



LOS ANGELES COMMUNITY COLLEGE DISTRICT

UNCLASSIFIED EMPLOYEE HANDBOOK



This handbook is for LACCD unclassified employees and their supervisors.

This handbook is for LACCD unclassified employees in the following classifications:

STUDENT EMPLOYEE CLASSIFICATIONS

Student Aide
Student Worker
Program Assistant
Student Tutor
Career Guidance Counselor Assistant (CGCA)
Police Cadet I and II
Student Law Clerk I and II
CalWORKS Student Assistant I, II and III

UNCLASSIFIED EMPLOYEE CLASSIFICATIONS

Community Representative
Community Services Teacher
Professional Expert
Recreation Employee
Academic* Development Grantee

*(*formerly Instructional Development Grantee)*

TABLE OF CONTENTS

INTRODUCTION	1
HIRING REQUIREMENTS	2
CONDITIONS OF ASSIGNMENT	4
HIRING PROCESS	5
PAY CHECKS AND RATES OF PAY	6
WORK SCHEDULES	6
WORKPLACE EXPECTATIONS	7
DEPARTMENTAL TRAINING AND SUPERVISION	9
RESIGNATION/TERMINATION OF EMPLOYMENT	10
USE OF OFFICE/ COLLEGE EQUIPMENT AND TECHNOLOGY	10
WORKPLACE INJURY	11
RESOURCES	13

INTRODUCTION

Dear Unclassified Employee:

Welcome to the Los Angeles Community College District.

The LACCD hires students and other temporary workers in several different capacities; these temporary employees and student employees as a group are referred to as unclassified employees. **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
- Career Guidance Counselor Assistants (CGCA)
- Professional Experts

This handbook has been designed to provide unclassified employees and their supervisors with an overview of the rules and requirements for unclassified employment in the Los Angeles Community College District. Unclassified employees provide the District with needed services that generally fall outside the job duties of classified or academic employees. ***The District reaffirms that student employees are present to learn through work, but at no time are any unclassified employees to take the place of a college staff member.***

The unclassified employee’s questions or concerns about the contents of this handbook or about unclassified employee positions in general should be directed to the immediate supervisor or the worksite Personnel Office.

LACCD Joint Labor/Management “Unclassified Worker Taskforce”

HIRING REQUIREMENTS

STUDENT EMPLOYEES

The specific categories and requirements for student employees are outlined in [BOARD RULE ARTICLE XIX, STUDENT WORKER CLASSIFICATIONS](#) and [HUMAN RESOURCES GUIDE HR R-320](#).

Students may be hired to work in the following classifications:

- Student Aide
- Student Worker
- Program Assistant
- Student Tutor
- Career Guidance Counselor Assistant (CGCA)
- Police Cadet I and II
- Student Law Clerk I and II
- CalWORKs Student Assistant I, II and III

Students must be actively enrolled and making progress toward a declared educational objective. Qualifications may vary by position. Supervisors shall check the detailed criteria for each student employee position and shall provide a copy of this information to the student employee so that the student is aware of the requirements to maintain his/her eligibility.

STUDENT AIDE, STUDENT WORKER, PROGRAM ASSISTANT

Students employed as Student Aides, Student Workers, or Program Assistants must meet one of the three following requirements:

- *Full time student (12 units) working part-time and enrolled in at least six (6) units (excluding community services classes) within the District;*
- *Part-time student employed in a college work-study program and enrolled in six (6) units (excluding community services classes) within the District; or*

- *Part-time student employed in work experience education program financed by state or federal funds, or as otherwise provided by grants or other special funds, and enrolled in six (6) units (excluding community services classes) within the District.*

STUDENT TUTOR

Students employed as Student Tutors must:

- *have successfully completed courses within the subject matter that are sufficient to demonstrate qualification to serve as a tutor for the course(s) they are being employed to tutor;*
- *not be on academic probation;*
- *be full-time students working part-time; or,*
- *part-time students employed part-time in any college work-study program, or in a work experience education program financed by state or federal funds.*

The Chancellor may establish levels of Student Tutor positions based upon experience and the recommendation of the supervising administrator. Students employed as Student Tutors need not be enrolled in any college in the District.

