








Los Angeles Community College District Personnel Commission


Special Information Related to SFP Positions

The job classifications noted below are a unique group of job classifications within the Classified Service. The classifications have been designed to assist the District in managing the workforce assigned to specially funded programs (SFP) which have uncertain funding both in terms of level and duration.

Class	Bargaining Unit	Class Code	Status Code (ESG)	Monthly Salary Steps (no decimals) effective 7/1/07
SFP-Program Director, (Location and Budget)	Management	5996	SM - Regular SN - Temporary	\$6425 - 6799 - 7151 - 7545 - 7960
SFP-Program Specialist, (Location and Budget)	Unit 1	5997	S2 - Regular S8 - Temporary	\$4243 - 4477 - 4723 - 4983 - 5257
SFP-Program Technician, (Location and Budget)	Unit 1	5998	S2 - Regular S8 - Temporary	\$3425 - 3613 - 3812 - 4022 - 4243
SFP-Program Office Assistant, (Location and Budget)	Unit 1	5999	S2 - Regular S8 - Temporary	\$2765 - 2917 - 3077 - 3246 - 3425

Topic	Information	Links/Forms & Resources
Professional Expert Assignments in SFP Programs	Periodically there may be a need to establish a specialized assignment within an SFP program and no eligible on the SFP eligibility lists possesses the required skills and abilities. In such cases, the use of a professional expert assignment in an SFP program is appropriate for the duration of the SFP or until the candidate qualifies for an SFP job classification whichever is sooner.	PC Rule 517
	It should be noted that before you recruit for a Professional Expert you must first review the eligibility and transfer lists. There is a large pool of candidates available on the lists for the four SFP classifications at all times. You should not assume that there is no one with the skills you require.	Professional Expert Form
	In order to receive approval for a professional expert assignment, the background of the individual will be closely reviewed to insure that he/she clearly possesses the required expertise for this assignment.	
	If the type of assignment is one which can be reasonably incorporated into one of the four SFP job classifications, the Professional Expert may be required to compete in the next examination and be assigned to an SFP job classification. Examinations are typically given in April and October each year.	
Performance Evaluations for SFP Employees	Probationary Evaluations SFP employees hired in regular status are required to go through a probationary period of 130 working days. Probationary evaluations are required in the 2nd and 4th month of regular employment for employees in all SFP job classifications.	PC Rule 702

	<p>If an SFP employee transfers or reinstates into a new SFP position, he/she is required to complete a new probationary period. This is a requirement because the person will be serving in a new classification. Remember, SFP classifications are identified by class title, funding source, and location.</p>	Article 16, AFT Contract
	<p><u>Permanent Evaluations</u></p>	
	<p>Upon completion of the probationary period, all SFP employees are required to receive an annual performance evaluation. Annual evaluations are scheduled as follows:</p> <ul style="list-style-type: none"> • SFP Specialist, Technician and Assistant: At least once each year. • SFP Director: Prepared during the period of May 1 through June 30, for the proceeding year. 	
<p>Status of Regular Classified Employees Who Accept an Assignment in an SFP Position</p>	<p><u>Unit 1 Clerical Technical Employee</u></p>	
	<p>A regular Unit 1 classified employee who accepts an SFP position is treated as though being on an opportunity leave. The following "return rights" to his/her regular classified position are prescribed in the collective bargaining agreement:</p> <p>1 - 90 days - The employee has return rights to the same position from which the leave was taken.</p> <p>91 - 120 days - The employee has return rights to the location from which the leave was taken.</p> <p>After 120 days The employee has return rights to a vacant position in the District or, if no vacancy exists, to bump the least senior employee in his/her former class.</p>	Article 19, AFT Contract
	<p><u>Unit 3 Supervisory Employee</u></p>	
	<p>A regular Unit 3 employee who accepts an SFP positions is treated as if the employee has accepted a promotion. No guarantee of right of return. The employee has right of return to a position in their former class but not necessarily to his/her former position or location.</p>	
	<p><u>Unrepresented Management or Confidential Employee</u></p>	
	<p>An unrepresented management or confidential employee who accepts an SFP position is treated as if the employee has accepted a promotion. No guarantee of right of return. The employee has right of return to a position in their former class but not necessarily to his/her former position or location.</p>	
<p>Change to Related Class and Reinstatement of an SFP Employee</p>	<p><u>Assignment to Related Class</u></p>	PC Rule 715 
	<p>If an SFP employee wants to move to another SFP program, the employee must submit a Transfer Request form (C1045) and check off the option, "Change to a related class in which I have not served", and list the classification.</p>	Transfer Request (C1045) 
	<p><u>Voluntary Demotion</u></p>	PC Rule 745 
	<p>If an SFP employee wants to be considered for a lower SFP job classification in which they have not served, the employee must submit a Transfer Request form (C1045) and check off the option, "Voluntary demotion" and list the title of the requested class.</p>	
	<p><u>Reinstatement</u></p>	PC Rule 771 
	<p>If an employee gets laid off or resigns and wants to be considered for another available SFP position, he/she may request a reinstatement to a related SFP class or related lower class by using the Reinstatement Request form (C1052).</p>	Reinstatement Request (C1052) 

