not limited to personal counseling services conducted in a confidential manner, to address a variety of personal wellness issues. The District and the AFT, as part of the Joint Labor Management Benefits Committee, shall evaluate the Employee Assistance Program as needed and make a recommendation to the Board of Trustees concerning the program.

As agreed to in the Master Health Benefits Agreement Article 21.I.C Employee Assistance Program, the District's Employee Assistance Program shall be continued for the duration of this Agreement subject to modification based on the recommendations of the Joint Labor Management Benefits Committee and approval of the Board. All active employees (including those who are not eligible for benefits under Article 21.I.A.1 of the Master Benefits Agreement), and their dependents, shall be eligible for participation in the Employee Assistance Program.

Article 26 Air Quality Management District (AQMD) Compliance

In compliance with the requirements of the South Coast Air Quality Management District's (AQMD) Rule 2202, the AFT College Staff Guild and the Los Angeles Community College District agree that alternatives should be available to the colleges and the administrative office to promote trip reduction measures.

To comply with AQMD Rule 2202, the District shall provide transit information to its employees on how to form carpools as well as other work site mitigation efforts as approved by AQMD.

The Los Angeles Community College District is required to comply with South Coast Air Quality Management District (AQMD) Rule 2202, "On-Road Motor Vehicle Mitigation Options." Rule 2202 includes the obligation to develop methods to mitigate the effects of morning commutes. These methods are site-specific, must respond to local campus or worksite conditions, and must receive AQMD approval.

After it has been approved by AQMD, the local AFT Chapter Chair shall be provided a copy of the worksite's annual plan, including any AQMD modifications.

Proposed alternatives not listed shall be considered only after consultation between the AFT and the District.

Plans may include the following kinds of mitigation efforts:

1. Implement a "4/10" or a "9/80" workweek in accordance with the Memoranda of Understanding agreed upon by the District and the AFT, and in accordance with Article 12.A.2 of the Agreement (Appendices J and K).
2. Provide preferential parking places for carpools.
3. Provide transit passes or transit pass subsidies to those who agree not to travel by private automobile to work.
4. Institute a "guaranteed ride home program" in an emergency for those who rideshare, van pool or use public transportation to get to and from work. Since "the guaranteed ride home program" can take many forms the entity transporting the employee home will be responsible for providing appropriate insurance coverage. Provide District vehicles for travel to appointments on official District business for employees who ride share, van pool or use public transportation to get to and from work. The District shall provide appropriate insurance coverage for this activity.
5. Provide one (1) day off per year for employees who ride share, van pool or use public transportation to go to and from work, at the employee's choice.
6. Provide for payroll deduction for van pool fees.
7. Within A shift, B shift, and C shift hours, stagger arrival times for classified employees to be agreed to by the employee on a voluntary basis.

8. Provide other incentives such as theater and restaurant discount tickets for employees who carpool, rideshare, or otherwise avoid using private automobiles to travel to and from work.
9. Telecommute

Article 27 Term of Agreement and Renegotiations

- A. **Term:** This Agreement is for the period July 1, 2020 to June 30, 2023. Changes from the previous Agreement which have been negotiated in this Agreement shall become effective upon execution by the parties except as specifically provided otherwise in this Agreement.
- B. This Agreement shall constitute the full and complete commitment between both parties.
- C. Negotiations for a successor Agreement shall commence upon request of either the District or the AFT at anytime after January 1, 2023.



A Union of Professionals
Staff Guild
Local 1521A

EXECUTION OF AGREEMENT

In witness whereof, the parties execute this Agreement on the 16th day of May, 2022.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

By: 
DocuSigned by: CCA02D8642F0447...
 Gabriel Buelna, Ph.D., President
 Board of Trustees

By: 
DocuSigned by: 5C40F336DA3B49C...
 Francisco C. Rodriguez, Ph.D.
 Chancellor

By: 
DocuSigned by: 60E9436BBA724D5...
 Melinda Nish, EdD
 Deputy Chancellor

By: 
DocuSigned by: 14B0B71B0953493...
 Luis Dorado, President
 Los Angeles Harbor College


By: 
DocuSigned by: 98820025E557473...
 Rick von Kolen
 Director, Employee and Labor Relations


By: 
DocuSigned by: 18GD4E1B020445E...
 Brittany Grice
 Director, Office of Diversity, Equity and Inclusion

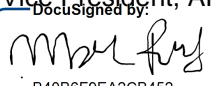
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 Rolf Schleicher
 Vice President, Administrative Services
 Pierce College

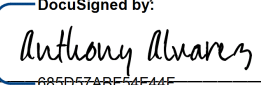
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 Reagan Romali
 Vice President, Administrative Services
 Los Angeles Harbor College

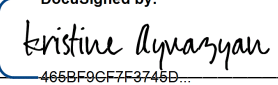
AFT STAFF GUILD, LOCAL 1521A

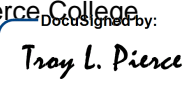
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 Hazel Alonzo, President
 AFT Staff Guild, Local 1521A / Chief Negotiator

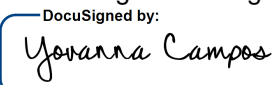
By: 
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 Jo-Ann Haywood, Co-Chair
 1st Vice President, AFT Staff Guild, Local 1521A


By: 
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 Mario Perez, 2nd Vice President
 AFT Staff Guild, Local 1521A

By: 
DocuSigned by: 685D57ABF54F44F...
 Anthony Alvarez, Co-Chair
 Los Angeles Harbor College

By: 
DocuSigned by: 465BF9CF7F3745D...
 Kristine Ayvazyan
 Treasurer, Staff Guild, Local 1521A
 Pierce College

By: 
DocuSigned by: AE1B8EF2B316443...
 Troy L. Pierce, Grievance Secretary
 AFT Staff Guild, Local 1521A
 East Los Angeles College

By: 
DocuSigned by: 5A0E92442F28498...
 Yovanna Campos, Recording Secretary
 AFT Staff Guild, Local 1521A
 Los Angeles Trade-Tech College

By: 
DocuSigned by: 3BE79186F3C6448...
 Patrick Reed
 ESC

DocuSigned by:
Annie Reed
By: _____
BC46FB8B3E754B1...
Annie Reed
Interim Dean, Employee and Labor Relations

DocuSigned by:
Howard Irvin
By: _____
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Howard Irvin
Vice President Student Services
Los Angeles Southwest College

DocuSigned by:
Darren Kameya
By: _____
40179EE8CA1E46A...
Darren Kameya, Legal Advisor for LACCD
Lozano Smith Attorneys at Law

DocuSigned by:
Damien Danielly
By: _____
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Damien Danielly
Los Angeles Southwest College

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Rowena Smith-Kersaint
By: _____
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Rowena Smith-Kersaint
East Los Angeles College

DocuSigned by:
Nicole Flores
By: _____
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Nicole Flores
Los Angeles Trade-Tech College

DocuSigned by:
Brandon Lo
By: _____
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Brandon Lo
Los Angeles Valley College

DocuSigned by:
Tara Ward-Thompson
By: _____
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Tara Ward-Thompson
Los Angeles Mission College

DocuSigned by:
Marilyn Ingram
By: _____
198D989728EA4E1...
Marilyn Ingram
West Los Angeles College

Appendix A Clerical/Technical Classifications in Unit 1

Academic Scheduling Specialist	Assistant Research Analyst
Accountant	Assistant SAP ABAP Programmer
Accounting Assistant	Assistant Technology Services Specialist
Accounting Technician	Athletic Trainer
Accounting Technician (Restricted)	Auditor
Administrative Assistant	Cashier
Administrative Assistant, Administrative Services	Chemistry Laboratory Technician
Administrative Intern	Child Development Center Assistant
Administrative Operations Technician	Child Development Center Assistant (Infant Care)
Admissions and Records Assistant	College Store Assistant (Intermittent Employment)
Admissions and Records Evaluation Technician	College Store Buyer
Applications Developer/Programmer	Community Services Aide
Art Gallery Preparator	Community Services Assistant
Assignment Auditor	Computer Laboratory Assistant
Assistant Accounting Systems Analyst	Computer Systems Operator
Assistant Administrative Analyst	Construction Inspector
Assistant Applications Developer/Programmer	Cosmetology Laboratory Technician
Assistant Auditor	Curator of Educational Programs, Vincent Price Art Museum
Assistant ERP Functional Business Analyst	Data Management Support Assistant
Assistant Financial Aid Systems Specialist	Division Operations Specialist
Assistant Financial Analyst	Electronics Laboratory Technician
Assistant Personnel Analyst	Engineering Laboratory Technician
Assistant Procurement Specialist	Exam Proctor
Assistant Programmer Analyst	Executive Assistant

Facilities Operations Technician	Instructional Assistant-Photography
Financial Aid Assistant	Instructional Assistant-Registered Veterinary Technology
Financial Aid Technician	Instructional Media Technician
Foundation Development Assistant	Lead Support Services Assistant
Graphic Design Assistant	Library Assistant
Human Resource Assistant	Library Technician
Instructional Aide-Liberal Arts	Life Sciences Laboratory Technician
Instructional Assistant-Administration of Justice	Network Engineer
Instructional Assistant-Architecture	Office Assistant
Instructional Assistant-Art	Online Multimedia Specialist
Instructional Assistant-Assistive Technology	Online Technical Support Assistant
Instructional Assistant-Automotive Technology	Patient Care Simulation Technician
Instructional Assistant-Child Development	Payroll Assistant
Instructional Assistant-Computer Applications and Office Technologies (CAOT)	Payroll Systems Technician
Instructional Assistant-Culinary Arts	Physical Sciences Laboratory Technician
Instructional Assistant-Dental Hygiene	Piano Accompanist/Coach
Instructional Assistant-Dietetics	Pool Lifeguard
Instructional Assistant-Industrial Technology	Procurement Specialist
Instructional Assistant-Information Technology	Procurement Technician
Instructional Assistant-Journalism	Registration Assistant (Intermittent Employment Only)
Instructional Assistant-Language Arts	Reprographic Equipment Operator
Instructional Assistant-Math	Secretary
Instructional Assistant-Music	Senior Accounting Technician
Instructional Assistant-Nursing	Senior Administrative Assistant
	Senior Cashier
	Senior Exam Proctor
	Senior Human Resources Assistant

Senior Network Engineer	Stock Control Assistant
Senior Office Assistant	Student Health Center Assistant
Senior Payroll Systems Technician	Student Programs Specialist
Senior Sign Language Interpreter Specialist	Student Recruiter
Senior Technology Service Desk Technician	Student Recruitment Coordinator
SFP-Program Office Assistant	Student Services Aide
SFP-Program Specialist	Student Services Assistant
SFP-Program Technician	Student Services Specialist
Sign Language Interpreter Specialist I	Student Support Services Coordinator
Sign Language Interpreter Specialist II	Student Support Services Representative
Software System Engineer	Technology Services Desk Technician
Special Services Assistant	Technology Services Specialist
Sports Event Technician	Web Architect
Sports Information Specialist	Web Designer
Sports Photographer/Videographer	Youth Camp Assistant
Stock Control Aide	



Performance Evaluation for Probationary Classified Employees

Employee Information

Name: _____ Employee Number: _____

Classification: _____ Division or College: _____

Evaluation Period: _____

Ratings:

- A – Exceeds work Performance Standards
- B – Meets Work Performance Standards
- C – Below Work Performance Standards

Note: Performance Evaluations for probationary employees shall be made by the supervisor or evaluator. (See Article 16, A.4 and B.1)

Performance Standards	A	B	C	Comments
1. Quality of Work: Consider the employee's job knowledge and the extent to which the employee is accurate, neat, well organized, and thorough.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Performance Standards	A	B	C	Comments
2. Quantity of Work: Consider the extent to which the amount of work produced meets reasonable standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Work Habits: Consider the extent to which the employee shows good daily attendance, is punctual, orderly, complies with rules, regulations and instructions, and works without immediate supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Personal Qualities: Consider the extent to which the employee uses good judgment, shows initiative, and adapts to emergency and new situations. Personal qualities also includes personal hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Relationship with Others: Consider the extent to which the employee works effectively and courteously with fellow employees, with students and the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Performance Standards	A	B	C	Comments
6. Supervisory Qualities (If applicable): Consider the extent to which the employee exhibits leadership, partiality and fairness in making decisions. Shows good judgment in assigning work and communicates effectively. Assignments are completed in an effective and timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. General Comments or Comments on Other Factors not Listed Above				
8. Overall Performance:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Classification of Position: Do the primary duties of the employee fall within his or her assigned class? If "No", attach a statement listing duties and responsibilities considered inappropriate to the class.

Supervisor

Yes

No

Employee

Yes

No

Signatures:

Supervisor Signature _____ Date _____

My signature below is an acknowledgement that I have seen and discussed this evaluation with my supervisor, but not necessarily imply agreement with the evaluation. I understand that I have the right to respond to any derogatory evaluation or statement and attach such response to this evaluation.

Employee Signature _____ Date _____

Signature of Next Level of Authority _____ Date _____

Vice President Signature _____ Date _____

Instructions for Preparing Performance Evaluation Forms

1. An Evaluation Shall be Completed for:

Each classified employee who is serving a probationary period. The first probationary evaluation for an employee with a six-month probationary period shall be during the second month of the probationary period; the final evaluation shall be during the fourth month of the probationary period.

