

**ATHLETIC ASSISTANT  
PAID STATUS  
EMPLOYMENT PROCESS**

(This process does not apply to VOLUNTEER Coach)

The time spent as a VOLUNTEER is separate and apart from PAID status. A VOLUNTEER Coach is not considered an employee of the district. Therefore under no circumstances will the VOLUNTEER Coach be paid for time spent as a VOLUNTEER Coach. The time spent as a VOLUNTEER Coach will not be considered a RETROACTIVE extension of PAID employee status.

No FULL TIME classified assignments may be combined with Athletic Assistant.

**Athletic Assistant Employment Process Document Flow:**

1. The authorized school site Athletics Office forwards the following documents to the Interscholastic Athletic Office:
  - a. Employment of Athletic Assistant form,
  - b. Supplemental Coaching Assignments form and
  - c. Freeze Exemption form (available on the Personnel Commission website)
2. Trenton Cornelius, Administrator, Interscholastic Athletic Office will forward the above documents to the office of Michelle King, Senior Deputy Superintendent, School Operations for approval.
3. Once approved by Michelle King, the Interscholastic Athletic Office will forward above documents to Wendy Guzman (Personnel Commission) to obtain the freeze exemption tracking number.
4. The approved freeze exemption tracking number along with candidate details are sent to the Fiscal Specialist who prepares the RPA. The freeze tracking number should be written on the RPA in the *Comments* field under *EMPLOYEE/ASSIGNMENT/FUNDING INFORMATION* section.
5. The following approved documents are to be forwarded to the School Administrative Assistant (SAA) to schedule the candidate for employment processing at one of the Classified Employment Offices:
  1. Completed Request for Personnel Action (RPA)
  2. Nepotism Form

6. The SAA will schedule the Athletic Assistant candidate for processing by contacting one of the following Classified Employment Offices:

**Mid-Cities Employment Office**

944 West 77th St.  
Los Angeles, CA 90044  
**PHONE:** 323 753-3321

**HOURS:** 8:00 am - 4:30 p.m. (Monday – Friday)

**Valley Employment Office**

6505 Zelzah Ave. Bldg. 6  
Reseda, CA 91335  
**PHONE:** 818 654-1600

**HOURS:** 8:00 am - 4:30 p.m. (Monday – Friday)

Candidates will only be processed at one of the Classified Employment Offices.  
The designated processing days will be *Mondays* and *Wednesdays* by appointment.

7. The Athletic Assistant candidate must be sent to the processing appointment with the required documents (see the *Classified Employment Processing Documentation Reference Sheet* (Athletic Assistants are referenced under *All Other Classified Positions*) – this document can be found on PC website):

1. Completed Request for Personnel Action (RPA)
2. Driver's License or government-issued photo identification card (e.g. ID, Passport, etc.)
3. Mantoux TB Test (administered within 60 days of processing appointment)
4. Social Security Card
5. Nepotism Form

**All documents submitted by candidate must be originals (no photo copies).**

If the candidate fails to appear at the appointment with the required documents and identification, the candidate will not be processed. A new appointment will have to be scheduled.

**CANDIDATES CANNOT START PRIOR TO THE EFFECTIVE DATE GIVEN BY CLASSIFIED EMPLOYMENT SERVICES**

*Possession of a PERNER OR employee number DOES NOT constitute eligibility for Classified employment.*

**The effective date of assignment will be established as follows:**

- |   |   |
|---|---|
| <b>A. Current VOLUNTEER to Classified EMPLOYEE:</b> | Five (5) working days from classified processing appointment; Classified Employment Services will contact the SAA with effective date of assignment.        |
| <b>B. NEW HIRE (Paid Status):</b>                   | Five (5) working days from classified employment clearance; Classified Employment Services will contact the SAA with effective date of assignment.          |
| <b>C. ACTIVE EMPLOYEE/Concurrent assignment(s):</b> | Five (5) working days from classified document processing clearance; Classified Employment Services will contact the SAA with effective date of assignment. |

