

MULTIPLE ASSIGNMENTS:

**REFER TO: MULTIPLE ASSIGNMENTS
BULLETIN NO. 10 (REV) 7/1/96 (UNDER REVISION, PENDING
PUBLICATION)
DISTRICT COMMUNICATIONS SYSTEM**

FOR INFORMATION

Question: What is a multiple assignment?

Answer: An ADDITIONAL assignment for an employee who is currently working in another classification.

Question: Which employees may be given a multiple assignment?

Answer:

1. Only certain part-time employees and
2. Only if combined with certain classifications

Full-time classified employees may not have multiple assignments, except in rare and unusual circumstances.

Question: Why can't I give any employee an additional assignment?

Answer: By doing so you may cause them to become eligible for Health Insurance and PERS/Social Security. Health Insurance costs about \$5000 plus and you have not budgeted for that when you established the position. Also, the Fair Labor Standards Act may be violated.

For more information see the attached guidelines. Call Sandra Odom at (213) 633-3757 if you have additional questions.

MULTIPLE ASSIGNMENTS

Status 1 or Status 2	Eligible for Medical (800 Hours)	Eligible for PERS (1,000 Hours)
1. Combination of Classified Classes	All Paid Hours Count	All Paid Hours Count
2. Combination of Classified and Unclassified Classes (Includes Community Rep)	Only Hours Paid in Classified Count	All Paid Hours Count Part-Time 75 hp maximum total of all assignments
3. Combination of Classified Classes and T.A.	T.A. Hours Do Not Count; Classified Hours Do	T.A. Hours Do Not Count; Classified Hours Do
4. Combination of T.A. and Unclassified Classes including Community Rep.	Neither Counts	T.A. Hours Do Not Count; Unclassified Hours Do
5. Combination of Unclassified Classes	Does Not Count	All Paid Hours Count
6. Any Single Classified Assignment	All Paid Hours Count	All Paid Hours Count
7. Any Single Unclassified Assignment	Does Not Count	All Paid Hours Count

