

	LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE	
		GLOSSARY
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DEFINITION

HRGUIDE

- **Absence Event** is a regular employee's single continuous absence at a location within the District. For purposes of processing faculty substitutes, absence events are classified as either day-to-day (20 days or less) and long-term (21 days or more). [R-140](#)
- **Absence Reporting** is the procedure that employees use to inform their supervisor when they will not be present at work. [W-210](#)
- An **Absence without Leave** occurs whenever an employee is not available to perform their assigned duties and does not comply with the applicable requirements to have an approved leave. [P-400](#)
[W-210](#)
- **Academic** refers to the instructional and student services programs of the district [R-350](#)
- **Academic Administrator ("Educational Administrator")** is an administrator who is employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district. [R-110](#)
- **Academic employee** refers to a person employed by a community college district in an academic position. The term "certificated employee" or any similar term used in reference to community college employees shall be deemed a reference to academic employees of the community colleges. [R-120](#)
- An **accredited institution** is one that has been recognized or approved as meeting the standards established by an accrediting agency recognized by the United States Department of Education or the Committee of Bar Examiners for the State of California. It does not include those institutions that have applied for accreditation, or are identified by accrediting associations as candidates for accreditation or have provisional accreditation. [R-501](#)
- **Academic position** includes every type of service, excluding paraprofessional service, for which minimum qualifications have been established by the board of governors pursuant to Section 87356. [R-120](#)
- **Academic Service** employees, formerly known as certificated employees, are the individuals assigned to jobs having responsibility for the operation of, or formulating of policy for the instructional or student services program as specified under California Code of Regulations, Title 5, § 53402. [R-110](#)

- **Additional assignment** is the personnel action that assigns a current employee to a new (additional) position while the employee continues in his/her basic (current) position. In the SAP software computer system, this is called “concurrent employment.” In the legacy system, this process was called an “extra assignment.” [P-130](#)
[H-330](#)
- **Adjunct assignment** is the personnel action that assigns a part-time temporary faculty member to one instructional term at a time without a guarantee the assignment will continue. Adjunct faculty may be assigned an additional assignment for non-classroom activities on an as needed basis under Educational Code § 87482.5. [P-130](#)
[R-130](#)
- **Adjunct Faculty** is any faculty member who is employed at an adjunct rate pursuant to Education Code § 87482.5 for no more than 60 percent of the load of scheduled duties for a full-time regular faculty member having comparable duties averaged over the semester. [H-511](#)
- **Administrator** is any person employed by the governing board of a community college district in a supervisory or management position as defined in Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code. (Education Code § 87002.a.) [R-110](#)
- **Ancillary Activities** are professional duties and tasks that may be performed by adjunct faculty on an as needed basis as allowed under Education Code § 87482.5 outside of normal FTE limitations. [P-130](#)
- **Applicant** is a person who has expressed an interest in employment with the District. [R-000](#)
[R-100](#)
[R-110](#)
[R-120](#)
- **Assign employee** is the type of personnel action procedure which places a person in a position. [P-100](#)
[H-330](#)
- **Assistant Athletic Coach** is an individual who assists the Head Coach with the application of sports tactics and strategies associated with an intercollegiate sport. [R-400](#)
- An **At-will** employee has no definite term governing the employment relationship; the employer is free to discharge the individual for good cause, or bad cause, or no cause at all, and the employee is equally free to cease work. [R-331](#)
- **Athletic Director** is an Academic Service position that oversees the work of coaches and related staff involved in intercollegiate athletic programs. [R-400](#)
- **Academic Service** employees are the individuals assigned to jobs having responsibility for the operation of, or formulating of policy for the instructional or student services program as specified under California Code of Regulations, Title 5, § 53402. [R-130](#)
- **Authorization Table** shows the access a position has to each of the District’s computer systems. In the SAP system, each module’s authorization table is the key to which transactions an individual employee can view, handle and, ultimately how a transaction is routed and approved. [H-100](#)
- **Basic assignment** is the first active assignment when a person has multiple active assignments in the District. [P-130](#)