## Athletic Assistant May Be Combined With:

	Classifications	Athletic Assistant
	Assignment Hours Allowed	Classified
<b>Campus Aide</b>	3,6	Can be Combined Maximum Hours: 3 Athletic Assistant: .75
<b>Instructional Aide</b>	3	Can be Combined Maximum Hours: 3 Athletic Assistant: .75
<b>Ed Resource Aide</b>	3,6	Can be Combined Maximum Hours: 3 Athletic Assistant: .75
<b>Ed Aide II</b>	3,6	Can be Combined Maximum Hours: 3 Athletic Assistant: .75
<b>Ed Aide III</b>	3,6	Can be Combined Maximum Hours: 3 Athletic Assistant: .75
<b>Teacher Assistant</b>	3,6	Can be Combined Maximum Hours: 3 Athletic Assistant: .75

**Notes:** All classified employees with 3 hours can only have .75 hours.  
No FULL TIME (7 and 8 hour) classified assignments may be combined with Athletic Assistant.

## FREQUENTLY ASKED QUESTIONS (FAQ)

Q: Our School Administrative Assistant scheduled our Athletic Assistant candidate for processing. Who do I call to check to see if he/she successfully processed?

A: Your Athletic Assistant candidate will be given a Notice of *Completion of Processing* receipt upon successful completion of employment processing at one of the classified employment offices. Otherwise, if the candidate does not bring the required processing paperwork (incomplete) to their processing appointment, the candidate will not be processed and will have to be rescheduled. *See CEPDRS to ensure candidates are sent to processing appointment with correct documentation/paperwork.*

Q: Does my candidate's VOLUNTEER status count towards his/her PAID status?

A: No, PAID employee status does not include time spent as a VOLUNTEER.

Q: Once the candidate becomes a PAID employee of the District, does his/her paid status begin at the time he was fingerprinted as a VOLUNTEER?

A: No, the effective date of PAID employee status is established by Classified Employment Services.

Q: Can I send my Athletics Assistant candidate to one of the Classified Employment Offices for a walk-in appointment?

A: No, walk-in appointments for employment processing are not allowed.

## **Athletic Assistant Processing Appointment Cover Sheet**

- Completed RPA
- Nepotism
- Driver's License or California ID
- Mantoux TB Test (administered within 60 days)
- Social Security Card

# REQUEST FOR PERSONNEL ACTION

**ACTION REQUESTED FOR POSITION** (Please check the box to the left of the action you are requesting):

<input type="checkbox"/> New Position	<input type="checkbox"/> Modify (Change) Position	<input type="checkbox"/> Delimit Assignment (Person)
<input type="checkbox"/> Continue Current Position	<input type="checkbox"/> Defund (Close) Position	

**POSITION/TITLE** (Please check the box to the left of the title/position):

<input type="checkbox"/> Teacher Assistant	<input type="checkbox"/> Professional Expert ----	<input type="checkbox"/> Coach / Teacher Advisor -----
<input type="checkbox"/> Education Aide	<input type="checkbox"/> Student Aide ---- ----	<input type="checkbox"/> Support Services (Specify Class Title Below)
<input type="checkbox"/> Classified Relief	<input type="checkbox"/> Community Rep. ----	Job Title
<input type="checkbox"/> Temporary Certificated Assignment ---- ----	<input type="checkbox"/> Other	

**EMPLOYEE / ASSIGNMENT / FUNDING INFORMATION:** (Use "tab" to move to the next field)

Name				Person ID	
	(Last)	(First)	(M.I.)		
Beginning Date	Ending Date	Job Code	Rate		
Differential	Personnel Sub Area	Hours per day	Total annual fiscal hours *		
Calendar Option	Emp Sub Group	----			
From Org Unit Name	To Org Unit Name				
Comments					

*\*Mandatory for Part-time employees.*

**BUDGET AND PAYROLL / TIME REPORTING:** (Use "tab" to move to the next field)

SACS Fund		Functional Area		EE Group	
LAUSD Program Name	Position ID Number				
<b>IN PLACE OF:</b> Name	PERNR				

**REQUESTED BY:**

Org Unit Name		Fund Center / Org Unit Code	
Local District or Office			
Principal / Administrator / Supervisor Signature	Print Name	Telephone No.	
Email	Date	Contact person	Telephone No.

