



WHAT'S NEW

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WORK SCHEDULES, QUOTAS, AND ABSENCES

As was explained in last week's newsletter, pay concepts for most employees will change from hourly concepts to monthly salary concepts starting January 1, 2005. The concept of Work Schedules was also introduced. A natural follow-up area is to wonder how the new system handles absences. This issue of "What's New" explores Work Schedules in more depth and introduces a new concept, Quotas, in the handling of absences.

Work Schedules and Absences

Work Schedules do two things. First, if you have a Regular Schedule you are salaried. If you do not have a regular work schedule, you are hourly. For example, a Classified employee who works a 40-hour workweek schedule will receive the full-monthly salary for that job. An employee who is scheduled for less than 40 hours will receive the appropriate fraction of a full salary. All salaried employees have Work Schedules.

Second, Work Schedules provides a mechanism for absence accounting. Instead of trying to keep track of every hour of every day as being either present or absent as was done in our legacy system, salaried employees will report only the start and end time of an absence. The new system's software will compute the appropriate absence quantity based on the start and end time of each absence. This method of absence accounting greatly simplifies absence reporting for employee, department heads, and processing staff alike.

Time Reports: Positive or Negative

In the new system, time reports are submitted according to an employee's Position Type and Work Schedule. Two methods of time reporting are used:

- **Negative Time Reporting:** It is not necessary for salaried employees, employees with Regular Work Schedules, to submit hours worked to payroll in order to be paid. Only absence from service needs to be reported to payroll. 
- **Positive Time Reporting:** Time reports showing time worked on a day-to-day basis will continue to be used for employees working Irregular Work Schedules. 

The new time reporting methods significantly reduce the amount of time that must be devoted each week to reporting time and correcting errors. In turn, paychecks will become much more accurate and timely than was possible in our legacy system.

The Bottom Line: *It is the District's payroll time reporting methods that are changing. Departmental absence reporting requirements and absence leave verifications remain the same.*

Quotas

Absences, whether a entire day or a fraction of a day, are recorded in the time management system and deducted from the quota rule established for each type of absence.

ABSENCE QUOTA RULES	
QUOTA RULE	EXAMPLE
Accumulate from year-to-year	Illness, Vacation
Reset every July 1	Personal Emergency, Non-Duty Days
Based on each occurrence	Industrial Accident

The absence balance that are now stated in hours in the legacy system (i.e. vacation) will be converted to the equivalent days on January 1, 2005.

Counting Absences

The method used to count absences is also changing. Instead of counting absences in hours, absences will be counted in days or fractions of days. The new software system, handles this calculation based on the start and end times reported for the absence. It is important to note that for full time employees, absence days will be counted based on a five day week equivalent regardless of actual duty days. This method of counting absences is especially helpful for teaching faculty.

Our legacy system, for example, paid teaching contract faculty based on a 30-hour workweek. In such a system, it was difficult to accurately administer absence reporting since faculty members did not have a readily identifiable schedule reflecting time tied to the 30-hour workweek. In the new system, teaching faculty will have a work schedule based on duty days as defined in the guild/district agreement. Absences from duty will be reported and converted to the appropriate equivalent days. 



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