- **Basis** is the term used to identify the period during the year when an employee is on duty and assigned a specific work schedule. [H-200](#)
[W-410](#)
- **Break in Service Year** is any academic year other than a **Complete Year** or an **Incomplete Year**. [R-126](#)
- **Cancellation** is the formal process of obtaining employer approval to rescind a resignation after the normal withdrawal period has elapsed. [P-310](#)
- **Candidate** is an applicant who has been identified as a result of a recruitment process as eligible to be appointed to a particular position. [R-000](#)
[R-100](#)
[R-101](#)
[R-130](#)
[R-120](#)
- **Capacity Utilization** (CAP) is the percentage of a pay scale a particular employee is paid. CAP is normally 100 percent for full time salaried and all hourly employees, but varies for department chairs, PACE instructors, summer instructors, and part time salaried employees. [H-500](#)
[R-124](#)
[R-125](#)
- A **Classified Administrator** is an administrator who is not employed as an educational administrator [R-110](#)
- **Community Representative** is an unclassified assignment for employment in an advisory or consulting capacity and for the duration of not more than 90 working days in a fiscal year. [R-310](#)
- The **Committee on Tuition Reimbursement** considers requests for tuition reimbursement and determines whether the request is approved, denied or waitlisted. The establishment and composition of the committee is set forth in the respective collective bargaining agreements. (See [Union Contracts](#)) [R-501](#)
- **Complete Year** is any academic year in which an employee serves in probationary status for more than 75% of the number of days or hours considered as a full-time assignment for permanent employees having similar duties in the District (EC 87468, 87469) This is based on the days the school is maintained during the fall and spring semesters; any service during summer or winter intersession is not included. [R-126](#)
- Course **completion** means the successful completion of a credit course for which a student receives a recorded grade of A, B, C, PASS or CREDIT. The grading policy of the institution offering the course will be used to determine “successful” completion of the course. ([Board Rules 6702 and 6703.11](#)) [R-501](#)
- **Concurrent Employment** occurs when an employee is assigned in multiple positions throughout the District with overlapping appointment dates. In the legacy system, this situation was called “multiple assignments.” [P-130](#)
- A **confidential employee** means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions ([Government Code § 3540.1\(c\)](#)). [H-201](#)
- **Collective Bargaining Unit** is an organization designated by the Public Employee Relations Board (PERB) as the official employee representative to the employer with [H-201](#)

regard to wages, hours and working conditions. No confidential employee can be a member of a Collective Bargaining Unit.

- **Consecutive Leaves:** In Academic Service, a leave is considered consecutive if not separated from a prior leave by regular service for at least 130 days. Any combination of consecutive leaves is limited to six semesters unless a collective bargaining agreement specifies otherwise. [P-400](#)
- **Consulting Instructor** is a faculty position responsible for a significant academic or student service program or function which requires relating to faculty as peers and may include the supervision of other employees. Assignments are usually temporary. [R-121](#)
- A **Contribution** is the amount paid by the district on behalf of its employees to the federal government for Social Security and Medicare and to state agencies for the CalPERS, CalSTRS, and PARS retirement systems. [H-310](#)
- **Catastrophic Illness or Injury** is a serious, debilitating illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's family which requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all eligible leave pursuant to the provisions of the applicable collective bargaining agreement (EC 87045). Chronic conditions associated with the debilitating illness or injury that results in intermittent absences from work may be considered catastrophic, i.e., cancer, AIDS, residual effects of a stroke, etc. Short-term conditions such as colds, flu, measles, and/or common illnesses or injuries are not deemed catastrophic. [W-301](#)
- A **Deduction** is a reduction in amount paid to an employee from the gross pay earned. [H-130](#)
- **Deliverable** is the product of the development process. For academic development grants, the deliverable is always a public document used district-, college-, or department-wide basis. [R-350](#)
- **Department** is an organizational unit consisting of multiple positions reporting to a single person (department head), having a common purpose (usually stated in the name of the department), and having a unique budget. In our district, departments can be referred to by designations such as office, division, cluster, unit, program, or project. [H-100](#)
[R-125](#)
- **Department Chairperson** is a department member selected by the department to represent the department to the administration and the administration to the department. [R-125](#)
- **Departing Employee** is an employee of the District who is in the process of terminating his/her employment with the District. Such termination may be voluntary (resignation or retirement) or involuntary. [P-311](#)
- **Department Head** is the person/position responsible for the effective performance of the functions delegated to his or her organizational unit. The department head plans, organizes, and evaluates the work of the unit including the selection of personnel and management of the departmental budget. In our district, department heads can be referred to by a variety of designations such as administrator, manager, department chair, or director. In SAP, department heads are referred to as chiefs. [H-100](#)
- **Designated Decision-Maker (DM)** is the position authorized to initiate a personnel action. The position may be Academic or Classified and varies according to each [P-000](#)