2. The Person Completing the Evaluation:

Shall be the employee's supervisor who is immediately responsible for the work of the employee. The supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or is the one who is most closely acquainted with the employee's work performance. In the event an employee worked for more than one supervisor during the reporting period, a separate form should be completed by each supervisor under whom the employee has worked.

3. Before Making the Evaluation, the Supervisor is Requested to:

Verify that the name, employee number, class title, name of the Division or College and reporting period dates for each employee, are correct.

4. An Employee's Work Performance Shall be Evaluated by:

A check mark (✓) in the appropriate box ("Below Work Performance Standards", "Meets Work Performance Standards" or "Exceeds Work Performance Standards") opposite the factor being reported. In addition, the supervisor should state in the "Comments" space the suggestions they gave to the employee on how to improve their work performance if below standards, or why the employee's performance exceeds the standards.

5. The Supervisor May:

Add factors which they consider pertinent to the evaluation and record suggestions made to the employee that will aid them in improving their work or make other pertinent comments. The employee may respond to the supervisor's comments.

6. The Supervisor Shall:

A. Hold a conference with each employee for whom an evaluation is completed.

Note: The form may be completed at the time of the conference, (if the supervisor so wishes.)

B. Explain to each employee:

1. The reasons for performance evaluation shall be given by the evaluator,
 2. The evaluator shall explain the kind of work performance expected,
 3. The evaluator shall give the reasons for the evaluation given and any negative evaluation or comments shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made, and
 4. The evaluator and the evaluatee may discuss any questions that the evaluatee has concerning their job and or the responsibilities and duties assigned.
 5. If the employee feels that the evaluation is improper, they may go to the supervisor's immediate superior to resolve differences. No regular employee shall be denied this privilege.
- C. Sign the performance evaluation form and obtain the signature of the employee.
- D. Submit the completed form to the immediate supervisor for review and signature.
- E. Retain the triplicate copy of the performance evaluation form for the campus personnel file.
- F. Give the employee the duplicate copy of the completed form. (If the employee is not available, the supervisor will send a copy of the form by certified mail to the employee at their last known address.)
- G. Send the original copy to the Human Resources Division to be placed in the employee's personnel file.

7. Additional Forms Which May Be Used by the Supervisor:

- A. A notice of outstanding work performance is available to provide a record of commendation for outstanding work performance in regular, day-to-day activities or in an unusually difficult and or emergency situation. A notice of outstanding work performance may be completed and filed at any time considered appropriate by the employee's supervisor.
- B. A notice of unsatisfactory service is available to:
- (1) Provide a written record of an employee's unsatisfactory service.
 - (2) Provide a written conformation that the employee has been told of their unsatisfactory service.
 - (3) Prepare for further disciplinary action, such as suspension, demotion, or dismissal.
- The notice of unsatisfactory service is given to the employee whenever their services are unsatisfactory.

8. If additional comments pertaining to the employee's performance are entered on the

form subsequent to the evaluation conference, the employee must be advised of such comments.

Definition of Columns

- A. Exceeds Work Performance Standards:** A check in this column indicates that the employee's work is better than satisfactory. If the employee's work is truly exceptional and worthy of special notice and commendation, a notice of outstanding work performance should also be used.
- B. Meets Work Performance Standards:** A check in this column indicates that the employee's work is definitely and consistently satisfactory.
- C. Below Work Performance Standards:** Persons evaluated in this category usually require additional training and closer supervision in order to meet fully the established work standards. The employee should understand that their work is not considered unsatisfactory, but that additional effort on their part, along with more help on the part of their supervisor, will probably be required to bring their performance to a completely acceptable and satisfactory level. Continued failure to show improvement may lead to preparation of a notice of unsatisfactory service.



Performance Evaluation for Permanent Classified Employees

Employee Information

Name: _____ Employee Number: _____

Classification: _____ Division or College: _____

Evaluation Period: _____

Ratings:

A – Meets or Exceeds Work Performance Standards

B – Below Work Performance Standards

Note: Performance Evaluations for permanent employees shall be made by the supervisor or evaluator. (See Article 16, B1)

Performance Standards	A	B	Comments
<p>1. Quality of Work: Consider the employee's job knowledge and the extent to which the employee is accurate, neat, well organized, and thorough.</p>			
<p>2. Quantity of Work: Consider the extent to which the amount of work produced meets reasonable standards.</p>			

Performance Standards	A	B	Comments
<p>3. Work Habits: Consider the extent to which the employee shows good daily attendance, is punctual, orderly, complies with rules, regulations and instructions, and works without immediate supervision.</p>			
<p>4. Personal Qualities: Consider the extent to which the employee uses good judgment, shows initiative, and adapts to emergency and new situations. Personal qualities also includes personal hygiene.</p>			
<p>5. Relationship with Others: Consider the extent to which the employee works effectively and courteously with fellow employees, with students and the public.</p>			

Performance Standards	A	B	Comments
6. Supervisory Qualities (If applicable): Consider the extent to which the employee exhibits leadership, impartiality and fairness in making decisions. Shows good judgment in assigning work and communicates effectively. Assignments are completed in an effective and timely manner.			
8. Overall Performance:			

Classification of Position: Do the primary duties of the employee fall within his or her assigned class? If "No", attach a statement listing duties and responsibilities considered inappropriate to the class.

Supervisor (Choose one)

Yes

No

Employee (Choose one)

Yes

No

Signatures

Supervisor Signature _____ Date _____

My signature below is an acknowledgement that I have seen and discussed this evaluation with my supervisor, but not necessarily imply agreement with the evaluation. I understand that I have the right to respond to any derogatory evaluation or statement and attach such response to this evaluation.

Employee Signature _____ Date _____

Signature of Next Level of Authority _____ Date _____

Vice President Signature _____ Date _____

Instructions for Preparing Performance Evaluations

1. An Evaluation Shall be Completed For:

Each regular classified employee who is not serving in an initial probationary period. In the event an employee has worked for more than one supervisor during the previous period, a separate evaluation shall be completed by each supervisor for whom the employee has worked more than 120 working days.

2. The Person Completing the Evaluation:

Shall be the employee's supervisor who is immediately responsible for the work of the employee. The supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or who is most closely acquainted with the employee's work performance. In the event an employee worked for more than one supervisor during the reporting period, a separate form should be completed by each supervisor under whom the employee has worked.

3. Before Making the Evaluation, the Supervisor is Requested to:

Verify that the name, employee number, class title, and the Division or College and reporting period dates for each employee, are correct.

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4. An Employee's Work Performance Shall be Evaluated by:

A check mark (✓) in the appropriate box ("Below Work Performance Standards" or "Meets or Exceeds Work Performance Standards") opposite the factor being reported. In addition, the supervisor should state in the "Comments" space the suggestions they gave to the employee on how to improve their work performance standards, or why the employee's performance exceeds the standards.

5. The Supervisor May:

Add factors which they consider pertinent to the evaluation and record suggestions made to the employee that will aid them in improving their work or make other pertinent comments. The employee may respond to the supervisor's comments.

6. The Supervisor Shall:

A. Hold a conference with each employee for whom an evaluation is completed.

Note: The form may be completed at the time of the conference if the supervisor so wishes.

B. Explain to each employee:

1. The reasons for performance evaluation shall be given by the evaluator,
2. The evaluator shall explain the kind of work performance expected,
3. The evaluator shall give the reasons for the evaluation given and any negative evaluation or comments shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made and
4. The evaluator and evaluatee may discuss any questions that the evaluatee has concerning their job and or the responsibilities and duties assigned.
5. If the employee feels that the evaluation is improper, they may go to the supervisor's immediate supervisor to resolve differences. No regular employee shall be denied this privilege.

C. Sign the performance evaluation form and obtain the signature of the employee.

D. Submit the completed form to the immediate supervisor for review and signature.

E. Retain the triplicate copy of the performance evaluation form. If the employee is not available, the supervisor will send a copy of the form by certified mail to employee at their last known address.

F. Give the employee the duplicate copy of the completed form. (If the employee is not available, the supervisor will send a copy of the form by certified mail to the employee at their last known address.)

G. Send the original copy to the Human Resources Division to be placed in the employee's personnel file.

7. Additional Forms Which May Be Used by the Supervisor:

A. A notice of outstanding work performance is available to provide a record of commendation for outstanding work performance in regular day-to-day activities or in an unusually difficult and or emergency situation. A notice of outstanding work performance may be completed and filed at any time considered appropriate by the employee's supervisor.

B. A notice of unsatisfactory service is available to:

- (1) Provide a written record of an employee's unsatisfactory service.
- (2) Provide a written conformation that the employee has been told of their unsatisfactory service.
- (3) Prepare for further disciplinary action such as suspension, demotion, or dismissal.

The notice of unsatisfactory service is given to the employee whenever their services are unsatisfactory.

8. If additional comments pertaining to the employee's performance are entered on the form subsequent to the evaluation conference, the employee must be advised of such comments.

Definition of Columns

A. Meets or Exceeds Work Performance Standards: A check in this column indicates that the employee's work is satisfactory or better. If the employee's work is truly exceptional and worthy of special notice and commendation, a notice of outstanding work performance should also be used.

B. Below Work Performance Standards: Persons evaluated in this category usually require additional training and closer supervision in order to meet fully the established work standards. The employee should understand that their work is not considered unsatisfactory, but that additional effort on their part, along with more help on the part of their supervisor will probably be required to bring their performance to a completely acceptable and satisfactory level. Continued failure to show improvement may lead to preparation of a notice of unsatisfactory service.

Appendix D Notice of Outstanding Work Performance



LOS ANGELES COMMUNITY COLLEGE DISTRICT

NOTICE OF OUTSTANDING WORK PERFORMANCE

Name _____ Employee Number _____
Last First

College/Division _____ Classification _____

The employee named above is commended for outstanding work performance for the period beginning _____ and ending _____. Below are specific examples or explanatory comments of the outstanding work performance of the employee:

Signature of Supervisor	Title	Date
Signature of Employee	Title	Date
Signature of Reviewer (Optional)	Title	Date

Instructions for Preparing Notices of Outstanding Work Performance

- Reasons for Awarding a Notice of Outstanding Work Performance:** To provide an official record of commendation for:
 - Outstanding, day-to-day performance of an employee
 - Outstanding work performance in unusually difficult and/or emergency situations.
- When:** Outstanding service may be awarded as often as the supervisor considers appropriate.
- Who:** Notices are completed by the immediate supervisor. The immediate supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or is most closely acquainted with the employee's work.
- How:** The supervisor should give specific examples or explanatory comments of the employee's work performance which illustrate in what respect the employee has clearly exceeded the supervisor's standards for satisfactory work. These examples or comments should demonstrate the employee's outstanding work performance on one or more of the following factors:

Quantity of work	Quality of work	Work habits and attitudes
Dependability	Relationships with people	Supervisory ability
- Awarding the Notice of Outstanding Service:**
 - Present the signed Notice of Outstanding Service to the employee being recognized so that he or she can sign and receive a copy.
 - Forward a copy to the Services Unit, District Human Resources Division so that a copy can be added to the employee's Personnel File.
 - Forward a copy to the Personnel Commission Office.

Appendix E Notice of Unsatisfactory Service



LOS ANGELES COMMUNITY COLLEGE DISTRICT
Office of Employee and Labor Relations

NOTICE OF UNSATISFACTORY SERVICE FOR CLASSIFIED EMPLOYEE

Name Employee Number
College/Division Classification

This Notice is issued for the period from to

Recommendation for discipline (if any):

NOTE: Attach appropriate "Recommendation" form: C2005 – Suspension; C2012 – Demotion; C2004 - Dismissal

1. This Notice is issued for the following causes (see reverse side for a listing of causes):

See attached.

2. The charges, which support the above causes, are specified on the attached page(s).

See attached.

3. Informal and formal conferences and counseling were conducted with the employee on (attach additional pages as necessary):

See attached.

4. The following directions and suggestions have been made to facilitate this employee's improvement (attach additional pages as necessary). If none, so state: (See attached) **See attached.**

Immediate Supervisor Date

Next higher level supervisor Date

President, (Assoc. or Sr.) Vice Chancellor Date
Or Chancellor

LACCD Form C1065

Employee Date

My signature indicates that I have received a copy of this Notice, and not that I necessarily agree with its content. I understand that I may Forward a written statement to the Office of Employee and Labor Relations that will be attached to the original Notice in my Personnel File.

Witness (in the event employee refuses Date
to sign Notice)

Note: If employee is unavailable to sign, please send to Employee and Labor Relations for issuance by certified mail.

