

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	HR H-200
		EMPLOYEE UNITS AND PERSONNEL SUB-AREAS
ISSUE DATE: May 08, 2008	SERVICE: <input checked="" type="checkbox"/> ACADEMIC <input checked="" type="checkbox"/> CLASSIFIED <input checked="" type="checkbox"/> UNCLASSIFIED	
REPLACES: HR Guide dated June 19, 2007	CHANGES: Technical Correction: Definition of "Basis" and "Work Year" revised to make it consistent with HR Guide H-600: Work Year and Academic Terms.	

I. POLICY

It is the duty of each College and Division to establish internal processing procedures that ensures positions are budgeted and assignments are processed according to established personnel coding parameters so that pay and benefits can be properly administered.

II. DEFINITIONS:

- **Basis** is the term used to identify the period during the year when an employee is on duty and assigned a specific work schedule.
- **Employee Unit** is a group of employee jobs that can be categorized as having the same union representation or, in the case of unrepresented employees, other similar characteristics, i.e., confidential, overtime exempt, unclaimed, etc.
- **Exempt Employee** is an employee assigned to an executive, administrative, professional, or Fair Labor Standards Act (FLSA) designated computer technician jobs paying at least \$27.63 per hour that meets specific tests regarding job duties and salary basis as determined by the Department of Labor. Exempt employees are not subject to FLSA overtime requirements.
- **Non-Exempt Employee:** An employee assigned to a job required under FLSA to be paid overtime pay.
- **Overtime** is authorized time worked normally in excess of 8 hours/day (except for employees on a 9/80 or 4/10 work schedule), exclusive of meal breaks, in any one day or beyond 40 hours in a week for employees who are not exempt from the Fair Labor Standards Act (FLSA).
- **Personnel Sub-Area (PSA)** is the SAP software term for a code used to describe a group of employee jobs that can be categorized by collective bargaining representative, hours, work year, and eligibility for overtime. The legacy system used three separate code fields—employee unit, basis, and overtime eligibility, to identify this information.
- **Work Year** is a set number of months during the year a position is budgeted and the employee is paid. Work year defines the months that a salary is paid. Basis and Work Schedule define the actual days and hours an employee is on duty. A twelve month work year is paid July through June. A ten month work year is paid September through June.

III. REQUIREMENTS

- A. Personnel Sub Area (PSA) codes is the alphanumeric coding system used in the District's computer system to identify each job, and ultimately each personnel assignment processed, by employee unit, work year, and overtime eligibility.
1. When an employee is assigned to a position, the employee "inherits" the PSA appropriate to that position.
 2. Table H-200A, Human Resource PSA Relationships, below, illustrates how the PSA is related to other Human Resource processes in the SAP system.

TABLE H-200A HUMAN RESOURCE PSA RELATIONSHIPS		
HR PROCESS	RELATIONSHIP	HR GUIDE
Assignment Dates	PSA determines valid start and end dates for assignments	P-100
Evaluation	Employee Unit determines the evaluation process and forms	E-000
FTE Limitation	PSA determines Full Time Equivalent (FTE) assignment limitations	P-130
General Ledger (GL) posting to finance	PSA, in conjunction with Employee Sub-Group (ESG) determines General Ledger positing in the Accounting System.	H-320
Jobs	PSA is an attribute of every job. Each job can only be in one Employee Unit, can only have one overtime payment method, and can only have limited work year possibilities.	H-400
Leave of Absence	PSA, in conjunction with Employee sub-group codes (ESG) determines eligibility for certain types of leaves.	P-400
New Hire Packet	Employee Unit determines forms required for employment	P-110
Overtime	PSA determines eligibility for Overtime pay.	W-500
Pay Scale	PSA determines Pay Scale (Salary Schedule)	H-500
PCR Work Flow	PSA determines if Personnel Commission approval is required	P-000
PCS Work Flow	PSA determines if Personnel Commission approval is required	H-700
Retirement System	PSA, in conjunction with Employee sub-group(ESG) determines default retirement system	P-370
Tax Model and Retirement Deductions	PSA, in conjunction with Employee sub-group(ESG) determines tax and retirement deductions	H-310
Work Schedule	PSA, in conjunction with Employee sub-group codes(ESG) and Location (Personnel Area), determines possible work schedules.	W-400
Work Year and Academic Terms	PSA determines eligibility for payment during certain months of the year.	H-600

- B. Human Resources, District Office, is responsible for defining PSA codes based on collective bargaining processes and Board of Trustees action.
- C. **Master Validation Table:** When a position is created, all changes affecting employee unit, work year, or overtime eligibility must be done within the context of the master validation table. See HR Guide H-700, Position Establishment and Change, for details.
- D. **PSA Code Structure:** Each data element in the PSA code represents the following information: Employee Unit; Work Year, and Overtime Eligibility.

