



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Professional Development (PD) and
Miscellaneous (MS) Time Reporting Codes

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PURPOSE: The purpose of this Reference Guide is to provide information to administrators, time-reporting personnel, and affected employees on the appropriate usage and time reporting instructions for absences related to professional development, miscellaneous, miscellaneous natural disaster and miscellaneous annual physical. Time away from the work location needs to be reported accurately by using the appropriate attendance code.

MAJOR CHANGES: This replaces Reference Guide 1262, New Time/Pay Code for Professional Development.

GUIDELINES: I. PROFESSIONAL DEVELOPMENT (PD)

Professional Development (PD) is defined as attendance in training opportunities, and educational sessions that will improve and build the capacity of employees. It is scheduled work time during assigned hours that leads directly to the professional growth of the employee. Professional Development should have a specific funding source and objective.

PD is the absence code to use to time report certificated and classified employees' attendance to Professional Development. The PD code is part of the core hours of the employee, and should be used to report time for attendance to the following activities:

- District Approved Conferences/forums
- District Approved Conventions
- District Sponsored Workshops/In-services
- District Sponsored Training for Professional Development

ROUTING

All Schools and Offices
Administrators
School Administrative
Assistants
Time Keepers
Time Approvers



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These activities must be District approved events. There are two types of Professional Development: (1) Mandatory, and (2) Discretionary. Mandatory Professional Development is that which is required by the District, while discretionary Professional Development is that which the employee opts to attend with the approval of the site administrator.

Employee attendance to mandatory professional development events must be pre-approved by the site administrator. A make-up session must be offered to all mandatory professional development events. The PD code is used to time report and time is not deducted from the employees' quota balances i.e. illness/vacation.

Under specific conditions, some certificated employees may opt to attend certain professional development events which are discretionary in nature. Refer to the specific Collective Bargaining Unit Agreement (AALA – Article XI, Sections 5.0 & 10.0, UTLA – Article XII – Sections 14.0 & 19.0) for these conditions and to determine the appropriate absence code to charge.

II. MISCELLANEOUS (MS)

Miscellaneous time is defined as attendance in meetings that are indirectly related to or are an extension of the classified or certificated employees' regular tasks. Report Miscellaneous time for performed activities other than their regular assigned duties. Attendance at these activities does not get deducted from the employees' quota balances i.e. illness/vacation. Use the MS code to report time for the following absences:

- Court Subpoena Leave on behalf of the District
- Serving as Witness (as specified in the applicable bargaining agreement)
- Attendance to District Employment Examination and Interviews
- Attendance at a District approved meeting (indirectly related to employees' regular tasks)
- Organizational leave – a paid leave granted to an employee to serve as an officer of a qualifying organization (e.g. CSEA, UTLA) or other union release time approved by the Office of Labor Relations. For any questions, please contact the Office of Labor Relations at 213-241-8322.
- Time Reporting of District employees with administrative legal settlements

A MS absence must be pre-approved by the site Administrator. The MS code is part of the employees' core hours.



III. MISCELLANEOUS NATURAL DISASTER (MSND)

Miscellaneous Natural Disaster is defined as an absence due to natural disasters that cause the inability of a certificated or classified employee to report to work. The effects of the natural disaster may result to damage to the environment or public safety that hinders the employee’s ability to report to work. Absence due to natural disasters does not get deducted from the employees’ quota balances i.e. illness/vacation. Use the MSND code to report time due to epidemics and emergencies e.g. earthquakes, riots.

The MSND absence must be approved by the site administrator. The MSND code is part of the employees’ core hours.

IV. MISCELLANEOUS ANNUAL PHYSICAL (MSAP)

Miscellaneous Annual Physical is defined as an absence granted to a regular classified employee for taking a comprehensive annual physical check-up. Absence due to annual physical does not get deducted from the employees’ quota balances i.e. illness/vacation. Use the MSAP code to report time due to annual physical. MSAP time can be used in increments and is granted for not more than one full day per school year. This time code is granted to permanent classified employees only provided that verification of such medical examination is submitted to the appropriate administrator.

MSAP absence must be pre-approved by the site administrator. The MSAP code is part of the employees’ core hours.

ADDITIONAL INFORMATION:

A Certification/Request of Absence for Non-Illness (Form No.60.NON-ILL; Rev 7/10/2017) needs to be completed for all Professional Development (PD) or Miscellaneous (MS) absences.

Refer to the applicable bargaining unit agreements for more information on usage of PD or MS.

ASSISTANCE:

For assistance or further information, please contact the following offices.

Offices	Telephone
For Funding Issues - Budget Services	213-241-2100
For Certificated Assignment - Human Resources	213-241-5100
For Classified Assignment - Personnel Commission	213-241-6300
For Time Reporting or Payroll Related Questions Payroll Customer Services	213-241-2570