INSTRUCTION FOR PREPARATION AND ISSUANCE OF NOTICE OF UNSATISFACTORY SERVICE FORM

1. **Preparation** – Prepare an original and two (2) copies of the form as follows (refer to Personnel Guide B478)
 - a. Indicate name, employee number, college and classification at top of form.
 - b. Enter the specific period during which the employee's services were unsatisfactory, making certain that the dates cited encompass the earliest and latest dates referred to in the charges.
 - c. If discipline (suspension, demotion or dismissal) is recommended, indicate the level of discipline.
 - d. In section 3, list the dates, if any, on which informal and formal conferences were held with the employee. Attach a sheet with a brief chronological synopsis of what was covered during each of those meetings.
 - e. In section 1, indicate the Causes for issuing the Notice; choose one or more causes from among the following causes as set forth in Personnel Commission Rule 735 that best describes the unsatisfactory performance:
 1. Incompetence
 2. In efficiency
 3. Insubordination
 4. Willful misconduct or any other willful failure of good conduct tending to injure the public service.
 5. Inattention to or dereliction of duty.
 6. Willful and persistent violation of the provisions of the Education Code, public policy or policies, rules, regulations, or procedures adopted by the Board of Trustees or the Personnel Commission.
 7. Dishonesty.
 8. Discourteous, abusive, or threatening language or behavior directed toward any person, including sexual harassment, racial harassment, or other legally prohibited actions or behavior.
 9. Immoral conduct.
 10. Appearing for work under the influence of alcohol or controlled substance or using alcohol or a controlled substance illegally while on duty.
 11. Conviction of any controlled substance offense as defined in Education Code Section 87011.
 12. Failure to abide by the conditions of an agreement regarding participation in an alcohol or substance abuse rehabilitation program.
 13. Frequent unexcused absence or tardiness.
 14. Abuse of leave privileges by habitual use of leave for trivial indispositions or by absence so frequent that the efficiency of the service is impaired.
 15. Absence without leave or abandonment of position.
 16. Failure to disclose material facts or the making of any false or misleading statement on any official document of the District or Personnel Commission.
 17. Failure to report for a health examination after reasonable notice.
 18. The discovery or development during an initial probationary period of any physical, emotional, and/or mental condition which precludes an employee from satisfactorily performing the essential duties of the position classification to which assigned.
 19. Failure to disclose material facts regarding criminal records.
 20. Failure to report for review of criminal records after reasonable notice.
 21. One or more criminal convictions which indicate that the person is a poor employment risk in the job classification he/she holds.
 22. Conviction of any sex offense as defined in Education Code Section 87010.
 23. Engagement in political activities during assigned hours of employment.
 24. Advocacy of overthrow of the government of the United States or the State of California by force, violence or other unlawful means.
 25. Knowingly becoming or knowingly remaining a member of the Communist Party on or after November 12, 1952, as defined by Education Code Section 88122.
 26. Active participation by a management or confidential employee in the affairs of an employee organization which is an exclusive representative.
 27. Unauthorized use or abuse of District or student body property.
 28. Failure to successfully complete a training program or to meet a special entrance qualification that is required for a job classification.
2. **Issuance** – Arrange to meet with the employee to issue the Notice of Unsatisfactory Service. You should have a witness with you during the meeting.
3. **Signature** – Request that the employee sign Form C1065 as an indication that they have received a copy of the form. If the employee refuses to sign the form, have a witness sign Form C1065 an initial and date all other documents attached to it. If the employee is not available to be served with the Notice, forward it to Employee and Labor Relations for service via certified mail.
4. **Distribution** –
 - a. Original – Forward to Employee and Labor Relations IMMEDIATELY.
 - b. Copy 1 – To employee
 - c. Copy 2 – College files
 - d. Original and Copy 1 (ONLY if the employee refused to sign or was unavailable to sign)

Appendix G Pay Scale Effective July 1, 2022

Job Title	Job Code	Flat Rate	Step 1	Step 2	Step 3	Step 4	Step 5
Academic Scheduling Specialist	2442	N/A	\$5,402.74	\$5,699.90	\$6,013.38	\$6,344.12	\$6,693.04
Accountant	1163	N/A	\$5,919.22	\$6,244.78	\$6,588.24	\$6,950.58	\$7,332.88
Accounting Assistant	1348	N/A	\$3,926.06	\$4,142.00	\$4,369.82	\$4,610.16	\$4,863.72
Accounting Technician	1328	N/A	\$4,369.82	\$4,610.16	\$4,863.72	\$5,131.22	\$5,413.44
Administrative Assistant	2478	N/A	\$4,299.80	\$4,536.28	\$4,785.78	\$5,049.00	\$5,326.70
Administrative Assistant, Administrative Services	2440	N/A	\$5,402.74	\$5,699.90	\$6,013.38	\$6,344.12	\$6,693.04
Administrative Intern	5090	N/A	\$5,431.69	\$5,730.43	\$6,045.60	\$6,378.11	\$6,728.91
Administrative Operations Technician	2460	N/A	\$4,854.10	\$5,121.08	\$5,402.74	\$5,699.90	\$6,013.38
Admissions and Records Assistant	2598	N/A	\$3,988.42	\$4,207.78	\$4,439.20	\$4,683.36	\$4,940.94
Admissions and Records Evaluation Technician	2596	N/A	\$4,940.94	\$5,212.70	\$5,499.40	\$5,801.86	\$6,120.96
Applications Developer/Programmer	1093	N/A	\$8,516.92	\$8,985.34	\$9,479.54	\$10,000.92	\$10,550.96
Art Gallery Preparator	5253	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Assignment Auditor	1209	N/A	\$6,045.60	\$6,378.11	\$6,728.91	\$7,099.00	\$7,489.44
Assistant Accounting Systems Analyst	1311	N/A	\$6,045.60	\$6,378.11	\$6,728.91	\$7,099.00	\$7,489.44
Assistant Administrative Analyst	5084	N/A	\$6,045.60	\$6,378.11	\$6,728.91	\$7,099.00	\$7,489.44
Assistant Applications Developer/Programmer	1145	N/A	\$6,875.00	\$7,253.12	\$7,652.04	\$8,072.90	\$8,516.92
Assistant Auditor	1224	N/A	\$6,045.60	\$6,378.11	\$6,728.91	\$7,099.00	\$7,489.44
Assistant ERP Functional Business Analyst	5450	N/A	\$6,897.60	\$7,276.97	\$7,677.20	\$8,099.45	\$8,544.92
Assistant Financial Aid Systems Specialist	2575	N/A	\$6,045.60	\$6,378.11	\$6,728.91	\$7,099.00	\$7,489.44
Assistant Financial Analyst	5087	N/A	\$6,045.60	\$6,378.11	\$6,728.91	\$7,099.00	\$7,489.44
Assistant Personnel Analyst	5018	N/A	\$6,045.60	\$6,378.11	\$6,728.91	\$7,099.00	\$7,489.44
Assistant Procurement Specialist	5124	N/A	\$6,045.60	\$6,378.11	\$6,728.91	\$7,099.00	\$7,489.44
Assistant Research Analyst	2081	N/A	\$6,045.60	\$6,378.11	\$6,728.91	\$7,099.00	\$7,489.44
Assistant SAP ABAP Programmer	5427	N/A	\$7,841.67	\$8,272.96	\$8,727.98	\$9,208.02	\$9,714.46

Job Title	Job Code	Flat Rate	Step 1	Step 2	Step 3	Step 4	Step 5
Assistant Technology Services Specialist	1102	N/A	\$5,533.36	\$5,837.70	\$6,158.78	\$6,497.50	\$6,854.86
Athletic Trainer	5310	N/A	\$6,317.68	\$6,665.16	\$7,031.74	\$7,418.48	\$7,826.50
Auditor	1216	N/A	\$7,489.44	\$7,901.36	\$8,335.94	\$8,794.41	\$9,278.11
Cashier	5166	N/A	\$3,528.24	\$3,722.30	\$3,927.02	\$4,143.02	\$4,370.88
Chemistry Laboratory Technician	5254	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Child Development Center Assistant	4529	N/A				\$3,200.30	\$3,376.32
Child Development Center Assistant (Infant Care)	4531	N/A				\$3,200.30	\$3,376.32
College Store Assistant (Intermittent Employment)	5172	\$18.29					
College Store Buyer	5162	N/A	\$4,370.88	\$4,611.28	\$4,864.90	\$5,132.46	\$5,414.74
Community Services Aide	5064	N/A	\$3,969.40	\$4,187.70	\$4,418.04	\$4,661.02	\$4,917.38
Community Services Assistant	5062	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Computer Laboratory Assistant	4595	N/A	\$3,969.40	\$4,187.70	\$4,418.04	\$4,661.02	\$4,917.38
Computer Systems Operator	1149	N/A	\$4,859.96	\$5,127.26	\$5,409.26	\$5,706.78	\$6,020.64
Construction Inspector	1596	\$64.01	\$11,095.07				
Cosmetology Laboratory Technician	5257	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Curator of Educational Programs, Vincent Price Art Museum	5156	N/A	\$6,091.78	\$6,426.82	\$6,780.30	\$7,153.22	\$7,546.64
Data Management Support Assistant	1158	N/A	\$4,847.32	\$5,113.94	\$5,395.20	\$5,691.94	\$6,005.00
Division Operations Specialist	2083	N/A	\$7,489.44	\$7,901.36	\$8,335.94	\$8,794.42	\$9,278.10
Electronics Laboratory Technician	4558	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Engineering Laboratory Technician	5261	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Exam Proctor	2293	\$22.07	\$3,825.47				
Executive Assistant	2431	N/A	\$6,013.38	\$6,344.12	\$6,693.04	\$7,061.16	\$7,449.54
Facilities Operations Technician	2445	N/A	\$5,402.74	\$5,699.90	\$6,013.38	\$6,344.12	\$6,693.04
Financial Aid Assistant	2584	N/A	\$3,988.42	\$4,207.78	\$4,439.20	\$4,683.36	\$4,940.94
Financial Aid Technician	2582	N/A	\$4,977.74	\$5,251.52	\$5,540.34	\$5,845.06	\$6,166.54
Foundation Development Assistant	5098	N/A	\$4,439.20	\$4,683.36	\$4,940.94	\$5,212.70	\$5,499.40

Job Title	Job Code	Flat Rate	Step 1	Step 2	Step 3	Step 4	Step 5
Graphic Design Assistant	4625	N/A	\$4,868.28	\$5,136.04	\$5,418.52	\$5,716.54	\$6,030.96
Human Resources Assistant	2278	N/A	\$4,228.56	\$4,461.12	\$4,706.48	\$4,965.34	\$5,238.44
Instructional Aide-Liberal Arts	4589	N/A	\$3,969.40	\$4,187.70	\$4,418.04	\$4,661.02	\$4,917.38
Instructional Assistant-Administration of Justice	4587	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Instructional Assistant-Architecture	5259	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Instructional Assistant-Art	5252	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Instructional Assistant-Assistive Technology	4584	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Instructional Assistant-Automotive Technology	4577	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Instructional Assistant-Child Development	4583	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Instructional Assistant-Computer Applications And Office Technologies (CAOT)	4582	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Instructional Assistant-Culinary Arts	4578	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Instructional Assistant-Dental Hygiene	5266	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Instructional Assistant-Dietetics	4581	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Instructional Assistant-Industrial Technology	5275	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Instructional Assistant-Information Technology	4569	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Instructional Assistant-Journalism	5270	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Instructional Assistant-Language Arts	4560	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Instructional Assistant-Math	4579	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Instructional Assistant-Music	5268	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Instructional Assistant-Nursing	4580	N/A					\$6,501.84
Instructional Assistant-Photography	5273	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Instructional Assistant-Registered Veterinary Technology	4586	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Instructional Media Technician	4571	N/A	\$4,868.28	\$5,136.04	\$5,418.52	\$5,716.54	\$6,030.96
Lead Support Services Assistant	4765	N/A	\$4,865.90	\$5,133.52	\$5,415.86	\$5,713.74	\$6,027.98

Job Title	Job Code	Flat Rate	Step 1	Step 2	Step 3	Step 4	Step 5
Library Assistant	2621	N/A	\$3,967.74	\$4,185.96	\$4,416.18	\$4,659.08	\$4,915.32
Library Technician	2618	N/A	\$4,416.18	\$4,659.08	\$4,915.32	\$5,185.66	\$5,470.88
Life Sciences Laboratory Technician	5263	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Network Engineer	1096	N/A	\$8,279.94	\$8,735.34	\$9,215.78	\$9,722.66	\$10,257.40
Office Assistant	2694	N/A	\$3,718.64	\$3,923.18	\$4,138.94	\$4,366.58	\$4,606.74
Online Multimedia Specialist	4620	N/A	\$7,471.30	\$7,882.22	\$8,315.74	\$8,773.10	\$9,255.62
Online Technical Support Assistant	4622	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Patient Care Simulation Technician	5258	N/A					\$6,091.78
Payroll Assistant	1347	N/A	\$4,450.74	\$4,695.52	\$4,953.78	\$5,226.24	\$5,513.68
Payroll Systems Technician	1338	N/A	\$4,695.52	\$4,953.78	\$5,226.24	\$5,513.68	\$5,816.94
Physical Sciences Laboratory Technician	5274	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Piano Accompanist/Coach	5378	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Pool Lifeguard	5383	\$19.20	\$3,328.00				
Procurement Specialist	5123	N/A	\$7,489.44	\$7,901.36	\$8,335.94	\$8,794.41	\$9,278.11
Procurement Technician	5140	N/A	\$4,369.82	\$4,610.16	\$4,863.72	\$5,131.22	\$5,413.44
Registration Assistant (Intermittent Employment Only)	2680	\$20.67					
Reprographic Equipment Operator	4770	N/A	\$4,371.78	\$4,612.22	\$4,865.90	\$5,133.52	\$5,415.86
Secretary	2480	N/A	\$3,863.16	\$4,075.64	\$4,299.80	\$4,536.28	\$4,785.78
Senior Accounting Technician	1325	N/A	\$4,863.72	\$5,131.22	\$5,413.44	\$5,711.18	\$6,025.28
Senior Administrative Assistant	2468	N/A	\$4,785.78	\$5,049.00	\$5,326.70	\$5,619.66	\$5,928.74
Senior Cashier	2136	N/A	\$3,927.02	\$4,143.02	\$4,370.88	\$4,611.28	\$4,864.90
Senior Exam Proctor	2283	\$24.56	\$4,257.07				
Senior Human Resources Assistant	2270	N/A	\$4,706.48	\$4,965.34	\$5,238.44	\$5,526.56	\$5,830.52
Senior Network Engineer	1079	N/A	\$9,215.78	\$9,722.66	\$10,257.40	\$10,821.56	\$11,416.74
Senior Office Assistant	2425	N/A	\$4,138.94	\$4,366.58	\$4,606.74	\$4,860.12	\$5,127.42
Senior Payroll Systems Technician	1317	N/A	\$5,226.24	\$5,513.68	\$5,816.94	\$6,136.86	\$6,474.38
Senior Sign Language Interpreter Specialist	4551	N/A	\$6,738.56	\$7,109.18	\$7,500.20	\$7,912.70	\$8,347.90