location's organizational structure. In SAP, this position is referred to as the chief position.

- **Development** is the process of creating a new curriculum, function, service, program or project. [R-350](#)

- **Directory Information** consists of the work-related contact information that is generally not considered harmful or an invasion of privacy if disclosed to the public via directories, website, and publications and which is generally used to facilitate communications among employees, students, and the public. [P-101](#)
[P-102](#)

- **Donation** is the permanent transfer of an authorized amount of illness or leave quota from one eligible employee to another eligible employee. [W-301](#)

- **Educational Employment Relations Act (EERA)**, [California Government Code](#) (Sections 3540-3549.3), governs labor-management relations in California's public schools (elementary, secondary, unified, and community college districts and county education offices). [H-201](#)

- **Eligible Leave Credits** means illness leave and/or vacation leave accrued to the donating employee. [W-301](#)

- **Eminence** is the process by which a current or prospective faculty member requests recognition that his or her outstanding accomplishment or state or national prominence in the discipline is beyond that which is usual for a typical expert in the discipline or field [R-101](#)

- **Employee** is a person assigned to a specific position for a certain period of time. [H-100](#)
- **Employee** means, for purposes of this program, an Academic or Classified employee of the District who accrues illness and/or vacation hours (credits).¹ [R-000](#)
[P-302](#)
[R-100](#)
[R-130](#)
[W-301](#)
[R-120](#)
[R-331](#)

- **Employer-Employee Relations** is, in the context of confidential employees, activities related to collective bargaining proposals, communications about collective bargaining or contract administration, development of information or communication about employee grievances, and gathering and use of salary and benefits data of employees. [H-201](#)

- **Employee Group** is the six major groups of employee positions: Single Salaried; Pooled Salaried; Pooled Hourly; Retired; and Contingent Staff. [H-300](#)

- **Employee Organization** means any organization which includes employees of a public school employer and which has one of its primary purposes representing those employees in their relations with that public school employer. Employee organization includes any person of the organization authorized to act on its behalf and is usually a union. ([Government Code § 3540.1\(d\)](#)). [H-201](#)

- **Employee Sub-Group** is a group of employees whose position assignments are characterized by common employment duration, receipt of medical benefits, payroll frequency, retirement deductions, general ledger account, and wage type which are further defined as follows: [H-300](#)
[H-330](#)
[H-130](#)

