

LOS ANGELES UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION Classified Employment Transaction Services

REQUEST FOR CHANGE OF ASSIGNMENT

(This is NOT a Transfer Request Form. Use PC-5005 to request transfer to a different work location.)

PLEASE READ THE SUMMARY OF PRIVILEGES, RIGHTS AND PROCEDURES BEFORE COMPLETING THIS FORM

Last Name	First Name	Middle Initial	Employee No.	Social Security No.
Present Job Title & Code	Present Work Location & Code		Work Phone	() -
Email Address			Home Phone	() -
Probationary in present classification? <input type="checkbox"/> Yes <input type="checkbox"/> No				

I request the following type of change in my current assignment:

1. Shift: to A shift B shift C shift*
 2. Basis: to C (9 months) B (10 months) E (11 months) A (12 months)
 3. Time: from _____ hours per pay period to _____ hours per pay period
 4. Employment Status: to substitute/relief * regular
 5. Classification: to my former classification a lower-paid classification
 a different classification that is at the same pay level as my present one. to a higher paid classification based on a prior related regular assignment as _____
- Job classification requested: _____
6. To a position in my present classification paying a responsibility differential.

Please check the Local District areas for which you wish to be considered for assignment if request is approved.

Local District Areas	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8			
Facilities Project Management Areas	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11

Employee's Signature _____
Date

ADMINISTRATIVE APPROVAL:

Note: Recommending approval indicates that the action is in the best interest of the service and indicates agreement to release the employee from his/her current assignment within 14 calendar days if the employee accepts a job offer from another work location. If approved, this request should be forwarded to the Classified Employment Transaction Services Branch, Beaudry Building 12th floor. It will remain active for two years. A *disapproved* request should be returned directly to the employee.

Approved Disapproved _____
Principal or Section Head _____
Date

Approved Disapproved _____
Local District, Branch or Division Head _____
Date

*Signature of the former Local District, Branch or Division Head is required for **return** requests when two different administrative units are involved.

Approved Disapproved _____
Former District, Branch or Division Head _____
Date

CETSB OFFICE USE		YES	NO
1.	Was employee permanent in classified service at time of the reduction?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Has the employee served regularly in the class requested?	<input type="checkbox"/>	<input type="checkbox"/>
3.	If the answer to No. 2 is "NO," did the employee have regular status in the class for which eligibility for the proposed assignment is based?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Date of the demotion or reduction: ____/____/____		
5.	Was the demotion or reduction in place of layoff or because of reclassification of the incumbent's position?	<input type="checkbox"/>	<input type="checkbox"/>
6.	If the answer to No. 5 is "YES," please see PC Rule 745		
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____ CETSB Administration Date			

REQUEST FOR CHANGE OF ASSIGNMENT (Summary of Privileges, Rights and Procedures)

A probationary employee (typically 6 months after new assignment) may *not* change from part-time to full-time unless he/she is reachable for full-time on an eligibility list, or is returning to a former classification or status. A probationary employee *may* request to have his or her name restored to the eligibility list.

Return to previous status following a voluntary reduction in job classification or employment status is limited to 39 months and is a privilege, not a right, unless it is the result of a layoff. An employee who was not in good standing at the time of reduction does not have the privilege to return.

Changes between classifications are a privilege. Except as explained below, there is no preference for an employee requesting a change over other eligible persons (e.g., those from eligibility or transfer lists). An employee changing to a classification in which permanent status is not held must complete the probationary period in the new classification. An employee who changes from one classification to another stops the earning of seniority in the old classification and begins the earning of seniority in the new classification. Changes to positions paying a responsibility differential or a larger shift differential are based on the requesting employee's seniority in the appropriate classification.

BEFORE TAKING A REDUCTION IN TIME, STATUS OR CLASSIFICATION YOU SHOULD REALIZE THAT THE FOLLOWING BENEFITS ARE AFFECTED:

1. Reduction in Time.

A change to less hours causes illness and vacation accumulation rates to be reduced in proportion to the reduced hours. If assigned less than half-time, you retain District-paid health insurance only for the balance of your enrollment period, but you are ineligible thereafter unless paid for 800 hours during the previous fiscal year. You must work at least 80 hours per pay period to be eligible for benefits. If you become a member of CalPERS, you will stay a member of CalPERS, and deductions for your contributions will be made.

2. Reduction in Employment Status.

A reduction in status means that you are no longer a "permanent" or "regular" District employee. You lose salary step advancement, paid holidays and eligibility for vacation, illness and leaves of absence. You retain the right to take promotional examinations and to appeal disciplinary actions if you were permanent when you reduced. You retain District-paid health insurance as explained in paragraph 1, above. ON RETURN TO REGULAR STATUS WITHIN TIME LIMITS (39 months after the last day salary was received as a permanent employee), you regain accumulated illness leave balance. Vacation balance may be carried until return to regular status or separation from service, or a lump-sum payment may be requested.

3. Reduction in Classification.

Following voluntary demotion, you are paid your current rate in the classification in which you most recently acquired permanent status if it is one of the steps of the classification to which you demote; otherwise you will be paid the rate of the new classification that is closest, but lower than your current rate.

A shift – Start time is around 7:00 am or 8:00 am

B shift – Majority of hours after 5:00 pm

C shift – Majority of hours after 12:00 midnight