CAREER GUIDANCE COUNSELOR ASSISTANT (CGCA)

Students employed as Career Guidance Counselor Assistants (CGCA) must:

- *be enrolled in at least twelve (12) upper division units, or nine (9) graduate units, **in counseling or a related field at an accredited four (4) year college or university.***

POLICE CADET I AND II

Students employed as Police Cadet I or Police Cadet II must be:

- *enrolled in an Administration of Justice program, or other appropriate program, at a college within the District in accordance with regulations issued by the Chancellor;*

and must be either:

- *full-time students working part-time; or*
- *part-time students employed part-time in any college work-study program, or in a work experience education program financed by state or federal funds.*

STUDENT LAW CLERK I AND II

Students employed in the Office of General Counsel as Student Law Clerk I must be:

- *enrolled in an accredited law school and must have completed the equivalent of at least one full-time year of law school.*

Students employed in the Office of General Counsel as Student Law Clerk II must be:

- *enrolled in an accredited law school and must have completed the equivalent of at least two full-time years of law school.*

Students employed as Student Law Clerk I and II must be either:

- *full-time students working part-time; or*
- *part-time students employed part-time in any college work-study program, or in a work experience education program financed by state or federal funds.*

As with Student Tutor and Career Guidance Counselor Assistant (CGCA) positions, students employed as Student Law Clerk I and II need not be enrolled in any college in the District.

CalWORKS STUDENT ASSISTANT I, II, AND III

The student that is employed as a CalWORKS Student Assistant:

- *must be enrolled in at least six (6) units (excluding community services classes) within the District;*
- *must have employment that meets the criteria for a CalWORKS participant;*
- *must be employed in a job that is related to an area in which he/she is being trained;*
- *must not be in class and scheduled to work at the same time.*

The Chancellor may establish levels of CalWORKS Student Assistant positions based upon experience and the recommendation of the supervising administrator.

UNCLASSIFIED EMPLOYEES

The specific categories and requirements for unclassified employees are outlined in the [BOARD RULE ARTICLE XI, UNCLASSIFIED ASSIGNMENTS](#) and [HUMAN RESOURCES GUIDE HR R-300](#).

Unclassified employees may be hired to work in the following classifications:

- Community Representative
- Community Services Teacher
- Professional Expert
- Recreation Employee
- Academic Development Grantee
- *Student Employee* (See previous section)*

Qualifications for unclassified assignments may vary according to the specific position. The supervisor shall check the detailed criteria for each unclassified position, and make sure this information is provided to the unclassified employee. Additionally, unclassified assignments, with the exception of Academic Development Grantee and Community Services Teacher, must be approved by the Personnel Commission.

CONDITIONS OF ASSIGNMENT

STUDENT EMPLOYEES

- As “at-will” workers, student employees will only be paid for hours and duties actually assigned and worked.
- Student employees must be paid for all hours worked. Student employees are not allowed to volunteer to work unpaid hours.
- Student employees are assigned to ***assist*** faculty and/or staff and shall not do the work of faculty and/or staff.
- Student employees may earn academic credit toward a Cooperative Education class, as well as compensation for a Federal Work Study (FWS) job. Contact the worksite Financial Aid Office for more details.
- **Student employees must be enrolled in and maintain the qualifying number of units and grade point average (GPA) at the worksite during the semester worked (usually 12 units and a 2.0 GPA*). The supervisor and the Personnel Office will verify student employees’ eligibility during each semester based on their enrollment.**
- For student employees who are Federal Work Study employees, additional limitations on their employment may exist and should be reviewed with the Federal Work Study (FWS) director.
- If student employees are injured while working, their injuries must be reported to their supervisors immediately. Student employees are entitled to Workers’ Compensation benefits, but are not entitled to Unemployment Insurance.

ASSIGNMENT LIMITATIONS

- **All student employees must be in good academic standing and must continue to make satisfactory progress towards obtaining a degree or certificate.**
- Enrollment requirements for student employees apply for regular academic terms (Fall and Spring) at the primary institution of enrollment, and do not apply during summer sessions or winter intersessions.
- **Students employed as Student Aides, Student Workers, and Program Assistants may be employed for a cumulative maximum of five years.** Students in those positions may work a maximum of twenty-five (25) hours per week during regular academic terms, and up to the maximum allowed for unclassified employees during other periods.
- Students employed by special funding or through a financial aid program that requires more than twenty-five (25) hours per week may be employed as required by the applicable program.
- Students employed as Student Aides, Student Workers, and Program Assistants must be enrolled in 12 units of which at least six (6) units (excluding community services classes) are within the District.