Job Title	Job Code	Flat Rate	Step 1	Step 2	Step 3	Step 4	Step 5
Senior Technology Service Desk Technician	1150	N/A	\$6,158.78	\$6,497.50	\$6,854.86	\$7,231.88	\$7,629.64
SFP-Program Office Assistant	5999	N/A	\$3,872.50	\$4,085.48	\$4,310.18	\$4,547.24	\$4,797.34
SFP-Program Specialist	5997	N/A	\$5,943.06	\$6,269.94	\$6,614.78	\$6,978.60	\$7,362.42
SFP-Program Technician	5998	N/A	\$4,797.34	\$5,061.20	\$5,339.56	\$5,633.24	\$5,943.06
Sign Language Interpreter Specialist I	4557	N/A			\$5,439.48	\$5,738.66	\$6,054.28
Sign Language Interpreter Specialist II	4556	N/A	\$6,054.28	\$6,387.26	\$6,738.56	\$7,109.18	\$7,500.20
Software Systems Engineer	1045	N/A	\$9,849.26	\$10,390.96	\$10,962.46	\$11,565.40	\$12,201.50
Special Services Assistant	5038	N/A	\$3,969.40	\$4,187.70	\$4,418.04	\$4,661.02	\$4,917.38
Sports Event Technician	5388	\$19.13	\$3,315.87				
Sports Information Specialist	2115	N/A	\$5,174.22	\$5,458.80	\$5,759.02	\$6,075.78	\$6,409.94
Sports Photographer/Videographer	5387	\$19.13	\$3,315.87				
Stock Control Aide	5292	N/A	\$4,135.10	\$4,362.54	\$4,602.48	\$4,855.62	\$5,122.68
Stock Control Assistant	5248	N/A	\$4,602.48	\$4,855.62	\$5,122.68	\$5,404.42	\$5,701.66
Student Health Center Assistant	2600	N/A	\$4,138.94	\$4,366.58	\$4,606.74	\$4,860.12	\$5,127.42
Student Programs Specialist	5049	N/A	\$6,045.60	\$6,378.11	\$6,728.91	\$7,099.00	\$7,489.44
Student Recruiter	5042	N/A	\$4,917.38	\$5,187.84	\$5,473.16	\$5,774.20	\$6,091.78
Student Recruitment Coordinator	5040	N/A	\$6,091.78	\$6,426.82	\$6,780.30	\$7,153.22	\$7,546.64
Student Services Aide	5048	N/A	\$3,988.42	\$4,207.78	\$4,439.20	\$4,683.36	\$4,940.94
Student Services Assistant	5046	N/A	\$4,940.94	\$5,212.70	\$5,499.40	\$5,801.86	\$6,120.96
Student Services Specialist	5044	N/A	\$6,120.96	\$6,457.62	\$6,812.78	\$7,187.48	\$7,582.80
Student Support Services Coordinator	5039	N/A	\$6,120.96	\$6,457.62	\$6,812.78	\$7,187.48	\$7,582.80
Student Support Services Representative	5051	N/A	\$4,207.78	\$4,439.20	\$4,683.36	\$4,940.94	\$5,212.70
Technology Service Desk Technician	1164	N/A	\$5,533.36	\$5,837.70	\$6,158.78	\$6,497.50	\$6,854.86
Technology Services Specialist	1101	N/A	\$6,854.86	\$7,231.88	\$7,629.64	\$8,049.26	\$8,491.98
Web Architect	1134	N/A	\$8,735.32	\$9,215.78	\$9,722.64	\$10,257.38	\$10,821.54
Web Designer	1141	N/A	\$7,439.12	\$7,848.28	\$8,279.94	\$8,735.32	\$9,215.78
Youth Camp Assistant	5385	\$17.19	\$2,979.60				

Appendix H MOU 4/10 Workweek Schedule

1. In accordance with Article 12, Section 5 of the contract between the Los Angeles Community College District and the American Federation of Teachers College Staff Guild, Local 1521A, AFL-CIO, Clerical-Technical Unit employees on a voluntary basis shall be assigned to a normal workweek to consist of four (4) consecutive ten (10) hour days in accordance with a schedule mutually agreed to by the college and the employee, if the need for such a schedule exists, with the following provisions:
 - a. For purposes of vacation, as defined in Article 10 (Vacation) of the contract, paid leaves which are charged to illness leave balances, as defined in Article 19, Section P (Personal Necessity) and Industrial Accident Leave, as defined in Article 19, Section I (Industrial Accident Leave) employees shall be charged on an hour-for-hour basis; for instance, if an employee is absent on any of the above leaves one (1) day during a normal four (4) day forty (40) hour workweek, his/her appropriate leave balance shall be charged with ten (10) hours.
 - b. In the event an employee is summoned for jury duty, his/her workweek shall revert to a five (5) day, eight (8) hour per day, forty (40) hour per week workweek. The employee shall be required to work those days, or portions thereof, in accordance with Article 19, Section J (Jury Duty Leave) of the contract.
 - c. For purposes of Bereavement Leave, as defined by Article 19, Section C of the contract, “working days” are to be defined as the employee’s normally assigned workday (e.g. eight hours or ten hours or fractions thereof).
 - d. When an employee is granted released time to attend classes in accordance with the Affirmative Action program provisions, the employee shall be excused from making up half the time.
2. Employees shall be entitled to lunch and breaks in accordance with Article 12; during weeks in which they work four (4) days, ten (10) hours per day, four (4) days per week, employees shall accumulate one-half (1/2) hour per week of unused, paid lunch. This time shall be applied to days designated as holidays in Article 11 of the Agreement between the AFT and the District, so that employees working such a schedule shall be granted ten (10) hours off for each of the twelve (12) days currently designated as holidays.

If a holiday falls outside an employee’s four-day work schedule, the employee shall receive a holiday on the workday immediately preceding or following the designated holiday.

Because employees on the four (4) day, ten (10) hour per day schedule will not have the advantage of the two (2) fifteen (15) minute breaks which occur on the fifth workday of a five (5) day, forty (40) hour week, the thirty (30) minute total of these breaks will be divided

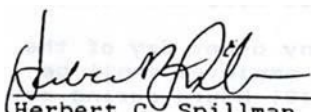
evenly between the four workdays, with employees being entitled to a third break to be taken at the end of the eighth hour of their shift.

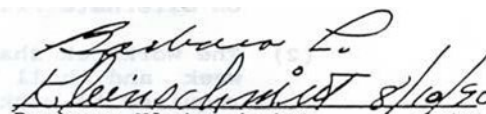
3. The District is mindful that the addition of two (2) hours to create a ten (10) hour shift may cause an employee to become eligible for a shift differential in accordance with Article 12, Section A5 of the agreement.
4. If this procedure is implemented for a designated specific time period and not on an ongoing basis (e.g. summer session), the beginning and ending dates shall be agreed upon by the AFT Chapter Chair at the affected location and the College President or Vice Chancellor or his/her designee.
5. In the event disputes arise regarding the provision of this Memorandum of Understanding or situations not anticipated herein, the AFT and the District shall consult to reach agreement.

The AFT and the District shall consult to reach agreement to reconcile provisions of this Memorandum of Understanding which may be in conflict with the Collective Bargaining Agreement.

6. If two or more employees wish to be assigned to a particular four-day schedule where there is only one opening, (e.g. Monday through Thursday or Tuesday through Friday), the employee with the greatest District seniority shall select his/her preferred schedule unless there is specific reason to assign a particular employee to a schedule based upon that employee's knowledges, skills and/or abilities.

Material retyped September 2006.


Herbert C. Spillman date
Principal Employee Relations
Specialist
Los Angeles Community College District


Barbara Kleinschmitt date
President,
AFT College Staff Guild

Appendix I MOU 9/80 Workweek Schedule

1. In accordance with Education Code Section 88039, the American Federation of Teachers College Staff Guild (AFT) and the Los Angeles Community College District (District) agree that employees in the Clerical/Technical Unit may work a “9/80” work schedule as described below, in accordance with a schedule mutually agreed to by the college/division and the employee, if the need for such a schedule exists, with the following provisions:
 - a. The 9/80 schedule shall consist of nine (9) work days, eight (8) of which shall be nine (9) hour days, and one (1) of which shall be an eight (8) hour day. Overtime shall be paid in accordance with Article 12, Hours and Overtime of the Agreement between the AFT and the District, for time worked in excess of the scheduled work day (for days an employee is scheduled to work nine hours, overtime, when authorized, shall be paid for all time in excess of nine hours; for days when the employee works eight hours, overtime shall be paid for all time in excess of eight hours). In no case shall the total number of regular hours in a month exceed 173.3.
 - b. The 9/80 workweek schedule shall be defined in either of the two following ways:
 - (1) The workweek shall begin on noon Friday and shall end at noon the following Friday, with the employee working nine (9) hours each day, with the exception of alternate Thursdays, when the employee will work eight (8) hours, and on alternate Fridays, when the employee will not work; or
 - (2) The workweek shall begin on noon on any other day of the week, and shall be defined so that no employee shall be required to work in excess of forty (40) hours during any given workweek.
 - c. The 9/80 workweek schedule shall begin on the first or third week of a pay period.
 - d. For purposes of vacation, as defined in Article 10 (Vacation) of the Agreement, employees shall be charged on an hour-for-hour basis. For illness leave as defined in Article 19, Section H, Illness Leave, and paid leaves which are charged to illness leave balances (Personal Necessity, Section P and Industrial Accident Leave, Section I) employees’ illness leave balances shall also be charged on an hour-for-hour basis. For instance, if an employee is absent on any of the above leaves one (1) day during a normal 9/80 workweek schedule, his/her leave balance shall be charged with nine (9) hours of leave or eight (8) hours of leave, as appropriate.
 - e. In the event an employee is summoned for jury duty, his/her workweek shall revert to a five (5) day, eight (8) hour per day, forty (40) hour per week workweek. The employee shall be required to work those days, or portions thereof, in accordance with Article 19, Section J (Jury Duty Leave) of the contract.

- f. For purposes of Bereavement Leave, as defined by Article 19, Section C of the contract, “working days” are to be defined as the employee’s normally assigned workday (e.g. eight hours or nine hours or fractions thereof).
- g. If one holiday, as defined in Article 11 of the Agreement, falls within the 2-week work schedule, the holiday shall be considered as the eight (8) hour day, and the remaining eight working days shall be 9-hour days.

Employees shall be entitled to lunch and breaks in accordance with Article 12; during alternate weeks in which they work four (4) days, employees shall accumulate one-half (1/2) hour per week of unused, paid lunch. This time shall be applied to holidays which occur in 2-week work schedule periods which contain two or more holidays, so that employees working such a schedule shall be granted nine (9) hours off without loss of pay.

If a holiday falls on an employee’s scheduled non-working day, the employee shall receive a holiday on the workday immediately preceding or following the designated holiday, and time shall be reported in accordance with the above.

If this procedure is implemented for a designated specific time period and not on an ongoing basis (e.g. summer session), the beginning and ending dates shall be agreed upon by the AFT Chapter Chair at the affected location and the College President or Vice Chancellor or his/her designee.

In the event disputes arise regarding the provision of this Memorandum of Understanding or situations not anticipated herein, the AFT and the District shall consult to reach agreement.

The AFT and the District shall consult to reach agreement to reconcile provisions of this Memorandum of Understanding which may be in conflict with the Collective Bargaining Agreement.

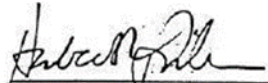
If two or more employees wish to be assigned to a particular 9/80 schedule where there is only one opening, the employee with the greatest District seniority shall select his/her preferred schedule unless there is specific reason to assign a particular employee to a schedule based upon that employee’s knowledges, skills and/or abilities.

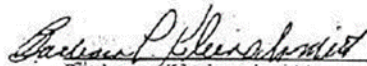
Prior to an employee and a supervisor agreeing upon the assignment of the employee to a 9/80 workweek schedule, at least the following subjects, where applicable, shall be discussed during the determination of the schedule: child care needs; the need for a particular day off; and classes in which the employee is currently enrolled, the hours of which would coincide with the new work schedule. The employee shall receive sufficient released time to complete the classes in which currently enrolled, whether or not an approved Career Development Request is on file.

Employees shall not be required to make up half the time.

For succeeding semesters, quarters, or other commonly recognized divisions of the academic year, employees on the 9/80 schedule shall follow the guidelines contained in Article 17 of the Agreement, the District's Career Development Guidelines (issued by the Office of Affirmative Action Programs and Services), and in the Memorandum of Understanding

Material retyped September 2006.