1. **Employee Unit:** The first two characters designate the employee unit as determined for collective bargaining purpose or, in the case of unrepresented employees, a job that has the same rules associated with wages, hours, and overtime. Table H-200B, SAP / Legacy System Employee Unit Code Conversion, below, lists employee unit codes used in both computer systems.

TABLE H-200B SAP / LEGACY SYSTEM EMPLOYEE UNIT CODE CONVERSION				
SAP SYSTEM		LEGACY SYSTEM		EXCLUSIVE REPRESENTATIVE
EMPLOYEE UNIT		BARGAINING UNIT		
CODE	TITLE	CODE ¹	TITLE	
AM	Academic Managers	M	Management	
AS	Academic Supervisors	M	Management ²	Teamsters
CM	Classified Managers	M	Management	
CN	Confidential	C	Confidential	
CP	Clerical / Technical, Bachelor Degree Plus ³	1	Clerical / Technical	AFT Staff Guild
CR	Crafts	3	Crafts	Building and Trades Council
CS	Classified Supervisors	S	Supervisory	Local 721 ⁴
CT	Clerical / Technical	1	Clerical / Technical	AFT Staff Guild
CU	Unclaimed	U	Unclaimed	
FA	Adjunct Faculty	F	Faculty	AFT Faculty Guild
FR	Faculty	F	Faculty	AFT Faculty Guild
OP	Operations	2	Maintenance & Operations	Local 99
ST	Student Workers	R	Unclassified - Budget	
UO	Unclassified Other	R	Unclassified - Budget	
UT	Professional Experts / Community Representatives	R		
EO	Elected Officers	M	Management	

¹ The following legacy system code is not active and is not in the SAP system: Unit 6 Police.
² Classifications of administrators in the Teamsters Unit were listed in the document titled Salary Schedules and Related Information" as being denoted with an asterisk (*) preceding the title.
³ Clerical / Technical Unit jobs requiring a minimum of a bachelor's degree as part of the entrance qualification.
⁴ Formerly Local 347.

2. **Work Year:** The third character indicates the length of time during the fiscal year a position is budgeted. Table H-200C, Basis Code Time Period Summary, identifies Basis Codes and time periods currently in use. See HR Guide H-600, Work Year (Basis) and Academic Term (School Year) for details.

TABLE H-200C BASIS CODE TIME PERIOD SUMMARY	
CODE ¹	TIME PERIOD
REGULAR ASSIGNMENTS	
A	12 Calendar Months: July 1 to June 30
B	217 Days with Dates determined yearly based on the Academic Calendar
C	Duty days are defined by the Academic Calendar
D	240 Days between July 1 and June 30
G	239 Days between July 1 and June 30
TEMPORARY ASSIGNMENTS	
X	Anytime
Z	Summer Session Intersession
¹ The following legacy system Basis codes are inactive and are not in the SAP system: E, F, J, K, M, P, R, S.	

3. **Overtime Eligibility:** The fourth character designates overtime eligibility applicable to the job. See HR Guide W-500, Overtime, for details.

TABLE H-200D SAP / LEGACY SYSTEM OVERTIME CODE CONVERSION			
SAP SYSTEM		LEGACY SYSTEM	
CODE	TITLE	CODE	TITLE
1	Overtime Exempt	0	No Overtime
2	Overtime, Straight Time	1	Straight Time Overtime
3	Overtime, 1.5 Hourly Rate	2	1.5 Overtime

Table H-200E, Personnel Sub-Areas by Employee Category, below, provides a matrix of each PSA code and its component parts.