** Unit requirements may vary by position. Check eligibility criteria for specific position.*

UNCLASSIFIED EMPLOYEES

- **Professional Expert, Community Representative, and Recreation Employee assignments shall be approved by the Personnel Commission prior to the employment of persons in such positions.** For the criteria used by the Personnel Commission to determine the designation of exemption from classified service, see [PERSONNEL COMMISSION RULE 517.A.2.](#)
- Unclassified positions are exempt from classified service.
- **The District reaffirms that at no time are unclassified employees to take the place of a college staff member.**

ASSIGNMENT LIMITATIONS

- Unclassified assignments are established on a temporary basis for special projects of limited duration.

- Professional experts may be hired for special projects of limited duration.
- **Community Representatives** shall be employed in advisory or consulting capacities for no more than 90 days in a fiscal year, provided that:
 - (1) The authorized duties are not those normally assigned to a class of positions in the classified service;
 - (2) The authorized duties are approved by the Personnel Commission in advance of employment; and,
 - (3) A regular classified employee of the Community College District shall not receive a concurrent appointment to such a position.

HIRING PROCESS

Before student and unclassified employees can begin working, they must complete the hiring process at the Personnel Office. The **Personnel Office** is located at the worksite; ask the supervisor for the specific location. **Student and unclassified employees shall not start work until all paperwork has been processed by the Personnel Office.** Supervisors will let employees know when they can begin working.

Take the following documents to the Personnel Office:

- Social Security Card;
- Form of photo identification such as a driver's license, College I.D., or passport;

- If not a U.S. citizen, take the Alien Residency Card, I-94 or I-20 Form (Employment Eligibility Verification);
- If the employee is a student employee, the student's current college course schedule(s) and/or registration receipt(s) will be required;
- Direct Deposit of the employee's paycheck can be set-up and managed online -- See your campus Personnel Office for more information.

There are Fingerprint Requirements for all employees. Check with the Personnel Office at the worksite location or see [HUMAN RESOURCES GUIDE HR P-111](#) for details.

PAY CHECKS AND RATES OF PAY

- The hiring process must be completed in the Personnel Office before any District employee can receive a paycheck.
- When the student or unclassified employee has completed the hiring process, he or she will be assigned an employee number.
- The student or unclassified employee should work according to the schedule and duty hours arranged with the supervisor, making sure not to work in excess of the maximum hours assigned per week.
- The student employee is paid for each hour worked and is not paid for holidays, jury duty, illness or vacation time.
- Depending upon the assignment, the unclassified employee may be paid by the hour or by the project. The unclassified employee is not paid for holidays, jury duty, illness or vacation time.
- The timesheet should list the hours worked each day (rounded off to the nearest 15 minutes) and be signed (in ink) when submitted to the supervisor.
- The supervisor must sign the time sheet before it is submitted to Payroll.
- The first paycheck should be received 2-4 weeks after work begins. The paycheck is mailed to the employee's home address or direct deposited into the employee's bank account.
- Check with the worksite Personnel Office for the pay day schedule. For information on pay rates see:
 - Student Employee: [BOARD RULE 101902](#);
 - Professional Expert: [BOARD RULE 101104.10](#);
 - Unclassified Employee: [BOARD RULE 101105](#);
 - Academic Development Grantee: [BOARD RULE 101109](#).

WORK SCHEDULES

The supervisor should work with the student or unclassified employee to establish the employee's work schedule. In the case of the student employee, the supervisor may need to work with the student employee at the beginning of each semester to establish or revise the work schedule, as the student's hours of availability may change with each semester's class schedule. Every attempt should be made to schedule work hours in accordance with the student's class schedule, being mindful that the department, too, has staffing needs that should be taken into consideration when assigning work hours. The supervisor and employee should discuss any

special requests or schedule conflicts well in advance. Work schedule expectations for the student or unclassified employee include:

- The employee will arrive at work at his/her scheduled start time and remain during scheduled work hours.
- The employee will adhere to the work schedule unless both the supervisor and employee mutually agree to a change.
- The employee will notify the supervisor at the earliest possible opportunity if the employee is absent or late for work.

LUNCH AND REST BREAKS

- If the employee is aware that he or she will be absent or plans to take some time off, the supervisor will be notified in advance.
- Once a mutually agreeable work schedule has been reached, the employee's inability to maintain the work schedule may impact the needs of the office or project and may result in the termination of the employee's assignment with the District.
- It is district policy that unclassified employees shall not work more than eight (8) hours in any work day to avoid overtime hours and pay.

As a general rule, employees who work a period of more than five hours are allowed an "off-the-clock" meal period of thirty (30) minutes.

Student and unclassified employees with a daily shift that exceeds 5 hours per day should arrange to take their lunch break during the mid-point of their daily shift, working with their supervisors to arrange reasonable lunch and/or rest breaks.

