

**LOS ANGELES COMMUNITY COLLEGES
PERSONNEL GUIDE**

B 330
POINTS
Policy

ISSUE DATE: 10-29-86	SERVICE: Certificated	CHANGES: Personnel Operations Branch changed to Office of Personnel Operations throughout.
REPLACES: PG B 330 (6-4-86)	DISTRIBUTION General (See PG: B339 for decoding)	
	ISSUED BY: Office of Pers Oper	

Policy and Procedure Concerning Point Credit

1. Definition. For purposes of allocation to and for advancement on the preparation salary schedule, a "point" is (a) a semester unit as defined by the University of California, or (b) a unit of measurement established by the Board of Trustees which is deemed equivalent to a semester unit as defined by the University of California (Board Rule 10601). Points may be earned by study in institutions of higher learning and by participation in other approved activities as described below and summarized in chart form in Personnel Guide B314, POINTS--Summary.
2. Quarter Units. College or university quarter units are converted to semester units or "points" by multiplying the total quarter units by the fraction 2/3; Example: 6 quarter units convert to 4 semester units or "points" as follows: $6 \times \frac{2}{3} = 4$; 4 quarter units convert to 2.7 semester units or "points".
3. Maximum Point Accumulation and Column Advance per Year. There is no limit to the number of points which may be earned in any year. However, only one column advance may be made during any 12 month period. (See PG B351 for Column Advance).
4. Preapproval Required for Certain Types of Study. Pre-approval, on an individual basis, is required for the following types of study:
 - a. Educational Travel (Board Rule 10614).
 - b. Educational Work Experience (Board Rule 10615).
 - c. Qualified Private Experience (Board Rule 10611).
 - d. Schools of advanced standing other than accredited colleges and universities. These include foreign colleges and universities, United States Armed Forces service schools, and numerous other advanced schools. Call the Office of Personnel Operations if in doubt concerning the accreditation of a school. (Employees on military leave are excused from pre-approval requirement for study in a non-accredited school.) (Board Rule 10610).
 - e. Research Study (Board Rule 10616).
 - f. Study in the Los Angeles Community College District (Article 31, Section B, Faculty Contract).
5. Point Application for Study in Colleges and Universities
 - a. Accredited Schools. An application, Form C153, must be used for all applications requesting point credit for study in an accredited college or university. An official transcript bearing either the college or university's seal and/or the registrar's signature and showing completed study must be attached to the C153 form. Report cards are not acceptable

evidence of completed study. Transcripts or other official documents which are filed without being attached to the appropriate point application form will not be recognized as salary point applications. No points will be allowed on the basis of improperly filed forms and documents (Board Rules 10604.10 and 10607).

- b. Foreign Colleges and Universities and Schools of Advanced Standing other than Accredited College and Universities. Pre-approval by the Office of Personnel Operations is required. Requests for approval must be filed on Form C242 at least two weeks before the start of the study. After completion, an official transcript bearing either the school's seal and/or the registrar's signature showing the completed study must be attached to Form C158 and submitted to the Office of Personnel Operations. (Board Rule 10610)
 - c. Los Angeles Community College District. Courses taken in any of the colleges in the Los Angeles Community College District require pre-approval by the president of the employee's assigned college. Requests for approval must be filed on Form C970 at least two weeks before the start of the study. After completion, an official transcript bearing either the school's seal and/or the registrar's signature showing the completed study must be attached to Form C970 and submitted to the Office of Personnel Operations. (Article 31, Section B, Faculty Contract)
6. District does not Accredite Schools or Instructors for Point Earning Purposes. Employees are requested to disregard all statements issued by private instructors, non-accredited schools, conferences, camps, tours, etc., which make the claim that the study opportunities they offer are accredited or established as a basis for earning salary points by the Los Angeles Community College District. Such statements are unauthorized. Authorization to earn points through such study is given only on the basis of individual applications-or requests filed with the Office of Personnel Operations on the proper forms and before the study is begun. (Board Rule 10607.10)
 7. Three-Month Protest Period for Point Allowances. A protest of any salary point allowance must be filed in the Office of Personnel Operations in writing not later than three calendar months from the date on the point receipt. Failure to file an official protest within the three-month period will be considered to constitute acceptance of the salary point allowance, and the allowance will not be subject to further review or revision.
 8. Information and Forms. Point application forms are available at the colleges. Forms also may be obtained from the Office of Personnel Operations. Salary Information Request Cards (Form C130) are available in colleges and must be used for point status questions.

See PG B314 for additional information.