 7/13/92
Herbert C. Spillman Date
Asst. Director, Staff Relations


 7/13/92
Barbara Kleinschmitt Date
President, AFT College Staff
Guild

Appendix J MOU 4-Day Workweek Schedule – Career Development

This contract interpretation addresses Article 17, Professional Development and Retraining, of the Agreement between the American Federation of Teachers College Staff Guild, Local 1521A, CFT/AFT, AFL-CIO, and the Memorandum of Understanding (regarding the implementation of the 4-day workweek) entered into by the AFT College Staff Guild and the District on August 10, 1990.

1. The Memorandum of Understanding specifies in paragraph 1.d. that employees who are granted released time under the provisions of the Affirmative Action program to attend classes, shall be excused from having to make up half the time granted as is required of other employees. In addition, it was the intention of the parties to the Memorandum, that employees who opt to work a 4-day, 10 hour per day workweek shall not have current academic pursuits interrupted because of that choice. Therefore, the following provisions shall apply:
 - a. Prior to an employee and a supervisor agreeing upon the assignment of the employee to a 4- day schedule, at least the following subjects, where applicable, shall be discussed during the determination of the schedule: child care needs; the need for a particular day off; and classes in which the employee is currently enrolled, the hours of which would coincide with the new work schedule. The employee shall receive sufficient released time to complete the classes in which currently enrolled, whether or not an approved Career Development Request is on file. Employees shall not be required to make up half the time.
 - b. For succeeding semesters, quarters, or other commonly recognized divisions of the academic year, employees on the 4-day schedule shall follow the guidelines contained in Article 17 of the Agreement, the District’s Career Development Guidelines (issued by the Office of Affirmative Action Programs and Services), and in the Memorandum of Understanding. Employees on the 4-day schedule shall not have to make up any of the released time granted for this purpose.
2. When disputes arise regarding the Memorandum of Understanding, the District and the AFT College Staff Guild shall use the consultation process to reach agreement.

Material retyped September 2006.


Herbert C. Spillman, Asst Director
Staff Relations


Barbara Kleinschmitt, President
AFT College Staff Guild

Appendix K Unfair Practice Settlement Agreement

State of California

Public Employment Relations Board

AFT COLLEGE GUILD, LOCAL 1521A,
AMERICAN FEDERATION OF TEACHERS,
AFL-CIO,
Charging Party

Unfair Practice
Case No. LA-CE-2398
Settlement Agreement

v.

LOS ANGELES COMMUNITY COLLEGE
DISTRICT,
Respondent.

The AFT College Guild, Local 1521A (Guild) and the Los Angeles Community College District (District) agree as follows:

1. Unfair Practice Charge No. LA-CE-2398 is withdrawn with prejudice by the Guild and the Complaint in the above-entitled case is dismissed.
2. The District will reestablish the classification of athletic trainer and immediately make offers of reinstatement to Marie Kinsella and Mike Norris to fill two athletic trainer positions.
 - a. If any of the above individuals is reinstated pursuant to the above provisions, the District will pay its share of the PERS contribution for the period of time he or she was laid off and ceased to perform work in the classified athletic trainer position. The employee or employees will pay PERS the employee contribution.
3. The District will retain the right to employ unclassified athletic trainers, except in identifiable situations where employing such trainers results in the displacement, in whole or in part, of a unit member or results in a reduction of a unit member's hours or pay.
4. The District will pay Marie Kinsella and Mike Norris the amounts of \$2,570.00 and \$4,040.00 respectively as representing lost wages.
5. The District will reimburse Marie Kinsella out-of-pocket fringe benefits in an amount not exceeding \$2,039.31, payment upon production of appropriate receipts.
6. The District will Pay Ross Snyder the amount of \$1,000.00 as lost wages. The District will make an offer of reinstatement to an athletic trainer position to Ross Snyder for the 1987-1988 school year. If the position that is offered to Ross Snyder for the 1987-1988 school

year is a district-wide position, the District will make good faith efforts to avoid a burdensome work schedule.

7. The District will pay Jess Traugher the amount of \$351.00 as lost wages.

8. The District acknowledges that neither classified, temporary classified, unclassified employees (including student workers and program assistants) nor volunteers will be used to perform services previously performed exclusively by bargaining unit employees, without first negotiating the issue with the Guild. The District and the Guild acknowledge that some of the duties performed by the above listed categories of employees (and volunteers) have historically overlapped. Temporary classified, unclassified employees and volunteers, will not be give employment, however, in situations where using them has the effect of reducing the work, hours or pay of unit employees, or where it has the effect of displacing a unit employee.

9. Within the limitations of paragraph 3 and 8 above, the Guild acknowledges that the District retains the right to use four groups of employees – regular classified, temporary classified, unclassified (including student workers and program assistants) and volunteers-to perform the same or similar duties.

10. Vacancies in Unit I classified positions will remain bargaining unit positions when filled.

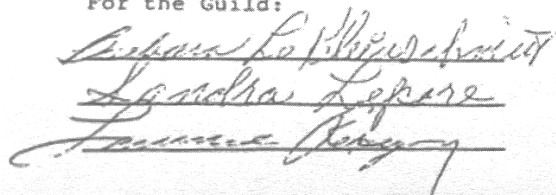
11. When the District places volunteers, the campus representatives of the Guild will be given the completed volunteer forms.

12. Disputes arising out of the above settlement agreement shall be resolved within and through the parties' current contractual grievance/arbitration procedures.

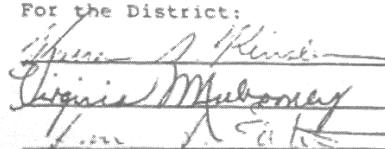
Material retyped September 2006.

DATED: October 2, 1986

For the Guild:

Three handwritten signatures in cursive script, each on a horizontal line. The signatures appear to be: "Susan L. [unclear]", "Londra Lepore", and "Laurie [unclear]".

For the District:

Three handwritten signatures in cursive script, each on a horizontal line. The signatures appear to be: "James A. [unclear]", "Virginia Mulvaney", and "Lionel A. [unclear]".

Appendix L Memorandum of Understanding Retiree Survivors Eligibility

MEMORANDUM OF UNDERSTANDING
Retiree Survivors Eligibility
Article 21., Master Benefits Agreement

The Los Angeles Community College District (the "District") and the Exclusive Representatives of the District's employees agree to the following changes (1) concerning survivor eligibility in sections III D, III E 4 of the Master Benefits Agreement and (2) concerning the definition of a surviving spouse or domestic partner in section III C of the Master Benefits Agreement (deleted language is struck out and new language is underlined):

MBA III D

D. Limitations on Survivor Eligibility. A survivor's eligibility to continue his or her participation in the Health Benefits Program shall be limited as follows:

1. The eligibility of a surviving spouse shall terminate when he or she remarries, enters into a domestic partner relationship, or is eligible for group coverage under his or her own employment.

2. The eligibility of a surviving qualified domestic partner shall terminate when he or she marries, enters into another domestic partner relationship, or is eligible for group coverage under his or her own employment.

3. The eligibility of a surviving child who is a dependent of a surviving spouse or domestic partner shall terminate when the eligibility of the surviving spouse or domestic partner terminates, unless the eligibility of the surviving spouse or domestic partner terminates because of death, in which case the child shall remain eligible as if the surviving spouse or domestic partner had not died.

MBA III E 4

4. Mandatory Re-enrollment During Open Enrollment. Upon recommendation of the JLMBC the District may designate any open enrollment period as a mandatory enrollment period during which every eligible retiree or survivor must re-enroll for himself or herself and for each of his or her eligible dependents. If a retiree or survivor fails to re-enroll during any such mandatory enrollment period, his or her enrollment in hospital, medical, dental, and vision care plans shall end at the beginning of the next plan year. In that event, a retiree or survivor (and his or her eligible dependents) may, if he or she remains eligible, re-enroll in plans. The retiree or survivor may re-enroll in plans at any time and the District shall verify his or her eligibility and process the retiree's or survivor's re-enrollment forms as if they were initial enrollment forms—i.e. if the District receives the re-enrollment forms on or before the 15th day of the calendar month, it shall process them so as to make coverage effective on the first day of the calendar month following receipt of the forms, otherwise coverage shall become effective on the first day of the second calendar month following the District's receipt of the forms.

MBA III C

C. Dependents and Survivors. To qualify as a dependent or survivor who is eligible to continue his or her participation in the hospital and medical plans available to active employees—

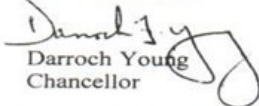
1. a dependent or survivor must be an eligible retiree's:
 - a. spouse on the date of retirement from District service;
 - b. qualified domestic partner as specified in Appendix I, on the date of retirement from District service;
 - c. unmarried dependent child under age 19;
 - d. unmarried dependent child age 19 through 25 who is a full-time student at a college or university; or
 - e. unmarried dependent child (not otherwise eligible under subsection 1.c or 1.d, above) without regard to age who is physically or mentally incapacitated, and who is being claimed as a dependent on the retiree's federal income tax returns. (However, a dependent's coverage under this subsection must be a continuation of his or her coverage under the Health Benefits Program and, if there is ever a break in coverage, the dependent shall not be eligible to re-enroll under this subsection.)

Justification:

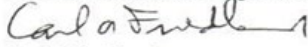
- (1) Concerning survivor eligibility in sections III D, III E 4 of the Master Benefits Agreement—the Parties decided to afford eligible survivors the same opportunity and conditions to re-enroll as retirees have if they failed to re-enroll during the mandatory reenrollment period.
- (2) Concerning the definition of a surviving spouse or domestic partner in section III C of the Master Benefits Agreement—the Parties have agreed to define a spouse or domestic partner as one who must have been such on the date of retirement of the employee to whom they are the survivor. This provision becomes effective at the start of the 2007 plan year. Those who are currently covered but do not meet this new definition are grandfathered under the 2005-2008 agreement as long as all other eligibility criteria are met.

Dated: July 12, 2006

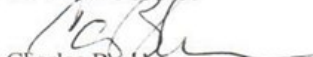
For the District:



 Darroch Young
 Chancellor

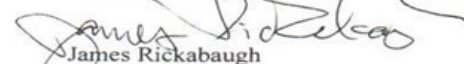
For the Exclusive Representatives:


 Carl Friedlander
 AFT Local 1521


 Velma Butler
 AFT Local 1521A


 Charles Bossler
 Teamsters Local 911


 Jim Adams
 Building and Trades


 James Rickabaugh
 SEIU Local 99


 Javad Sabokpey
 SEIU Local 347

Appendix M Vestment for Retiree Benefits

Vestment For Employees Hired Prior to July 1, 1998

Vestment. Notwithstanding District policy concerning vestment of benefits for retirees, effective with the following dates, all employees shall, in order to become eligible for 100% of paid benefits, be continuously employed by the District prior to retirement from the District for the following periods in full-time service or its equivalent:

Years of Service	Date of Hire	Paid Benefits
Three (3) years	Prior to November 21, 1984	100%
Five (5) years	November 21, 1984 through April 23, 1991	100%
Seven (7) years	April 24, 1991 through June 30, 1998	100%

Vestment for Employees Hired After July 1, 1998	Paid Benefits
Ten (10) years but less than 15	50%
Fifteen (15) years but less than 20	75%
Twenty (20) years or more	100%

Appendix N Domestic Partner for Health Insurance

In order to qualify for domestic partner coverage under the Health Benefits Program, an active employee or retiree must comply with the following:

1. The employee/retiree, and their domestic partner, must satisfy the eligibility requirements of a domestic partnership established by the State of California, register with the State of California as a domestic partnership and present proof of such registration, along with proof of the following documentation to the Health Insurance Section, Business Services Division:
 - a. Sharing a common residence, which may include proof by copies of driver's licenses or passports showing the same address;
 - b. Joint responsibility for each other's basic living expenses incurred during the domestic partnership which shall mean the cost of food, shelter, medical care, clothing and any other expenses supporting daily living (the monetary contribution made by each person toward the expenses need not be in equal shares), which may include proof by any one of the following:
 - i. common ownership of a motor vehicle;
 - ii. joint bank account;
 - iii. joint credit card;
 - iv. joint wills;
 - v. joint utility bills;
 - vi. durable power of attorney for health care;
 - vii. joint safety deposit box.
 - c. Are both at least 18 years of age, which may include proof by any one of the following:
 - i. Driver's licenses or passports showing the date of birth; or
 - ii. Birth certificates.
 - d. Are both members of the same sex or one or both is/are over the age of 62 and meet the eligibility criteria under Title II of the Social Security Act as defined in 42 U.S.C. Section 402(a) for old-age insurance benefits or Title XVI of the Social Security Act as defined in 42 U.S.C. Section 1381 for aged individuals, which may include proof by any one of the following:
 - i. Driver's licenses or passports showing the sex and date of birth; or
 - ii. Birth certificates.

All domestic partnerships currently registered with the District and meeting the eligibility requirements in effect under the 2002-2005 Agreement will be grandfathered in under those requirements.

2. Application for domestic partner coverage must include all of the plans in which the employee/retiree is presently enrolled; that is, the employee/retiree may not choose to enroll the domestic partner under only the dental but not medical and vision, etc.
3. A dependent child of a domestic partner is eligible for coverage only if the child meets the conditions of Article 27IA, 2 or IIC, 1 and 2, and one of the following is true:
 - a. the child becomes a legally adopted child of the employee
 - b. the employee retains legal guardianship of such child
 - c. the domestic partner is the natural or adoptive parent or legal guardian of the child, and the employee shows proof that such child is not otherwise eligible for health benefits.*

* Health benefits means health insurance coverage under an employer-sponsored plan or other health insurance coverage partially or fully paid by a party other than the employee or domestic partner.