Because of limits on allowable hours that can be worked each week, student employees usually do not work a daily shift that exceeds five (5) hours. Student employees working a daily shift that does not allow a lunch break are allowed a rest break of ten (10) minutes for each four (4) hours worked.

WORKPLACE EXPECTATIONS

WORKPLACE CONDUCT

As members of the LACCD community, all employees assume an obligation to act in a manner conducive to the maintenance of good order and respect for the rights and property of others. Employees' conduct is expected to be consistent and compatible with the goals and purposes of an educational institution. Additionally, student employees are expected to conduct themselves in a manner that is consistent with the District's Student Code of Conduct (see [BOARD RULE §9803](#)).

As representatives of LACCD, the District expects its employees to exhibit professionalism on the job and in their contact with others. Professional conduct can range from the manner in which they answer the telephone or address a visitor to the integrity and honesty with which they perform their work.

CONFIDENTIALITY

Student and unclassified employees may come in contact with confidential materials such as financial information, employee information, grades, telephone numbers, addresses, etc. All District employees are prohibited from sharing information with others or using it for themselves for any reason not connected with office business. **Under no circumstances are LACCD employees permitted to release information to any unauthorized person including, but not limited to, a friend, outside caller or other departments;** supervisors should handle requests of this nature. Breach of confidentiality is a serious offense and shall result in termination of employment. **Supervisors shall discuss confidentiality issues with student and unclassified employees upon hire.**

INAPPROPRIATE WORKPLACE CONDUCT

As an employee of the Los Angeles Community College District, you may be terminated for failure to demonstrate conduct appropriate to an LACCD employee. Inappropriate conduct that may be grounds for termination of employment include, but are not limited to, the following:

- Failure to follow directions given by the supervisor or a college official.
- Work while under the influence of alcohol, stimulants, or other drugs.
- The violation of College and/or office policy on the confidentiality of community college, student and/or employee records and the use of office equipment.
- Use of computers, internet or other college equipment inappropriately and/or without authorization.
- Failure to complete the duties assigned or failing to complete assigned tasks in a timely manner.
- Failure to adhere to the arranged work schedule, without notifying the supervisor.
- Failure to be present at work on time as scheduled or repeated tardiness.
- The act of reporting more hours on the time sheet than you actually worked.

STUDENT EMPLOYEES

In addition to the inappropriate workplace conduct detailed above, a student employee may be terminated for failure to maintain the qualifications for employment, including but not limited to the following:

- **Violation of the College Student Code of Conduct (see [BOARD RULE §9803](#)).**

- **Failure to maintain a minimum 2.0 grade point average or the required number of units (course load) throughout the semester.**
- The act of reporting work hours while attending a class or taking an exam.

UNCLASSIFIED EMPLOYEES

In addition to the previously detailed inappropriate workplace conduct, an unclassified employee may be terminated for:

- Failure to complete the duties assigned commensurate with the terms of the assignment and/or failure to complete assigned tasks in a timely manner.

WORKPLACE ATTIRE

Unclassified employment is professional employment; the unclassified employee is expected to dress in appropriate workplace attire.

DEPARTMENTAL TRAINING AND SUPERVISION

DEPARTMENTAL TRAINING

Each department is responsible for providing training to the new student or unclassified employee, according to the needs of the position. However, there are some general steps that can help any department better acclimate new employees to the worksite:

- Introduce the new employee to all of the staff (this includes full-time staff, student workers, faculty, management, etc.). This gives the new employee a sense of belonging and demonstrates common courtesy toward the person starting a new job with new co-workers.
- Explain all departmental procedures to the new employee. Provide helpful handouts if there are numerous details to grasp immediately. Examples of information to provide include *how to answer the phone, who handles what types of calls, what forms are needed, answers to frequently asked questions, staff member phone extensions, important names or codes to remember, and computer procedures for special systems.*
- Be sure to define what is acceptable for the new employee in terms of attendance, time reporting, punctuality, appropriate attire, breaks and other basic aspects of the departmental work environment.
- Give the new employee a tour of the workspace. Point out where things are, such as supplies, restrooms, vending machines, copiers and fax machines. Impress upon the new employee that his or her contribution, as a member of the team, is important to the success of the overall department or project.

SUPERVISING STUDENT EMPLOYEES

Student employment provides an opportunity to build workplace and technical skills; therefore, the student employee should not be working unsupervised.