*If required, appropriate processing packets must be attached to this request. Teacher Assistant packets are available from the Instructional Assistance Office and may be requested by calling (213) 241-6300.*

**Schools: Please return completed form to the Local District Business and Finance Office.**

FOR LOCAL DISTRICT BUSINESS AND FINANCE OFFICE USE ONLY			
Authorizations:		Date processed:	
FOR HUMAN RESOURCES USE ONLY			
Assign. Tech.	Date:	Auditor:	Date:



**LOS ANGELES UNIFIED SCHOOL DISTRICT - PERSONNEL COMMISSION  
WORKFORCE MANAGEMENT, CLASSIFIED EMPLOYMENT SERVICES BRANCH**

**NEPOTISM CERTIFICATION FORM**

DISTRICT EMPLOYEES AND APPLICANTS MUST DISCLOSE TO THE WORKFORCE MANAGEMENT, CLASSIFIED EMPLOYMENT SERVICES BRANCH ANY RELATIONSHIP, WHICH IS COVERED BY PERSONNEL COMMISSION RULE 720 PRIOR TO APPOINTMENT TO A POSITION. SPECIFICALLY, PC RULE 720 PRECLUDES THE ASSIGNMENT OF CLOSE RELATIVES AND COHABITANTS TO THE SAME ORGANIZATIONAL UNIT. CLOSE RELATIVE IS DEFINED AS SPOUSE, BROTHER, SISTER, PARENT, CHILD, OR GRANDCHILD. COHABITANT IS DEFINED AS PERSONS LIVING TOGETHER.

THE ADMINISTRATOR AT A LOCATION MUST CERTIFY THAT ANYONE BEING HIRED FOR A REGULAR OR SUBSTITUTE POSITION IS NOT RELATED TO OR A COHABITANT OF ANYONE CURRENTLY WORKING AT THE LOCATION. IF THE PERSON BEING HIRED IS RELATED TO ANYONE, IT IS NECESSARY FOR THE DIVISION, ADMINISTRATOR OR LOCAL DISTRICT SUPERINTENDENT TO APPROVE THE CERTIFICATION FORM. HOWEVER, IN NO CASE WILL AN ASSIGNMENT BE ALLOWED THAT WILL ESTABLISH A SUPERVISOR/SUBORDINATE RELATIONSHIP AT THE FIRST OR SECOND LEVEL OF SUPERVISION BETWEEN TWO EMPLOYEES WHO ARE CLOSE RELATIVES OR COHABITANTS. IF YOU NEED CLARIFICATION OR INFORMATION REGARDING PC RULE 720, PLEASE CALL WORKFORCE MANAGEMENT, CLASSIFIED EMPLOYMENT SERVICES BRANCH AT (213) 241-6300

**INSTRUCTIONS: PLEASE PROVIDE ALL INFORMATION, CHECK APPROPRIATE BOXES, OBTAIN APPROPRIATE SIGNATURES, AND MAIL OR FAX TO:  
WORKFORCE MANAGEMENT, CLASSIFIED EMPLOYMENT SERVICES BRANCH  
BEAUDRY BLDG., 12<sup>TH</sup> FLOOR  
FAX: (213) 241-6808**

ATTENTION: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Classified Employment Services Branch

**I WISH TO SELECT:**  
NAME OF INDIVIDUAL \_\_\_\_\_ PERSON ID/  
EMPLOYEE # \_\_\_\_\_

FOR JOB TITLE \_\_\_\_\_ IN PLACE OF \_\_\_\_\_

SCHOOL/OFFICE \_\_\_\_\_ BUDGETED POSITION # \_\_\_\_\_

- FOR A REGULAR ASSIGNMENT
- FOR A TEMPORARY/SUBSTITUTE ASSIGNMENT. I UNDERSTAND THAT THE TEMPORARY/SUBSTITUTE ASSIGNMENT WILL ONLY LAST UNTIL SUCH TIME AS THERE IS A VIABLE ELIGIBILITY LIST. AT THAT TIME I WILL BE REQUIRED TO INTERVIEW QUALIFIED ELIGIBLES TO FILL THE POSITION.