¹ For the purpose of Catastrophic Leave Donation Program

- **Employment Duration** is the period of time for which a person holds an assignment.
- **Medical Benefits** is the health and related benefits program for eligible active and retired employees of the District.
- **Payroll Frequency** is the District's monthly or semi-monthly "paycheck" distribution cycle.
- **Retirement Deductions** is eligibility for contributions to a retirement system.
- **General Ledger** is required when a particular assignment must be charged to an instructional general ledger (G/L) account. The default is determined by a Personnel Sub-Area (PSA) / Employee Sub-Group (ESG) table.
- **Wage Type** is the basic elements of the SAP payroll system consisting of payments (earnings) and deductions.
- **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. [H-200](#)
[H-201](#)
- **Entrance-Level Job** is a faculty job for which permanent status (tenure track) may be acquired with the appropriate service and credential or degree (Board Rule 10407). [R-121](#)
[R-126](#)
- **Equivalency** is the process by which a faculty member requests recognition that his or her academic preparation (disciplines requiring master's degree), or work experience and coursework (disciplines not requiring a master's degree) in a particular discipline are at least equivalent to the relevant State Minimum Qualifications to serve as a faculty member in that discipline. [R-101](#)
- **Exclusive Representative** means the employee organization recognized or certified as the exclusive negotiating representative of academic or classified employees in an appropriate unit of a public school employer ([California Government Code §3513.1\(e\)](#)). [H-201](#)
- **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. [H-200](#)
- **Exit Clearance** is the process of validating that the employee has no outstanding obligations upon his/her separation from the District. [P-311](#)
- **Exit Interview** is an interview conducted with a departing employee just before the employee leaves employment. The primary purpose of an exit interview is to learn reasons for the employee's departure and based on the stated reasons, for an organization to assess and improve aspects of the working environment, i.e., organizational culture, business processes and systems, supervision and management, etc. [P-311](#)
- **Fingerprinting** is the system used to identify employees in order to ascertain their [P-111](#)

- possible criminal history. [R-331](#)
- **Full Separation** is stopping all work assignments in all positions with the LACCD for at least one day. The length of time of a full separation affects reemployment processing as detailed in Table P-121A, Reemployment Form and Document Processing Requirements, below. In SAP, a rehire action is processed when a person returns to service after full separation. [P-120](#)
[P-121](#)
 - **Full-Time Equivalent Personnel (FTEP)** is the number of Academic and Classified employees in a department upon which a department chair's release time is based. [R-125](#)
 - A **Grant** is the dollar amount provided in exchange for the work to provide a function, service, program or project. [R-350](#)
 - **Gross Pay** earned is the total of an employee's regular remuneration earned from salary, hourly wages, overtime and stipends before any deductions are made. [H-130](#)
 - **Head Athletic Coach** is the athletic coach responsible for the overall actions of the players of the team he/she is associated with. The Head Coach is always the instructor of record of the credit class associated with the sport. [R-400](#)
 - **Health Benefit Coverage** as used for retiree benefit purposes includes coverage in the District's group medical and/or dental plans. [P-371](#)
 - **Incomplete Year** is any academic year in which an employee's service does not qualify for a complete year but during which the employee served or was on leave during the entire year. [R-126](#)
 - **Instructional Television (ITV)** is a specially developed program of transferable courses that combine an instructional video with an interactive course website and weekend class meetings. [R-123](#)
 - **Instructor, Special Assignment** is a faculty position responsible for an academic or student service project that does not fall within the scope of other Academic classifications. The duties usually do not include supervision. Assignments are usually temporary. [R-121](#)
 - **ITV Faculty Roster** is a roster of discipline-experienced faculty experienced in ITV teaching modalities maintained to facilitate the selection of temporary ITV faculty. [R-123](#)
 - **Jobs** are general classifications that group positions together for purposes of compensation, Fair Labor Standards Act (FLSA) requirements, Equal Employment Opportunity Coding, etc. HR Guide H-400 discusses Jobs in detail. [H-100](#)
[H-500](#)
[R-100](#)
 - **Leave of Absence** is an authorized absence from duty, with or without pay, for a specific period of time from a job and for an approved purpose, usually with the right to return to the same job classification at the conclusion of the leave. [P-400](#)
[W-210](#)
 - **Level Pay** is a salary paid to faculty in equal installments per month over the entire term regardless of what days and hours during the term the classes actually were scheduled. [R-130](#)
 - **Limited Eligibility Rule** limits the number of semesters a person is allowed to be [R-122](#)

