

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Human Resources Division

TO: Administrator

DATE:

FROM: Director
Certificated Assignments and Support Services

SUBJECT: NON-ROUTINE PAYMENT PROCEDURES

Salary payments cannot be made to an employee or non-employee when an Assignment Action has not been approved and processed under California Education Code provisions. However, certain extenuating situations make it necessary to request such salary payments when administrators do not comply with Education Code. At such time, the Non-Routine Payment procedures must be followed.

Non-Routine Payment procedures must be used when one of the following situations occur:

1. When a non-employee works prior to completing the employment processing.
2. When a current employee works in a classification for which he/she is not qualified.
3. When the employee has not been approved by HR for the assignment.
4. When other unique circumstances occur.

To request a Non-Routine Payment, please complete the reverse side. Reminder, the requesting Administrator *and* Local District Superintendent must sign the request form. You must forward the completed form to Certificated Assignments and Support Services, Beaudry Building, 15th Floor.

There are no benefits or entitlement to any rights associated with a Non-Routine Payment.

If you have any questions, please telephone me at (213) 241-6158.

**Los Angeles Unified School District
Human Resources Division
Certificated Assignments and Support Services**

REQUEST FOR NON-ROUTINE PAYMENT

INSTRUCTIONS Non-Routine salary payments must be authorized in accordance with LAUSD Board of Education policy.

Please provide all the information requested. Attach sign-in/out records. Requesting Administrator and Local District Superintendent must certify by signing below. ***Forward the completed form to: Certificated Assignments and Support Services, Beaudry Building, 15th Floor***

REQUESTED BY

Administrator (Name & Title) *Date*

School/Office: _____

EMPLOYEE INFORMATION

Name: _____ *Emp No. Pers ID:* _____

Dates worked prior to eligibility: From _____ *To* _____ *Total Days Worked:* _____

Cost Ctr/Cost Ctr Code: _____ *Basis:* _____ *Total Hours Worked:* _____

Job/Class Code: _____ *Status:* _____ *Salary Schedule:* _____

Fund/Functional Area: _____ / _____ *Estimated Rate:* _____ *Est. Pay:* _____

Please explain the circumstances that led to this person working before approval by HR or eligibility:

Signature of Administrator *Title* *Date*

Signature of Local District Superintendent/Division Head *Date*

This section to be completed by Certificated Assignments and Support Services

An Assignment action cannot be processed because of the following;

- () Worked prior to Employment Processing – Date Processed _____
- () Worked prior to Health/TB Clearance – Date Cleared _____
- () Worked prior to Fingerprint Clearance - Date Cleared _____
- () Did not have employment eligibility to work
- () Was not eligible to work because _____

This section completed by: _____ **Date:** _____

This section to be completed by Human Resources Division

Approved for Payment NOT Approved for Payment

Authorized Signature: _____ Date: _____