

Conversion of Unclassified Positions and Employees to the Classified Service 2023-24 Frequently Asked Questions (FAQ)

1. **What does it mean to become “classified”?** The classified service consists of the majority of non-teaching employees of the District. They are hired under the provisions of the merit system which ensures that employees are hired and promoted on the basis of their job-related skills and abilities, as assessed primarily through employment tests.
2. **What does it mean to become a “regular” status classified employee?** Classified employees who have a pre-determined schedule, and an assignment which requires them to report to work on a consistent basis, the same number of hours each day/week are considered to be regular. Employees who do not have a consistent schedule and who report to work on an intermittent basis (not every day) are considered to have a temporary status.
3. **How do I know if I am regular or temporary?** If you have worked on a consistent basis for at least 581 hours in 2022-23, your status will be converted as regular on October 1, 2023. If you have not worked the requisite number of hours in 2022-23, your status will convert as temporary.
4. **What does it mean to become “permanent”?** Becoming “permanent” means receiving the rights of an employee in permanent status. These rights include the accumulation of illness, vacation, certain paid holidays and the right to other types of leaves. Additional rights include gaining seniority in case of layoffs and the right to due process for disciplinary reasons.
5. **Will I now receive health benefits coverage?** The change in the law does not create a change in health benefit eligibility. Please refer to your collective bargaining agreement for the terms under which health benefits are provided.
6. **Will my hours change?** Beyond the Bell will assign hours for 2023-24. Please check in with your supervisor for your schedule.
7. **How many illness days will I receive?** Employees are entitled to a minimum of 3 days of illness. A day of illness is based on the number of assigned hours per day. For employees with regular status, additional illness may be earned based on the number of hours worked at a rate of .05 per hour.
8. **How many vacation days will I receive?** For all employees with regular status and regularly employed for fewer than 35 hours a week, regardless of the number of hours or days worked per week, the vacation credit may be computed at a rate of .03846 for each hour the employee is in paid status, not including over time.
9. **What if I want to use vacation, or to take a leave of absence?** Employees may request to take vacation or use illness time as they have accrued it. Approvals may be based on organizational needs.
10. **How many holidays will I receive?** Classified employees with regular status receive holiday pay for holidays as recognized by the Board, provided the employee is in paid status on the day preceding or after the holiday. As such, not all holidays will apply to employees not assigned year-round.
11. **Will I have to pay into CalPERS as a classified employee?** Yes, if working an assignment of four (4) or more hours.
12. **May I vacate my position, if necessary, now that I am classified?** Yes. As a classified employee, if you choose to accept a different assignment or leave the District altogether, you have that right. If you choose to leave the District, you will be asked to submit a classified resignation form.

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13. **Am I allowed to have multiple work assignments?** [This may be possible under certain conditions.](#)
14. **As a current employee, will I need to take an employment test in order to be placed into a classified position?** [No, you will automatically be placed into a classified position as of October 1, 2023.](#)
15. **Will my pay days change?** [No.](#)
16. **If I have questions about my new status, whom may I contact?** [A hotline will be available to respond to employee questions on Monday, September 25th, between 8:00 am and 4:00 pm. The hotline number is \(213\) 241-6300. Afterwards, should you have questions, you may contact your bargaining unit or email Classified Employment Services at \[classifiedpersonnel@lausd.net\]\(mailto:classifiedpersonnel@lausd.net\) .](#)