4. Application for Coverage:
 - a. Employees who meet the requirements above and all other requirements herein on the original effective date of these Regulations will have 31 calendar days to make application for domestic partner coverage following registration, and providing proof of such registration, of domestic partnership with the State of California. If application is not made within this time, the employee will have to wait for the next open enrollment period to apply for coverage.
 - b. New employees hired after the original effective date of these Regulations who meet the requirements on their date of eligibility may apply for domestic partner coverage.
 - c. In the event of late enrollment the employee will not be required to wait until the next open enrollment period IF the employee can demonstrate that the late application is due to loss of coverage for the domestic partner in a different benefit plan.

5. Change in Domestic Partnership:
 - a. Terminations of domestic partnerships must comply with State regulations, including but not limited to Family Code, Section 299(a).
 - b. In the event of the termination of the domestic partnership, the employee must show proof of having filed the Notice of Termination of Domestic Partnership with the California Secretary of State or, if applicable, providing proof of dissolution of domestic partnership through the Superior Court.

- c. The employee must notify the Health Insurance Section in writing within 31 calendar days of any change in the status of a domestic partner relationship as attested to in the Declaration of Domestic Partnership, such as termination of the relationship, change of circumstances, death of the domestic partner, marriage to the domestic partner or any other cause, and the employee must file a Declaration of Termination of Domestic Partnership with the Health Insurance Section for adjustment in coverage.
6. **COBRA Coverage:** Domestic partners are not considered "qualified beneficiaries" under federal COBRA regulations but are eligible for COBRA-like continuation coverage if offered and provided by the insurance carrier(s), and under the terms and conditions of the insurance carrier(s). As such, the District retains the right to modify or terminate this continuation of coverage benefit at any time.

Affidavit of Domestic Partnership



LOS ANGELES COMMUNITY COLLEGE DISTRICT

AFFIDAVIT OF DOMESTIC PARTNERSHIP

I, _____ declare that _____ and I are
(print) name and SSN (print) name of domestic partner and SSN
domestic partners, and we declare that we meet the following criteria of Domestic Partnership:

1. We share the same regular and permanent residence, and have been living as a couple in the same household for at least 12 months; and
2. We have a close personal relationship in lieu of a lawful marriage; and
3. We have agreed to be jointly responsible for basic living expenses, as defined below*, incurred during the partnership; and
4. We are not married to anyone; and
5. We are both eighteen (18) years of age or older; and
6. We are not related by blood as close as would bar marriage; and
7. We are mentally competent to consent to a contract; and
8. We are each other's sole domestic partner and are responsible for each other's common welfare; and
9. We acknowledge joint ownership of acquisitions since the start of the partnership, to an extent equal to that pertaining to community property in the case of marriage. We are aware that we have been advised to consult an attorney regarding the possibility that the filing of this Affidavit may have other legal and/or financial consequences, including the fact that it may, in the event of termination of the domestic partnership, be regarded as a factor leading a court to treat the relationship as the equivalent of marriage for purposes of establishing and dividing community property, assigning community debt, and for the payment of support.
10. We declare that any dependent child of the domestic partner, to be eligible for coverage, is not otherwise eligible for health benefits.

* "Basic living expense" means the cost of basic food, shelter, medical care, clothing, and any other expenses of the common household. The partners need not contribute equally or jointly to the payment of these expenses as long as they agree that both are responsible for them.

Employees are advised that unless the domestic partner is also considered the employees dependent for tax purposes under Section 152 of the Internal Revenue Code, the Internal Revenue Service currently treats as imputed income to the employee the value of the health coverage provided to domestic partners and their dependents, if any. The Los Angeles Community College District will treat the value of domestic partner health coverage as taxable to the employee unless the employee executes an Affidavit of Tax Dependent Status.

Employees are advised to review the consequences of electing this benefit with their own tax advisors.

It is understood that:

1. I and my domestic partner must satisfy the eligibility requirements of a domestic partnership established by the State of California, register with the State of California as a domestic partnership and present proof

of such registration, along with proof of the following documentation to the Health Insurance Section, Business Services Division.

2. This declaration shall be terminated upon the death of the domestic partner of the employee or by a change of the circumstances attested to in this Affidavit.
3. We agree to notify the Health Insurance Section of the LACCD if the domestic partnership no longer meets all of the criteria attested to in this declaration within thirty-one (31) calendar days of the change by filing a Declaration of Termination of Domestic Partnership.
4. Following filing of a Declaration of Termination of Domestic Partnership, I understand that I may not file a subsequent Affidavit of Domestic Partnership for a period of at least 12 months; except, however, there is no waiting period for filing a second Affidavit of Domestic Partnership and a Declaration of Termination of Domestic Partnership.

Acknowledgements:

1. We understand that any person/employer/company who suffers any loss due to any false statement contained in this Affidavit, or failure of the employee to notify LACCD Health Insurance Section of any changes resulting in the partnership no longer meeting the criteria herein or in Appendix I of the Agreement, within the time limit provided, may bring a civil action against either both of us to recover their losses, including reasonable attorney's fees.
2. We have provided the information in the Affidavit for use by the LACCD Health Insurance Section for the sole purposes of determining our eligibility for domestic partner health benefits.
3. We affirm, under penalty of perjury, that the assertions in the Affidavit are true to the best of our knowledge.

_____		_____	
Employee/Retiree Signature		Date	
_____	_____	_____	_____
Address	City	State	Zip Code

_____		_____	
Domestic Partner Signature		Date	
_____	_____	_____	_____
Domestic Partner Address	City	State	Zip Code

Signature Notary Public

(Seal)

Commission Expires

Termination of Domestic Partnership

LOS ANGELES COMMUNITY COLLEGE DISTRICT
DECLARATION OF TERMINATION OF DOMESTIC PARTNERSHIP

I, _____, declare, under penalty of perjury,
(print) name of employee/soc.security number
that the Affidavit of Domestic Partnership attested to and signed by me on _____
date of declaration
is terminated as specified below:

Name of Domestic Partner: _____

Termination of the Affidavit of Domestic Partnership is due to:

- () change of circumstances attested to in the Affidavit of Domestic Partnership
- () termination of domestic partnership on _____
date
- () death of domestic partner on _____
date
- () marriage to domestic partner on _____
date

I shall mail a copy of this signed statement to my surviving former Domestic Partner within 14 days of signing this notice.

I understand that I may not file a subsequent Affidavit of Domestic Partnership for a period of at least 12 months; except, however, there is no waiting period required for filing a second Affidavit of Domestic Partnership with respect to a partner as to whom I previously filed both an Affidavit and a Termination of Domestic Partnership.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Signed: _____ Witness: _____

Print: _____ Print: _____

Date: _____ Date: _____

Appendix O Classified Career Development Guidelines

I. Purpose

To provide permanent, regular, full-time classified employees the opportunity to maximize their career potential by commencing career development programs which will assist them in their present position and or help them qualify for a more satisfying position within the Los Angeles Community College District.

II. Definition

Career development (as opposed to in-service training) is a program elected by employees for their personal career growth and development which will assist them in their present positions or may lead to other positions within the Los Angeles Community College District. (To be considered for any classified positions in the District an employee must meet the entrance qualifications for the classification established by the Personnel Commission).

III. Eligibility

All permanent, regular, full-time classified employees shall be eligible to participate in this program.

IV. Program Operation

The period of time established for the District's Career Development Program is from September through June of each year.

V. Release time

All permanent, regular, full-time employees with approved career development programs who elect to take courses during their working hours may be released up to five hours per week during working hours. Such employees must make up one- half of the time granted for training on a weekly basis. Career development programs and make-up time shall be arranged according to a schedule mutually agreeable to the employee and supervisor. Lunch and rest break periods cannot be used as make up time. Employees should be encouraged to take classes at times which are convenient to the work schedule at their location.

VI. Activities Suitable for Career Development

All permanent, regular, full-time employees with approved career development programs who elect to take courses during their working hours may be released up to five hours per week during working hours. Such employees must make up one- half of the time granted for training on a weekly basis. Career development programs and make-up time shall be arranged according to a schedule mutually agreeable to the employee and supervisor. Lunch and rest break periods cannot be used as make up time. Employees should be

encouraged to take classes at times which are convenient to the work schedule at their location.

- a. Completion of job-related courses, credit or non-credit, to enhance the employee's capabilities in the current position. The subject matter of the course should relate directly to the job or duties assigned to the employee.
- b. Participation in workshops, seminars or conferences which relate to the employee's professional or career growth within the District.
- c. Completion of credit or non-credit courses which are directly related to promotional positions within the Los Angeles Community College District. The subject matter of the courses should meet the educational requirements of positions for which employees are striving.
- d. Completion of a degree program at an accredited institution of higher learning for eventual promotion into a position in the District requiring a higher degree.

(Under special circumstances, a provision for tuition reimbursement under Personnel Commission Rule 831 may be requested. Prior approval is required by the employee's immediate supervisor and the college president or division head involved).

VII. Career Development Procedures

Each college and the administrative offices shall have a career development advisory committee which will assist in the development and implementation of career development. The committee will be composed of at least three management persons, classified or certificated, appointed by the Chancellor at the administrative offices and the president at each college. The committee will assume the responsibility of reviewing career development requests which are denied and appealed. The committee will make recommendations regarding such requests to designated administrators.

- a. Employees must fill out and submit to their supervisor, a "Career Development Request and Career Plan" (AAPS F-19) at least a month prior to class registration to allow supervisors to have a workable schedule for their office. The privilege of released time may be exercised only upon authorization by the designated administrator.
- b. After review and recommendation, the supervisor forwards form AAPS F- 19 to their administrator (designated administrator) for action.
- c. After action by the administrator, the administrator's office makes copies for employee's career development file and the location's Affirmative Action Representative, and returns the form to the supervisor.
- d. Supervisor notifies employee of the outcome of request as soon as possible. If the request is denied, the reason(s) shall be stated on the career development form.

- e. If the request is denied by the supervisor or designated administrator on the basis of work circumstances, the employee may appeal to the next level of authority. If the request is denied based upon the appropriateness of the course or content in relation to the career goal, the employee may then appeal to the Career Development Advisory Committee. A denial appeal from the appropriate administrator or the Career Development Advisory Committee may be appealed to the president or division head whose decision shall be final.
- f. Requests that are denied may be amended and resubmitted or new requests may be submitted by the applicant at a later date for consideration.
- g. Upon the completion of, or withdrawal from a course, a copy of the employee's grade report, or Form AAPS F-20, shall be submitted to the supervisor and forwarded to the appropriate office for inclusion in the employee's career development file to indicate progress toward the career goal.
- h. Completion of courses under this program will not relieve an employee of the need to meet the current entrance qualifications of the class for which applying.
- i. If an employee drops the class, the employee must immediately inform the supervisor and the privilege of released time will cease. Failure to comply with this notification requirement will result in the employee having to make up or reimburse the District for total hours allowed from the time the employee dropped the class.
- j. Modifications and extensions of original requests because of illness or emergency situations directly involving the employee may be granted by the designated administrator upon written request.

Los Angeles Community College District Career Development Request

The District Career Development Program is designed to provide regular, full-time, permanent, classified employees the opportunity to maximize their career potential within the Los Angeles Community College District. The program permits employees with approved programs to take up to five hours per week during working hours for career development with one-half of the time to be made up. Approval of Career Development Plans or completion of Career Development

Programs will not automatically entitle an employee to any position with the District. Please complete the form and submit it to your supervisor for consideration. A new request form must be submitted each semester.

1. _____
Last Name First Name Job Classification

2. Career Goal: _____

3. If Degree or Certificate is not required for this goal, complete the following:

- a) Skills to be improved:
- b) Class/Workshop/Conference requested:
- c) Sponsor:

4. If Degree or Certificate is required for this goal, complete the following:

- a) Type of Degree or Certificate:
- b) Major:
- c) Class Requested:
- d) College or University:

5. This program is scheduled from: _____ to _____
Day Mo Year Day Mo Year

6. Day(s) of class: _____, Time Begin _____ End _____

My acceptance into the Career Development Program is based on compliance with the District's Career Development Program Guidelines which are available at each location. If my class is scheduled during working hours, I agree to make up one-half of the time spent in class on a weekly basis according to the following schedule:

Day Time Day Time Day Time

Signature _____ Date _____

Supervisor Approved ___ Denied ___ Signature _____ Date _____

Designated Admin Approval ___ Denied ___ Signature _____ Date _____

Request denied because: _____

Career Development Plan

A Career Development Plan is essential to determine whether the career goal will assist employees in their present positions or may lead to other career positions within the Los Angeles Community College District. Once a Career Plan had been approved, it should be updated or modified by the employee as needed. Assistance in developing a plan is available from counselors in the College Career Counseling Center or the Office of Staff Development Programs and Services, for District Office employees. Employees should keep a copy of their approved Career Development Plan for reference.

Approved requests for release time during working hours for career development will be based on the office work schedule each semester.

Briefly describe your career goal: _____

List the courses required to accomplish your career goal and the expected dates of completion.

Course	No. of Units	Expected Date of Completion
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If a request is denied, employees have the right to appeal to the appropriate administrator or the Career Development Advisory Committee.

Los Angeles Community College District
Career Development Class Completion

This form should be completed and turned in to the supervisor by the employee for their career development file only in case of withdrawal from the course or if a grade card, transcript, or other verification of class completion is not given.

_____ has been enrolled in
Name

_____ and
Class, Workshop, etc.

has/has not (cross one out) successfully completed this program with a grade of _____.

