



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Elimination of Anticipated Hours, Mileage and Differential Pay

NUMBER: BUL-6053.0

ISSUER: Dr. John E. Deasy, Superintendent of Schools
Michelle King, Senior Deputy Superintendent
School Operations

DATE: May 2, 2013

ROUTING
All Administrators
Time Keepers
Time Approvers
School
Administrative
Assistants

PURPOSE: The purpose of this Bulletin is to bring awareness to the elimination of anticipated hours for LAUSD employees and request your adherence in addressing this important issue with your timekeepers. Non-compliance may result in progressive disciplinary action.

MAJOR CHANGES: This is a new policy.

BACKGROUND: A recent review of the time keeping activity report generated by Payroll Administration Branch has indicated that as of March 11, 2013 more than 470 cost centers had anticipated time for more than 5,600 employees for a total 438,454 hours through the end of the school year. In addition to the anticipated hours, 73 employees had been anticipated for mileage and differential pay through the end of the school year.

Anticipation of time, mileage and differentials beyond the current pay period will cause a negative impact to the overall District budget and massive employee overpayment issues

GUIDELINES: All time keepers must ensure that employee time is accurately submitted for their respective work locations by the payroll cut-off date. The office and school administrators are responsible for ensuring that the following are accomplished:

- All employees' time MUST be carefully reviewed and certified by the payroll cut-off.
- Anticipation of hours beyond the current pay period is not an acceptable practice and should not be performed.



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- All differential pay as well as mileage MUST not be anticipated. Approved differentials and mileage must be reported only, once incurred.
- Review and audit reported time regularly to ensure compliance with the policy.
- Do not anticipate time for employees that DO NOT earn illness and/or vacation benefits, and/or that DO NOT follow a regular work schedule, even in the current pay period (Attachment A).

Payroll Administration Branch, in conjunction with our Educational Service Centers (“ESC”) and Administrators of Operations, will provide important information to you on training sessions and materials that will be available for educating your timekeeper(s) on the District’s policies related to anticipation of hours. It will be important for your timekeepers to attend the sessions and/or review the materials carefully.

We are directing all administrators to ensure that the proper timekeeping procedures are implemented and that all forecasting beyond the current period is terminated immediately at their school site or work locations. The forecasting of hours, mileage and differentials will be carefully monitored. Failure to follow this administrative directive may lead to disciplinary action such as, but not limited to, a Notice of Unsatisfactory Acts(s), Notice of Unsatisfactory Service, and/or Suspension and/or dismissal.

AUTHORITY: This is a policy of Dr. John E. Deasy, Superintendent of Schools and Michelle King, Senior Deputy Superintendent, School Operations

RELATED RESOURCES: BUL-5909.0, [Policy on Time Reporting](#), dated November 13, 2012.
Attachment A - Time Management Status and Non-Benefit Earning Assignments

ASSISTANCE: For assistance or further information please contact the Employee Service Center at 213-241-6670.
For assistance with calendar or assignment issues, please contact Certificated Assignments at 213-241-5300, Classified Assignments at 213-241-6300 or Certificated Administrative Assignments at 213-241-6365.



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Time Management Status (TMS) and Non-Benefit Earning Assignments

Time Management Status

| Payroll Area | TMS | Description |
|--------------------------------------|------------------|--|
| Classified/Semi-Monthly | Positive (TMS 1) | All assignments less than 7 hours per day. |
| Classified/Semi-Monthly | Positive (TMS 1) | All substitutes, provisional, temporary and summer assignments (X Basis). |
| Classified/Semi-Monthly/Certificated | Positive (TMS 1) | All unclassified assignments, including Teacher Assistants and School Supervision Aides. |
| Certificated | Positive (TMS 1) | K-12 teachers and support services assigned to flexible schedules (60%, 80%), split assignments or assigned less than 6 hours per day. |
| Certificated | Positive (TMS 1) | Early Childhood Education assignments less than 8 hours per day. |
| Certificated | Positive (TMS 1) | All Adult Education assignments. |
| Certificated | Positive (TMS 1) | Administrators, contract management and confidential assignments less than 8 hours per day. |
| Classified/Semi-Monthly | Negative (TMS 9) | All assignments 7 hours per day or more. |
| Certificated | Negative (TMS 9) | K-12 teachers and support services 6 hours per day. |
| Certificated | Negative (TMS 9) | Administrators, contract management and confidential assignments 8 hours per day. |



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Non Benefit Earning Assignments

| Personnel Area | Personnel Area Description | Job Title |
|-----------------------|---|------------------------------|
| 3GXX | 3GXX GG-Playground Aides/Community Reps | |
| | | School Supervision Aide |
| | | Community Representative A |
| | | Community Representative C |
| | | Community Representative D |
| | | Community Representative E |
| | | Out-of-School Program Worker |
| | | Part-Time Playground Helper |
| 3NMX | NN-Medical Experts | |
| 3NBP | NN-Playground Supervisors | |
| 3NPX | NN-Prof Experts | |
| 3NSX | NN-Student Workers | |
| 3NXX | NN-Unclassified | |

| Employee Subgroup | Employee Subgroup Description |
|--------------------------|--------------------------------------|
| S1 | Substitutes |
| T1 | Temporary |
| Z1 | Return Retiree |
| Z2 | Return Retiree (Exempt) |