**TABLE H-200E
PERSONNEL SUB-AREAS BY EMPLOYEE CATEGORY**

PERSONNEL SUB-AREA		UNIT		WORK YEAR, BASIS		OVERTIME EXEMPT	
CODE	SUB-GROUP	CODE	TITLE	CODE	PAY	CODE	EXEMPT
AMA1	Academic Managers A Basis Exempt	AM	Academic Managers	A	12 Month	1	Yes
ASA1	Academic Supervisors A Basis Exempt	AS	Academic Supervisors	A	12 Month	1	Yes
CMA1	Classified Managers A Basis Exempt	CM	Classified Managers	A	12 Month	1	Yes
CMA2	Classified Managers A Basis Straight OT	CM	Classified Managers	A	12 Month	2	No
CMA3	Classified Managers A Basis 1.5 OT	CM	Classified Managers	A	12 Month	3	No
CNA3	Confidential A Basis 1.5 OT	CN	Confidential	A	12 Month	3	No
CPA3	Classified Professional A Basis 1.5 OT	CP	Classified Professional	A	12 Month	3	No
CPB3	Classified Professional B Basis 1.5 OT	CP	Classified Professional	B	10 Month	3	No
CPC3	Classified Professional C Basis 1.5 OT	CP	Classified Professional	C	10 Month	3	No
CPG3	Classified Professional G Basis 1.5 OT	CP	Classified Professional	G	12 Month	3	No
CRA3	Crafts A Basis 1.5 OT	CR	Crafts	A	12 Month	3	No
CRC3	Crafts C Basis 1.5 OT	CR	Crafts	C	10 Month	3	No
CRG3	Crafts G Basis 1.5 OT	CR	Crafts	G	12 Month	3	No
CSA3	Classified Supervisors A Basis 1.5 OT	CS	Classified Supervisors	A	12 Month	3	No
CSC3	Classified Supervisors C Basis 1.5 OT	CS	Classified Supervisors	C	10 Month	3	No
CSG3	Classified Supervisors G Basis 1.5 OT	CS	Classified Supervisors	G	12 Month	3	No
CTA3	Clerical/Technical A Basis 1.5 OT	CT	Clerical/Technical	A	12 Month	3	No
CTB3	Clerical/Technical B Basis 1.5 OT	CT	Clerical/Technical	B	10 Month	3	No
CTC3	Clerical/Technical C Basis 1.5 OT	CT	Clerical/Technical	C	10 Month	3	No
CTG3	Clerical/Technical G Basis 1.5 OT	CT	Clerical/Technical	G	12 Month	3	No
CUA3	Unclaimed A Basis 1.5 OT	CU	Unclaimed	A	12 Month	3	No
FAC1	Adjunct Faculty C Basis Exempt	FA	Adjunct faculty	C	10 Month	1	Yes
FAZ1	Adjunct Faculty Z Basis Exempt	FA	Adjunct Faculty	Z	Sum/Win	1	Yes
FRC1	Faculty C Basis Exempt	FR	Faculty	C	10 Month	1	Yes
FRD1	Faculty D Basis Exempt	FR	Faculty	D	12 Month	1	Yes
FRM1	Faculty M Basis Exempt	FR	Faculty	M	12 Month	1	Yes
FRZ1	Faculty Z Basis Exempt	FR	Faculty, Non-Classroom	Z	Summer	1	Yes
OPA3	Operations A Basis 1.50 OT	OP	Operations	A	12 Month	3	No
OPC3	Operations C Basis 1.5 OT	OP	Operations	C	10 Month	3	No
OPG3	Operations G Basis 1.5 OT	OP	Operations	G	12 Month	3	No
STX1	Student Workers X Basis ¹	ST	Student Workers	X	Any Time	¹	No
STX3	Student Workers X Basis 1.5 OT	ST	Student Workers	X	Any Time	3	No
UOX1	Unclassified Other	UO	Unclassified Other	X	Any Time	1	Yes
UTX1	Professional Expert / Community Representative	UT	Professional Expert / Community Representative	X	Any Time	1	Yes
EOX1	Elected Officers No Overtime	EO	Elected Officers	X	Any Time	1	Yes

¹To be replaced by STX3.

IV. **ADDITIONAL RESOURCES**

CALIFORNIA EDUCATIONAL CODE

88002 Assignments At Times Other Than the Regular School Year
88026 Workweek
88027 Overtime
88203 Paid Holidays
88204 Exclusive Weekend or Holiday Employment
88205 Holiday in Lieu of a Specified Holiday
88205.5 Admission Day
88206 Substitute Holiday

LACCD BOARD RULES

Chapter X, Human Resources

Article 1 Personnel Services

10118 Four Consecutive Day Work Week

Article IV Certificated Assignments

10403 Part-Time Monthly Rate Teaching and Other Certificated Assignments

10404 Released Time for Academic Senate Officers

10405 Authorization for Certificated Employees to Serve as Replacement Instructors

10406 Assignment Authorization for New Certificated Employees

10409 Assignment Bases

10409.10 Mandatory Unpaid Leave of Absence for Academic Administrators

10410 Holidays

19411 Payment for Holidays – Certificated Employee With Regular Status Serving in
Such Status or as a Substitute in a Higher Class

10412 Payment for Holidays – Substitute Certificated Employees

10413.11 Change of Service Assignment to Basis not having Vacation Privileges

Article X Vacations and Absences

101006 Compensatory Time Off for D Basis Employee

LACCD HUMAN RESOURCE GUIDE

HR H-300 Employee Sub-Group

HR H-600 Work Years and Academic Terms

HR H-700 Position Establishment and Change

HR W-500 Overtime

PERSONNEL COMMISSION RULES

596 Overtime

775 Working Periods

816 Holidays

LACCD COLLECTIVE BARGAINING AGREEMENTS

AFT Faculty Guild Local 1521:

Article 10 Calendar

Article 11 Holidays and Vacation Day

Article 13 Assignment

Article 14 Assignments, Additional and Coaching

Article 15 Assignment, Summer and Winter Intersession

AFT Staff Guild Local 1521A:

Article 11 Holidays

Article 12 Hours and Workweek

Building Trades Council:

Article 10 Hours and Overtime

Article 11 Holidays

School Employees Union, SEIU Local 99:

Article 8 Hours and Overtime

Article 14 Holidays

Supervisory Union SEIU Local 721 (Formerly Local 347):

Article 7 Hours and Overtime

Article 13 Holidays

Teamsters Local 911:

Article 11 Holidays