Date class began _____, Ended _____

Total number of hours of the course _____

Instructor's Signature

Date

Appendix P Harassment (non-sexual) Complaint



LOS ANGELES COMMUNITY COLLEGES
HUMAN RESOURCES
770 WILSHIRE BOULEVARD
LOS ANGELES, CA 90017

HARASSMENT (NON-SEXUAL) COMPLAINT FORM

A hostile work environment exists when there is specific evidence of a pattern or practice of verbal or physical behavior, which would be offensive to a reasonable person, and which is severe and pervasive enough to adversely affect an employee's work environment or is so egregious it warrants immediate action.

Name _____ Date _____

Worksite _____ Employee # _____

Department/Division _____

Shift _____ Office Hours _____ Ext. _____ Home Phone _____

Status: Permanent _____ Probationary _____ Part-time _____ Other _____

Job Classification _____

Nature of Complaint (Describe briefly: Who? What? When? Where? Why?)
(Attach additional sheets if necessary)

Relief/Remedy Sought (Attach additional sheets if necessary)

Submitted to immediate supervisor or to the next higher level supervisor:

Name _____ Date _____

Complainant's Signature _____

Copy to: College President / Department Head

DO NOT USE THIS FORM If you are physically injured or the victim of a crime; you should file a Workers' Compensation Claim and/or a police report.

LACCD Form HR R-901 02/24/2022

Appendix Q Classified Employees with Adjunct Academic Assignments

Memorandum of Understanding, AFT Local 1521A Classified Employees with Adjunct Academic Assignments

This agreement constitutes an understanding of the conditions for classified employees in the bargaining unit who accept adjunct academic assignments within the LACCD.

1. The base salary rate for one standard hour for classified employees who teach credit courses, stipulated in the Faculty Guild contract, DESK Column L (\$1383.80) is comprised of both compensation for classroom teaching and compensation for preparation.
2. The base salary rate for one standard hour for classified employees who teach non-credit courses, stipulated in the Faculty Guild contract, FESK Column L (\$1222.60) is comprised of both compensation for teaching and compensation for preparation.
3. The base salary rate for one standard hour for classified employees in a non-classroom faculty assignment is stipulated in the Faculty Guild contract, EESK Column L/M (\$63.29/hour).
4. The parties maintain that the credit teaching rate (#1 above) exceeds the hourly rate of the highest paid classified employee by at least one and one-half times and therefore, the factor complies with the overtime requirement of the Fair Labor Standards Act (FLSA).
5. The parties maintain that the non-credit teaching rate (#2 above) and non-classroom rate (#3 above) exceed the hourly rate of the highest paid classified employee by at least one and one-half times at all salary range steps and therefore, the factor complies with the overtime requirement of the Fair Labor Standards Act (FLSA), except the following positions:
 - a. Data Communications Specialist
 - b. Senior Construction Inspector
 - c. Software Systems Engineer
6. Classified employees who currently have an adjunct academic credit teaching assignment for Fall 2013, outside of their regular classified assignment, are not required to reduce their classified assignment to teach, effective immediately.
7. Classified employees who currently have an adjunct academic non-credit teaching or non-classroom assignment for Fall 2013, outside of their regular classified assignment, are not required to reduce their classified assignment to teach, effective immediately, *except employees in the classifications listed in #5 above.*
8. Classified employees who currently have a credit teaching assignment during their regular classified assignment, and adjust their schedule with their supervisor to work those hours at straight time pay, will no longer have to reduce their classified assignment to teach, effective immediately.
9. Classified employees who currently have a non-credit teaching or non-classroom assignment during their regular classified assignment, and adjust their schedule with their supervisor to work those hours at straight time pay, will no longer have to reduce their classified assignment to teach, effective immediately, *except employees in the classifications listed in #5 above.*

C:\Documents and Settings\BarrerAD\Local Settings\Temporary Internet Files\Content.Outlook\6PZ5NM7L\Leave to Teach District FINAL.docx

Classified employees who accept a credit teaching assignment for Spring 2013 and beyond, outside of their regular classified assignment, will no longer have to reduce their classified assignment.


10. Classified employees who accept a non-credit teaching or non-classroom assignment for Spring 2013 and beyond, outside of their regular classified assignment, will no longer have to reduce their classified assignment, **except employees in the classifications listed in #5 above.**

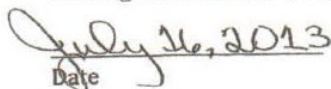
11. Every effort will be made to offer classified employees adjunct academic assignments outside of their regular classified assignments commencing on January 1, 2014. However, if an exception is necessary, a classified employee who accepts a teaching assignment for Spring 2014 through Fall 2014 during his/her classified assignment, shall obtain supervisor approval and make arrangements for an adjusted schedule to work those hours at straight-time pay.

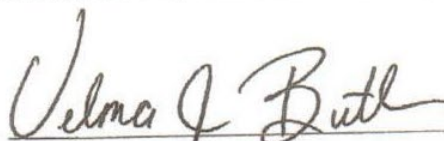
12. After Fall 2013, classified employees will make every effort to accept teaching assignments outside their normal working hours.

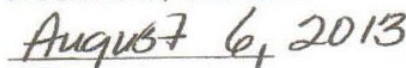
Any exceptions will be on a case-by case basis at the supervisor's discretion. If an employee is unable to accept a teaching assignment for two consecutive semesters because the assignments fall within her/his classified schedule, the employee will be able to appeal to her/his respective Vice President or Vice Chancellor at the time of the second denial.

13. The District's Human Resources management will address seniority issues with the Faculty Guild.

AGREED:

Adriana Barrera, Deputy Chancellor
Los Angeles Community College Dist.


Date


Velma J. Butler, President
AFT Staff Guild, Local 1521A


Date

Procedure for Implementation of Adjusted Work Schedule
for
Classified Employees with Adjunct Academic Assignments

As per the Memorandum of Understanding between the LACCD and the AFT College Staff Guild signed August 2013, classified employees will make every effort to accept teaching assignments outside of their normal working hours.

The following conditions apply for the employees who accept teaching assignments during their classified assignment and need to adjust their work schedule.

Employees shall coordinate with their supervisors to arrange for an adjusted schedule to work those hours at straight-time pay.

1. Employees whose regular schedule is a 5/40 work week shall make the adjusted schedule within the same week of the teaching assignment.
2. Employees whose regular schedule is a 9/80 or 4/10 work week shall make the adjusted schedule within the two weeks of the teaching assignment.
3. Employees are only eligible to use vacation to make up the time used during the teaching assignment with the mutual agreement of their supervisor.
4. Exceptions to 1 and 2 above will be made on a case-by-case basis.

Approved 11/3/15

MOU # 2016-01
Article 17

Memorandum of Understanding

The following Memorandum of Understanding (MOU) between the American Federation of Teachers College Staff Guild, Local 1521A; the American Federation of Teachers College Faculty Guild, Local 1521; the LACCD Administrators Association/Teamsters Local 911; and the Los Angeles Community College District serves to clarify the rights and functional oversight of Faculty Department Chairs to Classified Support Staff in the Chairs' departments.

Department Chair's and Dean's Duties in Relation to Classified Support Staff

1. The supervising dean and the department chair will meet to review the classified position description to ensure that the classified support staff in the chair's department work within the duties and responsibilities of the classified staff's classification. The department chair will monitor and provide the day-to-day work direction of the classified staff.

2. After the dean and chair have met, the department chair will meet with the classified support staff to review those duties and job responsibilities.

The department chair's duties include the following:

3. The department chair will provide work direction and oversee the assigned duties of the classified support staff.

4. The department chair will notify the dean when appropriate training is necessary or requested by the classified support staff.

5. The department chair will forward to the dean for approval all classified support staff requests for work schedule change.

6. The department chair will forward to the dean for approval all classified support staff requests for leaves, including illness/injury; vacation; conferences; work related events and other valid and necessary absences.

7. The department chair will forward to the dean all ergonomic requests by the classified support staff.

8. The department chair will refer to the dean for approval of all classified support staff overtime requests.

9. The department chair will initial and forward to the dean all classified support staff time sheets for the dean to sign.

The dean's responsibilities include the following:

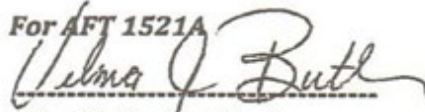
10. The dean will share with the department chair all release time schedules for the classified support staff.

11. The dean will prepare the classified support staff performance evaluation, and, for that evaluation, the department chair will provide in writing to the dean any appropriate observations, input, feedback, and recommendations.

12. The dean will receive and process any and all classified support staff contractual grievances.


Dated: March 22, 2016

For AFT 1521A



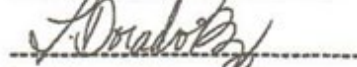
Velma Butler, President

For AFT 1521



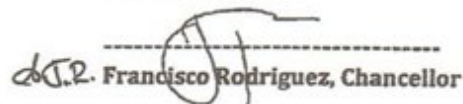
Joanne Waddell, President

For Teamsters Local 911



Luis Dorado, President

For the District



Francisco Rodriguez, Chancellor


Appendix S Notification Procedure for Hiring/Selection Committees/Panels


Notification Procedure for Hiring/Selection Committees/Panels

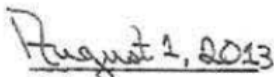
The AFT College Staff Guild and the Los Angeles Community College District agree to the following regarding Article 24 of the 2011-2014 collective bargaining agreement.

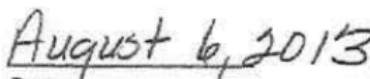
1. As the Exclusive Representative, the AFT Staff Guild shall make all appointments of its members to any and all Shared Governance Committees and hiring/selection committees/panels.
2. The AFT Staff Guild and the LACCD agrees that the College President (or designee) or District Office Deputy Chancellor (or designee) and the AFT Staff Guild Chapter Chair shall negotiate by August 31, 2013 a written process to provide written notice to the Staff Guild of selection/hiring committee/panel formation.
 - a. If no agreement is negotiated by August 31, 2013 then the President, Deputy Chancellor or their designee shall be responsible for providing written notice to the Staff Guild Chapter chair no fewer than five (5) working days before the first meeting of any selection/hiring committee/panel.
 - b. The composition of any selection /hiring committee/panel shall not be finalized and the selection/hiring committee/panel shall not meet until/unless the Staff Guild has been notified of the selection/hiring committee/panel formation.
3. There shall be no retaliation or adverse action taken by any District employee against any other District employee based on participation in the creation, implementation or enforcement of Appendix W.

Material retyped October 2022.



Adriana Barrera, Chancellor
Los Angeles Community College
District


Velma Butler, President
AFT College Staff Guild, Local 1521A


Date


Date

Appendix T Selection Committee Participation for AFT Local 1521A

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR R-112
		SELECTION COMMITTEE PARTICIPATION FOR AFT LOCAL 1521A
ISSUE DATE: July 22, 2021	SERVICE: ACADEMIC CLASSIFIED UNCLASSIFIED	
REPLACES: December 2, 2014	CHANGES: Included EEO Required Training Requirement	

I. POLICY

It is the policy of the District to establish written procedures governing the selection of all regular employees. In the case of the AFT College Staff Guild, Local 1521A, (Staff Guild) it is the policy of the District to establish written procedures which enact Staff Guild Collective Bargaining Agreement provisions.

II. DEFINITIONS:

- **Hiring or Selection** is the process of choosing a candidate in preference to others to fill a particular position.
- **Hiring Committees** sometimes called selection committees or panels, are groups formed for the purpose of choosing a candidate in preference to others to fill a particular position. Hiring Committees are comprised of LACCD employees, and may also include students and community members, as appropriate.
- **Staff Guild** refers to the American Federation of Teachers College Staff Guild, Local 1521A, AFT/AFL-CIO, also known as Unit 1.

III. REQUIREMENTS

The Board of Trustees has negotiated collective bargaining agreement provisions with the Staff Guild which prescribe the following:

Article 24 - AFT College Staff Guild Agreement - Staff Guild participation on the hiring committees for the positions of Chancellor, Deputy Chancellor, Vice Chancellor(s), Director of Business Services, Director of Diversity Programs, College President(s), and College Vice President(s). The parties shall develop a Human Resources Guide for Unit 1 participation on hiring/selection committees/panels for academic and classified administrators, Unit 1 members and any other agreed to positions.

Appendix W – AFT College Staff Guild Agreement - Calls for the development of a process set forth in this guide that outlines Staff Guild’s participation on the hiring/selection committees/panels.

The District and the Staff Guild have agreed that HR-R112 satisfies this requirement.

IV. **PROCEDURE**

A. Hiring Committees

1. This guide applies to hiring committees formed by the District hiring authority, or his/her designee, to fill regular academic administrator, academic supervisor, classified manager, classified supervisor, classified clerical-technical, and other classified positions. Faculty hiring committees are excluded except by explicit request from faculty.
2. Such hiring committees shall conduct all phases of the selection including, but not limited to, the evaluation of applications, the interviews of candidates, and the recommendation of the best qualified candidate(s) for the position to the final appointing authority.
3. Once a hiring committee is formed and has met, the balance between the number of administrators, managers, supervisors, faculty, classified representatives, and other parties will remain constant. Due to unforeseen circumstances a constituency representative may be replaced using the same appointment process, prior to the actual interview phase of the hiring committee process.

B. Notification and Participation

It is understood that supervisors will ensure that Unit 1 members, appointed by the AFT, can participate on hiring committees. Moreover, Unit 1 members shall notify as soon as reasonably possible their direct supervisor when accepting to participate on a selection committee.