- employed as a temporary faculty member to not more than two (2) semesters in three (3) consecutive academic years in total assignments greater than 60 percent (60%) of a full-time assignment (Education Code § 87482 b) unless such service is in a SFP under Education Code § 87482 b. [R-123](#)
[R-124](#)
- **Limited Faculty Employment** is a temporary appointment to a monthly-rate position. No credit toward tenure is earned while serving in temporary status. [R-122](#)
 - **Limited Faculty** is the employment of a monthly rate faculty member to a temporary assignment that will not last more than one (1) year. [R-122](#)
 - **Live Scan** is the system used for the electronic submission of applicant fingerprints and the subsequent automated background check and response. [P-111](#)
[R-331](#)
 - **Location** is one colleges or the district office that comprise the Los Angeles Community College District. Locations are semi-autonomous in that they manage their own instructional program, student services, facilities, and budget within guidelines established by the District. Each location has a master department (president's or senior vice chancellor's office) whose leader manages the subordinate departments at the location. [H-100](#)
 - **Management Employee** means any employee in a position having significant responsibilities for formulating district policies or administering district programs. Management positions shall be designed by the public school employer subject to review by the Public Employment Relations Board. [H-201](#)
 - **Minimum Qualifications** are the education and experiential requirements that a candidate must meet, as prescribed by the Board of Governors of the California Community Colleges, to serve as a faculty member in a particular discipline. [R-130](#)
[R-101](#)
[R-120](#)
 - **Minor** means any person under the age of 18 years who is required to attend school under Chapter 2 (commencing with Section 48200) and Chapter 3 (commencing with Section 48400) of Part 27 of the Education Code and any person under the age of six years. A person under the age of 18 years who is not required to attend school under Chapter 2 (commencing with Section 48200) and Chapter 3 (commencing with Section 48400) of Part 27 of the Education Code solely because that person is a nonresident of California shall still be considered a minor. [R-320](#)
 - **Monthly** pay frequency means one pay check per month on the last working day of the month. [H-330](#)
 - **Monthly Rate (Contract) Faculty** is a full-time faculty member paid on the Faculty Preparation Salary Schedule. [H-511](#)
[R-122](#)
 - A **Multiple Location Assignment** occurs when an employee is assigned at two or more locations within the District regardless of job code. [W-210](#)
 - **Net Pay** is the take home amount left after deductions have been taken from the gross pay earned. [H-130](#)
 - **New Hire** is the procedure used to employ persons who have never worked at any location in the Los Angeles Community College District. Prospective new employees are those who have been offered and accepted a position but have not completed employment processing. [P-110](#)
[R-130](#)
[R-120](#)
 - **Nonimmigrant Student** is a person admitted temporarily into the United States to pursue [R-320](#)

- full-time academic or vocational studies by the United States Citizenship and Immigration Services on either an M-1 or F-1 Visa.
- **Non-Exempt Employee** is an employee assigned to a job required under FLSA to be paid overtime pay. [H-200](#)
 - **Open Assignment** is an assignment in the SAP computer system without an end date. [R-140](#)
 - An **Organizational Change assignment** is the personnel action that ends the assignment of a current employee in a particular position and begins an assignment to a new position on the subsequent day, i.e., promotion, demotion, return to previous assignment, etc. [H-330](#)
 - **Organizational Hierarchy** is the reporting relationship of departments. Every department head is held responsible for the performance of his or her organizational unit by a superior with the ultimate authority of the district held by the Chancellor based on policies set by the Board of Trustees. [H-100](#)
 - **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). [H-200](#)
 - **PACE Faculty Roster** is a roster of discipline-experienced faculty experienced in interdisciplinary collaborative teaching modalities maintained to facilitate the selection of temporary PACE faculty. [R-124](#)
 - **Paid Active Service** includes time for which pay was received. Designated leaves of absence are also counted as paid active service for purposes of step advance. [H-511](#)
 - **Pay Frequency** is the interval between pay checks. There are two possible intervals: once a month (Monthly) and twice a month (semi-monthly). [H-330](#)
 - A **Pay Period** is the segment of the calendar applicable associated with each paycheck. There are twelve monthly pay periods each year, one for each month. There are twenty-four semi-monthly pay periods each year, one for the first half of each month and the other for the last half of each month. [H-330](#)
 - **Payroll Area** is the technical term used in the SAP computer system for pay frequency. Payroll Area 1 means monthly. Payroll Area 2 means semi-monthly. [H-330](#)
 - **Pay Scale** is the specific set of information that determines a preconfigured monthly, semi-monthly, or hourly rate of pay. It consists of Pay Scale Area, Pay Scale Group and Level, Pay Scale Type, and Capacity Utilization Level. [H-500](#)
 - **Pay Scale Group** is a specific set of monthly, semi-monthly, or hourly rates of pay subdivided into levels (steps). A Pay Scale Group is often applicable to a single job code, but may be shared by several job codes. [H-500](#)
 - **Pay Scale Area** means a set of jobs who share the same salary schedules. This guide refers to two pay scale areas which in SAP are identified as:
 - Pay Scale Area 3, Faculty, Regular who share the preparation salary schedules.
 - Pay Scale Area 4, Faculty, Adjunct who share the adjunct salary schedules.[H-500](#) [H-511](#)
 - **Pay Scale Type** is the SAP system terminology for a collection of Pay Scale Groups that [H-500](#)