	Completed C1045 and C1052 forms are to be forwarded to the Personnel Commission Office. Upon approval of the request, the employee will be included in the candidate pool for the requested position(s) without participating in an exam process. Change to a Related Class and Voluntary Demotions requests will be good for 2 years from the date of receipt or approval as long as the employee remains an active employee of the District. Reinstatement requests will be good for 39 months from the date of separation.	
Layoff of SFP Employees	<u>Timing of Layoff Notice</u>	
	If program funding for an SFP position ends or gets reduced and it is necessary to layoff employees, the following notification periods must be followed: <ul style="list-style-type: none"> • SFP Specialist, Technician, and Assistant: no less that 60 calendar days prior to the effective date of layoff. • SFP Director: Ed Code 88017 requires that a hiring authority give a layoff notice as follows: <ul style="list-style-type: none"> ◦ If an employee is to be laid off at the end of the fiscal year (June 30), written notice shall be given to the employee on or before April 29. ◦ If an employee is to be laid off other than on June 30, written notice shall be given to the employee not less than 45 days prior to the effective date of layoff. 	
	<u>Content of Notice</u>	
	Attached is a copy of a layoff package that you must use when you notify an SFP employee of his/her layoff. It includes a sample layoff letter, applicable Ed Code provisions, Personnel Commission rules and union contract provisions.	Sample Layoff Package 
	<u>Severance Pay and Continuation of Benefits</u>	
	Please note that the District has made the determination that Unit 1 SFP employees are not eligible to receive a severance pay or continuation of District paid health benefits. For additional clarification, please contact the Office of Employer Employee Relations at (213) 891-2241.	
	There are no provisions for severance pay and continuation of District paid health benefits for the position of SFP Program Director.	
Employees should be advised to contact the Benefits Section to discuss eligibility for health benefits under COBRA provisions.		
<u>Disciplinary Action</u>	SFP employees are treated the same as other employees in the Classified Service. Any questions regarding disciplinary issues should be addressed to the Office of Employer Employee Relations at (213) 891-2241.	
<u>Reclassification</u>	Employees serving in SFP positions are not eligible for reclassification due to the unique characteristics of the class concepts and because the selection process for these classifications differ significantly from those used for other job classifications, i.e. <ul style="list-style-type: none"> • Duties are not similar • Examination Content is not similar • Qualifications are not similar • Fields of Competition are not similar 	
<u>Testing for Regular Positions in the Classified Service</u>	SFP employees are treated like all other regular employees for purposes of competing in examinations. To be a promotional candidate, the employee must have completed an initial probationary period by the opening date for accepting applications.	