1. The Staff Guild shall be invited and notified to appoint at least one representative to participate on the hiring committees for Chancellor, Deputy Chancellor, Vice Chancellors, Director of Business Services, Director of Diversity, College President and Vice Presidents, and other positions noted in A.1., above.
2. The Staff Guild Chapter Chair at the hiring location shall receive the notification to participate as soon as possible in the process but no later than five (5) working days before the convening of the hiring committee. A hiring committee shall not meet if the required notification has not been sent. Exceptions to the five (5) working day notification period may be waived by mutual agreement of the hiring authority and Staff Guild Chapter Chair.
3. The Staff Guild may accept or decline the opportunity to participate on a hiring committee. The Staff Guild shall notify the hiring authority in writing of its committee appointment or its decision to decline participation within three (3) working days of receipt of the notification to participate. Failure to appoint a member, to decline participation, or to appear shall not serve to delay the convening of the hiring committee. However, an untimely appointment shall be made by the Staff Guild, if the committee has not convened.
4. Only the Staff Guild shall make Unit 1 appointments to any and all hiring committees. The hiring authority may suggest specific Unit 1 members to the Staff

Guild who may consider the request.

5. Through consultation and agreement with the Chapter Chair, the hiring authority may include additional Staff Guild member (s) as a non- voting resource to the committee.
6. No member of the committee may be related to any of the applicants. If that is the case the member shall excuse himself/herself from the committee.
7. The committee may include a trained Equal Employment Opportunity (EEO) representative appointed by the President/Deputy Chancellor to ensure uniformity in the selection process and equal opportunity to all applicants. The EEO representative shall serve as a non-voting resource to the committee.
8. Non-Discrimination: The LACCD seeks to implement affirmatively, equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer- related) sexual orientation, age, disability or veteran status.
 - Each committee member shall receive appropriate training on the requirements of the Title 5 regulations on EEO (section 53000 et. seq.); the requirements of state and federal nondiscrimination laws; the educational benefits of workforce diversity; the elimination of bias in hiring decisions; ad best practices in serving on a selection screening committee.
 - Each committee member serving will be required to participate in a selection training. This training is mandatory; individuals who have not received this training will not be allowed to serve on any screening/selection committee. Other periodic training may be offered for those who might serve on a selection committee

C. Limitations

This Guide does not apply to any evaluation or interview panels convened as part of the of the classified recruitment and selection processes administered by the Personnel Commission.

D. Enforcement

It is the responsibility of the College President, Deputy Chancellor, or his/her designee to monitor, implement, and enforce the provisions of HR R-112.

Appendix U Remote Work Policy

The Board of Trustees delegates to the Chancellor the authority to establish and implement general procedures for considering and permitting certain District employees the use of remote work on a discretionary basis as a viable work option where there are clearly defined benefits for the operations of the District and the support of its students. The District recognizes the benefits of such work options for employees when both District and employee needs can be addressed.

The implementation of the District's remote work policy and agreement is at the sole discretion of the District and should not be considered a right or benefit of employment.

This policy may be discontinued at any time.

Appendix V Application for Tuition Reimbursement for Professional Development (Non-Faculty)



Application for Tuition Reimbursement for Professional Development (Non-Faculty)

Instructions

Complete one application per semester, quarter, seminar, workshop, or activity; if attending multiple institutions per quarter or semester, complete separate application for each. Submit completed form no earlier than 30 days prior to courses start date and no later than the end of the second week of classes to the Assignment and Administrative Services Unit, Human Resources Division, District Office.

Human Resources Division
Assignment and Administrative Services Unit
770 Wilshire Boulevard, 4th Floor
Los Angeles CA 90017

Employee Information

Name _____ Employee Number _____

LACCD Email Address _____

Home Address _____

City _____ State _____ Zip _____

Employee Unit _____

Employee Status (choose one):

Regular

Full Time

Part Time

Acting

Office or Work Location _____

Current Position _____

LACCD Phone Number _____

I request approval for reimbursement of tuition that will be paid for the following courses, workshops, conferences, or institutes:

Name of Accredited Institution or Entity Offering Activity

Location where activity will be offered.

List duties in current assignment (required).

Describe how the proposed course, workshop or seminar relates to the current classification or position (required).

Describe how the proposed course, workshop or seminar relates to promotional opportunities and or career ladder, or will result in more effective administrative service to the District (required).

By signing below, I acknowledge that the requested reimbursement amount is contingent upon the current tuition reimbursement limits established by my collective bargaining unit and the availability of funds during the current fiscal year.

Applicant Signature _____

For Office Use Only

Encumbrance

Fiscal Year _____ Amount _____

Date _____ Initials _____

Recorded _____ Waitlist _____

Glossary of Collective Bargaining Terms

AAA: See American Arbitration Association

Administrative law judge: An employee of the Public Employment Relations Board (PERB) who conducts unfair practice hearings and issues proposed decisions, which become final and binding on the parties unless appealed to the board.

AFL-CIO: American Federation of Labor and Congress of Industrial Organizations A voluntary federation of national and international labor unions.

AFT: See American Federation of Teachers

AFT 1521A: The exclusive representative for all employees in the clerical/technical unit of the Los Angeles Community College District.

Agency fee: A provision in bargained contracts requiring non-union members to pay their bargaining agent an amount equal to or slightly less union dues.

Agency shop (Union shop): A requirement, usually contained in a negotiated agreement, that all employees in a bargaining unit pay a fee (often called a “fair share” or “service” fee) covering the cost of representation to the employee organization that is the exclusive representative of the unit.

Agreement: A written, negotiated contract between the employer and the recognized exclusive representative of employees in a bargaining unit that sets out conditions of employment (wages, hours, benefits, etc.)

for a stated period of time.

American Arbitration Association (AAA): A private organization that is used to provide lists of arbitrators, oversight of elections.

American Federation of Teachers (AFT): The nationwide organization of affiliated local unions and state federations that develops nationwide policy and lobbies at the federal level, coordinates activities, and provides assistance to locals.

Arbitration: A method of resolving disputes between an employer and employee organization by submitting the dispute to a neutral third party (or tripartite panel) whose decision is binding. Grievances or “rights” arbitration is usually the final step in a negotiated procedure for resolving disputes over interpretation or application of an existing bargaining agreement.

Arbitrator: A neutral third party who awards a decision after reviewing the positions/differences of both parties.

Bargaining agent: The organization legally recognized to represent employees in the bargaining unit – the Union.

Bargaining rights: A legally recognized right to represent employees in bargaining with the employer.

Bargaining Unit: A group of employees constituting an appropriate unit for purposes of representation by an employee organization in relations with the employer.

Board of Trustees: The elected body that governs the Los Angeles Community College District. The Board consists of seven seats elected at large.

Bumping: A process whereby an employee may displace a less senior employee from a job under certain circumstances including a reduction in work force or a layoff.

CBA: Collective Bargaining Agreement

Academic Certificated employee: An academic employee who is qualified by a certificate or credential to perform a particular educational service, such as classroom teacher, counselor, or psychologist, as defined in the Ed. Code

Certification: Formal recognition by the appropriate state agency that a majority of members of the bargaining unit have selected an organization to represent them as the exclusive bargaining representative for all members of the bargaining unit.

Classified employee: In the LACCD, an employee occupying a Merit System position, the classification and selection of which is governed by the Personnel Commission.

Collective Bargaining: An on-going exclusive relationship between an employer and a union in which a written contract is negotiated, implemented, and enforced with regard to the wages, hours, terms of employment and conditions of work for employees represented by the union.

Confidentiality (Negotiations): The understanding between the parties to negotiations that nothing that they have discussed or the conduct of those

discussions will be disclosed except by mutual consent or under specific ground rules.

Confidential employee: An employee who has regular access to, or possesses information relating to the employer's employee relations and are excluded from bargaining units.

Contracting Out/Outsourcing: Employment of outside contractors to perform work previously performed by the employer's employees.

Committee On Political Education (C.O.P.E): A committee that reviews positions of political candidates and monitors legislative issues. C.O.P.E. recommends candidates and issues based on their support or opposition.

Cost of Living Adjustment (COLA): A state budget allotment for a cost of living adjustment to the LACCD that is negotiable for salary increases.

District Office: Educational Services Center (ESC)

Due Process: The constitutional concept of procedural fairness protecting a public employee's employment rights. (See "Skelly Rights")

Duty of Fair Representation (DFR): The obligation of the exclusive representative to represent in good faith all members of the bargaining unit, including non-members of the union.

Education Code: The body of state statutes governing operation of the public school system, including terms and conditions of employment.

Exclusive Bargaining Representative: An employee organization which has been certified by P.E.R.B. (see definition below) as the exclusive representative of the employees of an appropriate bargaining unit. The employee organization that has won the sole right to represent employees in a bargaining unit and to negotiate an agreement for the unit.

Fact-finding: A method of impasse resolution, usually advisory, that involves investigation of a bargaining dispute by a neutral third party or tripartite panel that reports the results to the parties, usually with recommendations for settling the dispute.

Federal Mediation and Conciliation Service (FMCS): A federal agency that provides mediation services, lists of arbitrators, and training.

Good Faith Bargaining: Broadly defined as the duty of the parties to meet and negotiate at reasonable times with willingness to reach agreement on matters within the scope of representation; however, neither party is required to make a concession or agree to any proposal.

Ground rules: The procedures agreed to by the parties, which govern the conduct of negotiations.

Grievance: A complaint that the bargaining agreement has been violated. Grievances may be resolved through a negotiated grievance procedure, contained in the bargaining agreement, which may culminate in arbitration.

Impasse: A deadlock or stalemate in bargaining declared by one or both parties. Declaration of impasse usually precedes implementation of impasse resolution procedures or unilateral action by the employer.

Labor Relations Board: A quasi-judicial agency set up under the collective bargaining laws of states to adjudicate complaints that allege unfair labor practices, resolve unit clarification disputes, certify bargaining agents, and in general monitor the implementation of collective bargaining laws (See PERB).

Local: Your local union that is affiliated with the national AFT while maintaining full autonomy, for example, to hire or fire its own staff and set its own policies.

Location: The main worksite, which includes satellite locations.

Management: Generally, those individuals who work for an employer and who have the right to hire, promote, direct, discipline, or discharge other employees and resolve their grievances.

Management rights: Certain rights, often identified in the “management rights” clause of a negotiated agreement, that are not within the scope of bargaining because they are intrinsic to the employer’s managerial role. While the employer is not required to bargain on such matters, it must bargain on their effects if there is an impact on wages, hours, or other terms and conditions of employment.

Mediation: Also called conciliation. Efforts of a neutral third party to help resolve a dispute between parties. Mediation is used when the parties have reached impasse in the collective bargaining process. Mediation is non-binding and noncompulsory.

Merit System: A personnel system in which comparative merit and fitness govern each individual's selection and progress in the service

Negotiating team: The group of individuals representing either an employer or a union who have the authority and responsibility to discuss proposals, to reach a tentative agreement and recommend its ratification or to declare an impasse in negotiations.

Negotiations: The process of the employer and the exclusive representative meeting together and bargaining in a good faith effort to reach agreement on matters within the scope of representation and executing, if requested by either party, an agreement incorporating matters agreed on.

Protected activity: Generally defined as the exercise of rights guaranteed by the collective bargaining statutes, such as employees' right to join and participate in union activities.

Public Employment Relations Board (PERB): The State regulatory agency that has jurisdiction over the collective bargaining activities of community colleges. They conduct elections, determine appropriate bargaining units, hear unfair labor practice cases and conduct mediation.

Ratification: The formal approval of a proposed contract by union members voting by secret ballot.

Scope of bargaining: The universe of issues relating to wages, hours, and conditions of employment included in collective bargaining procedures.

Shared Governance: A process whereby union/employees of the District participate in decision making, and committee appointments as defined in Community College Reform Legislation (Assembly Bill 1725) and exclusive representative appointing classified members to committees (Senate Bill 235).

Skelly Rights: The due process right to notice of intended disciplinary action, a copy of materials on which the action is based and an opportunity to respond orally or in writing to an impartial reviewer prior to discipline being imposed.

Statute of Limitations: The time period set out in a statute, for filing a complaint, suit, or appeal.

Strike: An impasse resolution method used by a union in which the members of a bargaining unit refuse to work until the employer accepts the union's position as the basis for settlement.

Supervisory employee: Generally, an employee having authority to hire, transfer, layoff, promote, reward, discipline, or assign work to and direct a group of employees, or to adjust their grievances, or to effectively recommend such action if the exercise of such authority requires independent judgment.

Tentative Agreement: The written result of a negotiation on a specific subject, or the totality of the result of negotiations prior to ratification by the members of the union.

Unfair Labor Practice (ULP): An act or practice which violates the rights of an employee organization or employer as granted in applicable collective bargaining law. 28B.53.073 lists employer and union unfair labor practices. It is unfair for an Employer to

- a. Interfere with an employee's rights under the law – (to join or participate in the union)
- b. Dominate or interfere with the union
- c. Discriminate against an employee

for participation in the union

- d. Discharge or discriminate against an employee who has filed charges under this law
- e. Refuse to bargain collectively with the union

Unilateral action: An action affecting employment conditions taken by an employer without prior negotiations or before negotiations have concluded. Actions taken in an arbitrary and capricious manner.

“Weingarten” Rule: The right of an employee to the presence of a union representative at a meeting with the employer. See Article 16E