- share common characteristics with respect to the number of steps and rules for step advancement. In the legacy system, this concept was referred to as a “Salary Schedule.”
- **Personal Information** consists of the information that the District collects and maintains on an individual employee as part of its legal requirements as an employer, information which is necessary in order to issue salary payments and provide medical benefits, and information which may not be released or disclosed except under specified circumstances. [P-101](#)
[P-102](#)
 - **Personnel Action** is the personnel and computer processes used to record all decisions affecting the rank, status, and salary of an employee. [P-000](#)
 - **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. [H-200](#)
[H-130](#)
 - **Public Employment Relations Board (PERB)** is the quasi-judicial administrative agency charged with administering the collective bargaining statutes covering employees of California’s public schools, colleges, and universities, employees of the State of California, employees of California local public agencies (cities, counties and special districts), etc. [H-201](#)
 - A **Professionally Capable** individual is able to demonstrate reasonable proficiency or relevant certification and to perform professional duties in accordance with laws, regulations or the technical standards which govern his/her area of volunteer responsibility [R-331](#)
 - **Professional Expert** is an unclassified assignment for employment in a professional and expert capacity for a specific limited-term project. [R-310](#)
 - **Position** is a unique a set of duties, responsibilities, tasks, and work schedule. Each position has several attributes such as department, job and cost center. HR Guide H-700, Position Establishment and Change, discusses positions in detail. [H-100](#)
[R-000](#)
[R-100](#)
[R-130](#)
[R-120](#)
 - **Project for Adult College Education (PACE)** is an accelerated interdisciplinary program designed for working adults which presents a group of interrelated courses organized around a core theme each term and where curriculum is taught in an integrated manner with faculty collaboration across disciplines. [R-124](#)
 - **Provisional Equivalency** is temporary authorization for a faculty candidate to teach in a discipline for one semester only while applying for regular equivalency. [R-130](#)
[R-101](#)
 - **Qualifying Position** as used for retiree benefit purposes is a position described in a collective bargaining agreement or Board of Trustees rule as being eligible for health benefits. [P-371](#)
 - A **Quota** is the number of days per year that an employee accrues for paid absence in a particular leave category [W-210](#)
 - **Rate of Pay** is the amount of money an employee receives per hour, per month, or per semi-month for a particular assignment to a particular position. Rate of pay is subdivided into wage type components for each assignment. If a person has multiple concurrent assignments to multiple positions, the individual rates of pay for each assignment are added together to determine gross pay for a particular paycheck. [H-500](#)

- **Recruitment** is the act of seeking prospective new employees. [R-000](#)
[R-100](#)
[R-110](#)
[R-120](#)

- **Rehire** is the return to pay status of a person who has previously worked for the District and who is selected for the same or a different position after full separation has occurred. [P-120](#)
[P-121](#)

- **Rehire Retiree** is the administrative process associated with processing a retiree assignment. This process may also be called reemployment. [P-121](#)

- **Resignation** is a voluntary formal statement on the part of an employee that he/she wishes to terminate employment with the District. [P-310](#)

- **Resignation Receipt** is the earliest date a resignation can be verified as having been received at any college or District Office. [P-310](#)

- **Responsibility Differential** is a salary allowance in addition to the basic rate or schedule based upon additional skills and/or responsibilities. [R-125](#)