- HE/SHE IS NOT RELATED TO OR A COHABITANT OF SOMEONE WORKING AT THIS LOCATION. *(REQUIRES ONLY THE PRINCIPAL'S OR THE LOCATION ADMINISTRATOR'S SIGNATURE.)*
- HE/SHE IS RELATED TO OR IS A COHABITANT OF SOMEONE WORKING AT THIS LOCATION. HOWEVER, THERE IS NO FIRST OR SECOND LEVEL SUPERVISOR RELATIONSHIP. PLEASE NOTE: IF THE INDIVIDUAL IS RELATED TO MORE THAN ONE STAFF MEMBER, PLEASE LIST ALL NAMES. *(REQUIRES THE LOCATION ADMINISTRATOR'S AND THE DIVISION ADMINISTRATOR'S OR LOCAL DISTRICT SUPERINTENDENT'S SIGNATURE.)*

SPECIFY THE STAFF MEMBER(S):

NAME: \_\_\_\_\_ PERSON ID/  
EMPLOYEE # \_\_\_\_\_

CLASS TITLE: \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

SIGNATURE & TITLE \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
PRINCIPAL/LOCATION ADMINISTRATOR

- APPROVED                       NOT APPROVED

SIGNATURE & TITLE \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
DIVISION ADMINISTRATOR OR  
LOCAL DISTRICT SUPERINTENDENT



LAW AND RULES

720 NEPOTISM

**STATEMENT OF INTENT:** The purpose of this Rule is, in general, to preclude the assignment of close relatives or cohabitants in the same organizational unit. In order to forestall possible conflicts of interest and ensure the orderly conduct of District business, it is recognized that organizational units with the District may adopt more restrictive regulations as appropriate.

- A. All administrators responsible for the assignment of employees shall endeavor to avoid the assignment of close relatives or cohabitants to work in situations where conflicts of interest could arise. In no case will an assignment be allowed that will establish a supervisor/subordinate relationship at the first or second level of supervision between two employees who are close relatives or cohabitants.
- B. If, for the good of the District, an assignment of close relatives or cohabitants within the same organizational unit is to be made, the assignment must first be reviewed and approved by the responsible Local District Superintendent, Division administrator, or equivalent or designee. If a supervisory relationship as described in Paragraph A would be established by the assignment, administrative approval must be withheld.
- C. For the purpose of this Rule, "close relatives" is defined as spouse, brother, sister, parent, child, or grandchild; and "cohabitants" is defined as persons living together.
- D. District employees and applicants must disclose to the Employment Transaction Services Branch any relationship which may be covered by this Rule prior to appointment to a position.

**CHANGE:**

To reflect editorial changes and update the title of an organizational unit.

Remove: August 28, 2002. Add: September 27, 2006.



# Los Angeles Unified School District

## Request for Freeze Exemption: Staffing

Please use this form to request any of the following actions:

- |   |  |
|---|--|
| <input type="checkbox"/> Create a new position<br><input type="checkbox"/> Close a position<br><input type="checkbox"/> Reclassify a position/class upward (classified)<br><input type="checkbox"/> Reallocate the salary of a position upward (certificated) | <input type="checkbox"/> Open a limited-term assignment<br><input type="checkbox"/> Change in hours (classified)<br><input type="checkbox"/> Change in Basis (from ___ Basis to ___ Basis) |
|---|--|

Current/Most Recent Incumbent (if applicable)	Branch/Division		
Class Title/Class Code	Bargaining Unit (if applicable)	Maximum Salary Range/Schedule	Basis
Location Name	Location Code	Funding Source	Position Control Number

**Please attach responses to the following questions on a separate sheet of paper:**

1. Please provide an explanation justifying why this position is essential to the operations of the school or office.
2. Identify at a minimum ten typical duties that will be assigned to this position. (Please do not copy from the class description.)
3. Please provide a current organizational chart with the position and supervisor indicated. If upgrading a position or closing a position to open a new one, please indicate that on the organizational chart.
4. Please identify the funding source (include name of funding source in addition to code). If grant funded, please specify the duration of the grant.