- The student employee's work location should not be isolated; instead, the student employee should be assigned to a work location where there are other staff.
- A member of the faculty, staff or administration within the department should regularly monitor the student employee's job duties and performance.
- All student employees will have a designated supervisor. In the absence of the designated supervisor, an alternate supervisor will be appointed.
- Keys / key cards shall not be assigned to the student employee.

SUPERVISING UNCLASSIFIED EMPLOYEES

- As a professional worker, the unclassified employee may work independently, but the supervisor should give some attention to ensuring that assignment and/or project needs are being met.
- The supervisor will determine whether the unclassified employee requires keys / key cards. If it is determined that keys / key cards are required, the supervisor will take the appropriate action to have keys / key cards assigned to the unclassified employee.

RESIGNATION/TERMINATION OF EMPLOYMENT

Employment for both student and unclassified employees is “at-will” employment. This means that the District can terminate student and unclassified employees at any time with or without cause or reason, just as student and unclassified employees may choose to resign at any time.

The supervisor should be given as much advance notice as possible (minimum two weeks) if the employee plans to quit the assignment before completion of the semester or completion of the assignment or project.

USE OF LACCD EQUIPMENT AND TECHNOLOGY

District property and resources are provided for District business, not personal use. The use of District property, equipment and resources (i.e. facilities, copy and fax machines, postage, supplies, computers, LACCD and its Colleges’ names, stationery, telephones, etc.) by LACCD employees must be limited to District business only. Student and unclassified employees should report problems with District equipment to a supervisor immediately.

- **Do not install any software on office computers under any circumstances or download any materials, such as games or programs, from the Internet.**
- The District’s computers, network system and voice mail system are intended for the District’s business use. All records (including e-mail, voice mail and other messages) generated or stored on these computers or systems are District records. The District reserves the right to access and disclose, at any time and for any purpose, all records sent over or stored in its systems. A person’s use of the District’s computers and/or systems constitutes his or her consent to this access and disclosure.

- Supervisors should advise student and unclassified employees not to share their passwords or use another person’s password. Sharing passwords or using someone else’s password is a violation of District policy.
- Student and unclassified employees are responsible for understanding and complying with the District’s computer and network use policies. Supervisors shall refer student and unclassified employees to the worksite technology use policy and to LACCD [ADMINISTRATIVE REGULATION B-27](#) and [ADMINISTRATIVE REGULATION B-28](#) for more details.

STUDENT EMPLOYEES

- The college’s designated systems administrator may provide student employees with temporary computer access accounts. Supervisors should advise student employees that college computer use shall be limited to college-related activities only.

UNCLASSIFIED EMPLOYEES

Unclassified employees may be provided an account for computer access from the college's designated system administrator and its use shall be limited to college-related activities only.

- For the installation of software necessary to accomplish the duties associated with an assignment or project, the unclassified

employee should contact the location IT Department.

WORKPLACE INJURY

The Los Angeles Community College District is committed to providing a safe working environment for all employees and minimizing the adverse impact of work-related injuries. In this effort we provide a variety of safety and claims services for our employees. Our goal in requiring the reporting of incidents is to promote prompt notification of unsafe conditions so that prompt and appropriate remediation can take place. Incident reporting ensures that a record is on file with the employer. In no way does this waive the employee's right to workers' compensation benefits.

If an employee is injured while working on campus, the injury must be reported to the supervisor immediately. Student and unclassified employees are entitled to Workers' Compensation benefits, but are not entitled to Unemployment Insurance. The District pays the cost of this insurance, which provides weekly cash benefits and/or medical care for employees who are injured or become ill as a direct result of their job. See the [RISK MANAGEMENT](#) webpage on the District's website for more information.

EMPLOYEE RESPONSIBILITIES

- Report an occupational injury to the supervisor immediately and seek medical care when necessary.
- Go to the campus Sheriff's Office to report the incident or injury as soon as possible; the Sheriff will complete the Incident Injury Report Form to ensure that there is a record on file with the employer. In no way does this waive the unclassified worker's right to workers' compensation benefits.
- If the employee wants or needs non-emergency medical treatment, he or she must bring the Referral for Treatment of Occupational Injury or Illness form, which indicates all District approved clinics, to the clinic chosen from the form. This is the worker's authorization to be treated at the chosen medical facility.