- **Retiree** is a former employee of the LACCD receiving a retirement allowance from the State Teacher's Retirement System (CalSTRS) and/or California Public Employee Retirement System (CalPERS) and who is eligible to work in a temporary position within specified parameters each fiscal year. Retirees are sometimes referred to as retired annuitant or annuitant. [P-121](#)

- **A Retired Employee** in the LACCD is an employee who stops regular employment, starts drawing a retirement benefit (pension), continues working in a limited temporary assignment for the LACCD and is subject to earnings or hours limitations. [P-370](#)

- **Retirement** is the traditional point in a person's life where he/she stops employment. In the context of the LACCD, retirement is the point where an employee stops "regular" employment and starts receiving a "retirement benefit" or pension from the appropriate retirement system, i.e. PERS, STRS. [P-370](#)

- **Retirement Benefit** is the amount of money or pension a retiree receives each month from his/her retirement system. Retirement benefits are based on years of service, earnings, and age. [P-370](#)

- **Retiree, Benefited:** A former employee of the LACCD receiving a retirement allowance from the State Teacher's Retirement System (CalSTRS) and/or California Public Employee Retirement System (CalPERS) and who also receives LACCD sponsored health benefits [P-302](#)

- **Retirement Incentive Program** is a program that may be offered by an employer that increases at least one of the elements used in calculating service retirement benefits. [P-370](#)

- **Retirement System** is any plan provided by an employer for an individual employee's retirement. The LACCD contracts with the following retirement systems: [P-370](#)
 - **Vested Employees:** California State Teachers Retirement System (CalSTRS) and California State Public Employee Retirement System (CalPERS) defined benefit plans.
 - **Non-Vested Employees:** STRS Cash Balance Plan, and Public Agency

Retirement System (PARS).

The District also participates in Social Security (OASHDI) as required by Federal Law.

- A **Salaried Employee** works scheduled consistent duty days and hours, (has a work schedule), each week and receives the same amount of compensation, (salary), each pay period. [W-210](#)
[W-410](#)
- **Salary Schedule** is a set of rates of pay along with the associated rules and policies governing the application of the schedule to specific employee assignments. [H-511](#)
- **Selection** is the process of choosing a candidate in preference to others to fill a particular position. [R-000](#)
[R-100](#)
[R-110](#)
[R-120](#)
- **Semi-monthly** pay frequency means two pay checks per month. One is paid on the last working day of the month. The other is paid on the last working day on or prior to the 15th of each month. [H-330](#)
- **Separation** is stopping one work assignment in one position with the LACCD for at least one (1) day. [P-120](#)
[P-121](#)
- **Service** is time in which an employee is present and working as authorized by assignment. Time on leaves (paid or unpaid) and unauthorized absence does not count as service in this context. [R-126](#)
- **School Employee** is, for unemployment insurance purposes, an individual who works or provides services for a public or private non-profit school employer. [P-310](#)
- **Specially Funded Program (SFP)** a program funded through grants, contracts, or restricted donations and which often have unique program budgets, personnel policies, and assignment actions. All SFP's are also characterized with a funding end date. [R-122](#)
- **Stipend** is a fixed dollar payment for services. [R-400](#)
- **Student Employees** are full-time students employed part-time or a part-time student employed part-time in a college work study program or in a work experience education program (Education Code § 88076(b)(3) and (4)). [R-320](#)
- **Substitute Assignment** is a temporary assignment processed in order to replace a regular employee who is absent from service. [R-140](#)
- **Substitute Employee** is an employee temporarily occupying a regular position during the absence of the regular employee. [R-140](#)
- **Supervisory employee** means any employee, regardless of job description, having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to and direct them, or to adjust their grievances, or effectively recommend that action, if, in connection with the foregoing functions, the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment. [H-201](#)
- **Tax Models** identify how a wage type should be processed based on the wage type attributes and the employee's master data. The tax model is an SAP software term that contains information used to determine which taxes should be considered in the tax [H-130](#)

calculation. This information is then passed to BSI Tax Factory, which in turn processes the tax calculation and passes the data back to SAP.