**New position requests:**

1. How are the responsibilities of this position currently being fulfilled?

**Signatures Required:**

Branch/Section Head	Date	Division Head/Local District Supt.	Date
Contact Person (print)	Phone	Fax & E-mail	

Approved
  Not Approved
  Additional information Needed

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Michelle King, Senior Deputy Superintendent, School Operations

**SUBMIT CERTIFICATED REQUESTS TO:** Sarah Walters, Human Resources, [sarah.walters@lausd.net](mailto:sarah.walters@lausd.net) fax: (213) 241-8418  
**SUBMIT CLASSIFIED REQUESTS TO:** Wendy Guzman, Personnel Commission, [wendy.guzman@lausd.net](mailto:wendy.guzman@lausd.net) fax: (213) 241-6803

## Classified Employment Processing Documentation Reference Sheet

Position	Acceptable Identification TB	SS Card	Request for Personnel Action (issued by hiring school)	Nepotism Certification Form (issued by hiring school)	HS Diploma OR Equivalent (GED or CHSPE)	Bachelor Degree OR Equivalent	Verification of Current Enrollment in Related College Program
Campus Aide	X	X	X	X	X		
Counseling Assistant	X	X	X	X	X	X*	Verification of enrollment in pupil personnel services credential program is required.
Education Aide II	X	X	X	X			
Education Aide III (AVID)	X	X	X	X	X		Verification of current enrollment in college is required for AVID. Tutors who do not have a Bachelor's degree.
Instructional Aide	X	X	X	X	X	X	
Teacher Assistant	X	X	X	X	X	X	Requires Application for Issuance of IA Certificate (signed by the college AND the hiring school principal).
All Other Classified Positions	X	X	X	X			

### IMPORTANT REMINDERS:

- New employees must bring their social security card and current government-issued photo ID to their processing appointment.
- All documents submitted by new employees must be originals (no photocopies).
- Names listed on all identification documents brought to processing (i.e. social security card, drivers license) must match exactly. Please review all processing requirements before scheduling an appointment. If a candidate needs to take the District Proficiency Test or Instructional Assistance Test, contact Talent Acquisition and Selection Branch, (213) 241-3455, ext. 2 to schedule an appointment for the test. If one or both of these tests are required, candidates must pass the test before you can schedule their processing appointment. \*\*\*Please note that a testing fee of \$7 for the District Proficiency Test and the Instructional Assistance Test will be charged at the time the test is administered.
- New Teacher Assistants must bring their Application for Issuance of Teacher Assistant Certificate, signed by both the college and the principal of the hiring school, verifying current enrollment in a recognized college or university.
- Campus Aides assigned to work more than 20 hours a week must first complete a state-approved campus safety training program prior to processing. A Certificate of Completion of this safety training program must be brought to the processing appointment. You can contact the Workforce Management Classified Training (213) 241-3440 for further information about the Campus Aide Training Program.
- New employees assigned to the Early Childhood Education Division must bring a \$15.00 money order additional background checking.
- If the candidate does not possess a Bachelor from the United States, he or she must take the District Proficiency Test contact Talent Acquisition and Selection Branch, (213) 241-3455 ext 2 to schedule.

To schedule a processing appointment or if you have any further questions, you may contact the Classified Employment Offices: Mid-Cities (323) 753-3321 or Valley (818) 654-1600.

\*Bachelor Degree required (no substitutions).

**Note:** All documents provided must be official. Additionally, name changes must be verified with an official marriage certificate or legal name change document. Degrees from outside the U.S. may be evaluated by an educational evaluation service approved by the District.