- If an injury occurs, first aid may be the appropriate treatment. “First aid” means any one-time treatment and any follow-up visit(s) for the purpose of observation of minor scratches, cuts, burns, splinters, or other minor industrial incident, which do not ordinarily require medical care. This one-time treatment and follow-up visit(s) for the purpose of observation is considered first aid even though provided by a physician or registered professional personnel. No time is lost beyond the day the employee was injured.
- If the employee pays a bill, he or she should submit a copy of the receipt to the Risk Management Office for review and determination of whether payment is appropriate.
- The employee must keep the supervisor informed of the status of the injury and claim.
- The employee must notify the supervisor prior to going to doctor appointments and/or physical therapy.

SUPERVISOR RESPONSIBILITIES

- A supervisor must complete the [supervisor’s report](#) with the employee within three business days of learning of the injury.

If an incident takes place that results in an injury, first aid may be appropriate in some cases. Filing of an [incident and injury report](#) with the Sheriff’s Office is not a filing of a workers’ compensation claim. An employee retains the right to file a workers’ compensation claim.

- Unless an employee has completed a [Pre-Designation of Physician Form](#) prior to the injury, an employee needing medical treatment should be provided with the [Medical Referral Form](#) and referred to one of the facilities authorized to provide medical care to injured employees. The employee should be instructed to provide the [Medical](#)

[Referral Form](#) to the clinic as authorization for him or her to receive treatment at the chosen medical facility.

- **Important: If an employee is hospitalized other than for observation for 24 hours or more, or has an injury that results in a loss of limb (amputation) or loss of life, contact the Risk Management Department at (213) 891-2400 immediately, as these must be reported to OSHA within 8 hours of the event.**
- Forward the completed [Supervisors Report of Employee Injury or Illness](#) to the assigned [Focal Point](#) at the worksite location or fax it to the **Risk Management Department at (213) 891-2293.**
- When an employee has sought treatment for an occupational injury, he or she is to bring a note from the treating physician indicating the employee’s return to work status, and whether there are any restrictions. Departments are to make a copy of all doctors’ notes and correspondence for departmental files, and send the original to the Risk Management Department.
- When the treating physician releases an employee with a work restriction, the supervisor should contact the District Workers’ Compensation Claim Specialist to discuss return to work.

RESOURCES

LACCD BOARD RULES

CHAPTER IX, CAMPUS LIFE

[Article VIII, Conduct on Campus](#)

§ 9803, Standards of Conduct

CHAPTER X, HUMAN RESOURCES

[Article XI, Unclassified Assignments](#)

§ 101104, Unclassified Employees

§101105, Rates of Pay

§101109, Academic Development Grants – Assignment and Payment

[Article XIX, Student Worker Classifications](#)

§101900, Student Employment

§101901, Limitations on Time and Duration

§101902, Rates of Pay

LACCD ADMINISTRATIVE REGULATIONS

Section II, Business Services

[B-27, Use of District and College Computing Facilities](#)

[B-28, Network Security Policy](#)

LACCD PERSONNEL COMMISSION RULES

[Rule 517, Positions Exempted from the Classified Services as “Professional Experts and Community Representatives](#)

LACCD HUMAN RESOURCE GUIDES

[HR P-110, New Hire](#)

[HR P-111, Fingerprints](#)

[HR R-300, Unclassified Employees](#)

[HR R-320, Student Employees](#)

LACCD COLLECTIVE BARGAINING AGREEMENT

[AFT College Staff Guild 1521A: Article 5, General Provisions](#)

[LACCD Risk Management Workers Compensation Guides](#)

This Handbook was developed and designed by the LACCD Joint Labor/Management “Unclassified Worker Taskforce” in conjunction with Shawn Tramel, Assistant Administrative Analyst (Confidential), DO Human Resources.



LOS ANGELES COMMUNITY COLLEGES
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**CERTIFICATION OF RECEIPT OF
 UNCLASSIFIED EMPLOYEE HANDBOOK**

This form is used by the unclassified employee and his/her supervisor to certify receipt and discussion of the Unclassified Employee Handbook.

I certify that I have received the Unclassified Employee Handbook and acknowledge that my supervisor has discussed the information in this handbook with me. I understand that I am responsible for the performance of the duties of my unclassified assignment in accordance with the information contained in this handbook.

 Employee Name (Print)

 Employee Number

 Worksite Location

 Employee Signature

 Date

 Supervisor Name (Print)

 Supervisor Signature

 Date

INSTRUCTIONS

1. The Supervisor provides the employee with a copy of the Unclassified Employee Handbook and discussed the handbook information with the new employee.
2. The employee completes, signs and dates this form, certifying receipt and discussion of the handbook information.
3. The Supervisor signs and dates form and forwards it to: **Services Unit, DO Human Resources.**