

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

599

LAW AND RULES

January 1, 1996

599 SALARY DIFFERENTIALS BASED UPON VARIATIONS IN RESPONSIBILITY

- A. The purpose of this Rule is to provide for recognition of variations in responsibility among positions with the same group of duties, while avoiding the process of position reclassification with its attendant problems. This Rule shall be applicable to positions in classes in which differences in level of responsibility are readily measurable by means of some quantitative criterion or criteria.
- B. When the positions in a class include essentially the same group of duties and when there is a significant range in level of difficulty and responsibility among those positions, the Personnel Commission may recommend to the Board of Education the establishment of salary differentials for employees in the more responsible positions. Classes for which "responsibility differentials" are authorized shall be designated in this Rule, together with the criterion for determining whether and how great a differential shall be paid.
- C. Data related to the criterion for a responsibility differential shall be reviewed annually by the Personnel Director, who shall recommend any changes in existing differentials indicated by the data and approved criterion. The Personnel Director shall approve an appropriate differential for a new or vacant position at any time of the year. The effective date of a responsibility differential shall not be retroactive.
- D. A responsibility differential shall be considered part of the employee's regular rate for the purpose of determining salary allocation in the case of promotion or demotion. Transfer privileges shall be extended, in accordance with applicable criteria, to any class which is neither lower in salary than the basic schedule nor higher than the basic schedule plus the employee's current differential. For the purpose of future step allocation, the differential rate shall be treated as if it were the closest step of the salary range that is the equivalent of the basic schedule plus the differential for the class. A differential authorized under this Rule shall be considered a long-term differential and shall be continued during paid absences.
- E. An employee may apply, on a prescribed form, for reassignment to a position for which a higher responsibility differential is authorized. When a position authorized for a differential becomes vacant, it shall be filled by reassignment of the most senior employee in the class who requests the position and whose current position assignment qualifies for a lesser differential, except that it may be filled by change of location of an employee whose current position provides an equal or greater differential. For the purpose of this Rule, seniority shall be computed on the basis of assigned time in the class and higher classes.

CHANGES:

To reflect changes in the Education Code regarding assignment of differentials and placement in the Classified Service.

Remove: (Reissue) August 4, 1986, page 1 of 3. Add: January 1, 1996 page 1 of 3.

599

Page 1 of 3

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

599

LAW AND RULES

April 20, 2011

1. Between July 1 and September 1, assignments to vacancies shall be based on signed requests filed in the Employment Transactions Services Branch of the Personnel Commission on or before June 1. If a vacancy cannot be filled from requests filed by June 1, then requests filed thereafter shall be used.
 2. Except as provided above, reassignment requests shall be held inactive until two weeks after the date of receipt.
 3. If a certification has been made to a vacant position in accordance with this Rule or from an employment list, it shall not be invalidated by the subsequent receipt of a request for reassignment, regardless of seniority.
 4. The administration may conduct an orientation interview at the employing location before making a reassignment required by this Rule, provided that a reassignment under this Rule shall become effective within 15 working days after the employee has accepted reassignment, regardless of whether the interview has been held.
- F. Responsibility differentials shall be paid to incumbents in the classes listed below, in accordance with the designated criterion.
1. Assistant Plant Manager I

Criterion	--	Regularly Assigned Labor Hours on Shift
Up to 59		Basic schedule
60 to 87		Basic plus 5-1/2 percent
 2. Food Services Manager VII

Criterion	--	Average Daily Meals Served
2500 to 3000		Basic Schedule
3001 and above		Basic Schedule plus 5 ½ percent

CHANGE:

Rule amended to update outdated language and clarification of existing procedures.

Remove: September 8, 2008, page 2 of 3. Add: April 20, 2011, page 2 of 3.

Salary Differentials Based Upon Variations in Responsibility

599

Page 2 of 3

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

599

LAW AND RULES

April 20, 2011

3. Occupational Center Financial Manager

Criteria --	Total Annual Cash Volume and Total School Year Enrollment
Basic Schedule	less than *\$1,073,335 annual cash volume or less than 7,000 school year enrollment
Basic plus 5-1/2 percent	*\$1,073,335 or more annual cash volume and 7,000 or more school year enrollment

*To be reviewed in odd numbered years for the effects of inflation.

4. Satellite Food Services Manager

Criterion --	Average Daily Meals Served
799 and below	Basic Schedule
800 and above	Basic Schedule plus 5 ½ percent

5. Senior Gardener

Criterion --	Supervision of full-time Gardener and Assistant Gardener positions permanently assigned to a crew
One to two positions, inclusive	Basic schedule
Three or more positions	Basic schedule plus 5-1/2 percent

CHANGE:

Paragraph F amended to delete the cafeteria manager classifications.

Remove: April 12, 2000, page 3 of 3. Add: April 20, 2011, page 3 of 3.