- **Taxable Wages** is the portion of gross pay subject to federal and state income taxes. [H-130](#)
- **Temporary Faculty** are those faculty members who are neither tenured nor probationary, and who are employed under provisions of the California Education Code that authorize their service as temporary employees. They may be either adjunct faculty or temporary “monthly-rate” faculty. [R-122](#)
- **Tenure** is the status earned by an employee that provides legal rights for continuity of employment. [R-126](#)
- **Track** is the short term start and end dates for a set of PACE classes. PACE classes are all a standard length of eight weeks. Each semester has two tracks, the first eight weeks and the last eight weeks. Summer session has one track of PACE classes. [R-124](#)
- **Unclassified Employees** are part-time at-will employees assigned to positions that are exempt from Academic and Classified Services as specified in California Education Code § 88076: Part-time Recreation (Playground) positions; full-time students employed part-time; part-time students employed part-time in any college work-study program or in a work experience education program conducted by a community college financed by state or federal funds; apprentice positions; professional experts. [R-300](#)
[R-310](#)
- **Unemployment Insurance (UI)** is a program funded through a combination of federal (Federal Unemployment Tax Act) and state unemployment taxes to supply income support for persons who have lost their jobs. [P-301](#)
- **Unsolicited Derogatory Communication (UDC)** received by the Chancellor, Deputy Chancellor, a College President, Vice Chancellor, or other management employees, in which a District employee is criticized for or charged with inadequate or improper performance of duties, an unlawful act, an act of moral turpitude, inappropriate conduct in the course and scope of employment, or conduct outside the course and scope of employment that is incompatible with the employee’s job duties. [E-001](#)
- **Vice Chair** is a faculty member appointed or elected by the department chair to assist the Department Chair with performing specific duties. [R-125](#)
- **Vested or Vesting** is the right to specified retirement benefits granted to eligible employees after a fixed period of qualifying employment. CalSTRS and CalPERS each require five (5) years of credited service. [P-370](#)
[P-371](#)
- A **Volunteer** serves in an activity in an “at will” capacity, without the expectation of pay, and is not an employee of the District or college. [R-331](#)
- **Wage Types** are the basic building block components used to assign payments and deductions. [H-500](#)
- **Walk-On Athletic Coach** is a part-time coaching assignment processed in either Academic or Unclassified Service. [R-400](#)
- A **waitlist** is a list of the applications received after tuition reimbursement funds have been exhausted. Since funds are not actually paid until the approved applicant has successfully completed the coursework or activity, a waitlist applicant may be eligible for reimbursement should the approved candidates not successfully complete the coursework [R-501](#)

or activities. Should funds become available, waitlist applications will be given consideration for reimbursement funds in the order received.

- **Weekly Standard Hours** are the number of weekly hours assigned to a course in the curriculum data base. It is the number of hours courses met when they were scheduled for full length semesters. Since courses now meet over fewer weeks, actual weekly hours are increased so that total hours remain equivalent. [R-130](#)
- **Withdrawal** is the pre-determined period of time whereby an employee may withdraw his/her voluntary resignation without obtaining the employer's approval. [P-310](#)
- **Withholding** is the amount of an employee's income that an employer sends directly to the federal or state tax authority. [H-130](#)
- **Workday** means the period between the time on any particular day when an employee commences work activity and the time when the employee ceases work activity. The workday may be longer than scheduled work hours. [R-122](#)
[R-320](#)
- **Work-Related Information** consists of access to specific data elements associated with an employee's personal information needed by persons employed by the District to perform their functions. [P-101](#)
[P-102](#)
- **Workweek or Week** means any seven consecutive days, starting with the same calendar day each week. "Workweek" is a fixed and regularly recurring period of 168 hours, seven consecutive 24-hour periods. For purposes of computing maximum hours per week, the workweek begins on Monday. [R-320](#)
- A **Work Schedule** is the preplanned start and stop times each day of the week during which an employee is present and performs his or her assigned duties. [W-210](#)
[W-410](#)
- **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. [H-200](#)
[W-410](#)