



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: NEW HIRING LAWS FOR CLASSIFIED EMPLOYEES

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ISSUER: Karla M. Gould, Personnel Director
Personnel Commission

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PURPOSE: The purpose of the Bulletin is to inform hiring authorities of two new laws related to the hiring of classified employees.

GUIDELINES: As of January 1, 2018, the following two new laws will affect classified employee appointments:

Many employers commonly ask applicants for their salary history as part of the job application process. However, California Labor Code 432.3 now prohibits an employer from soliciting salary history information from a candidate for employment purposes. Although employers are prohibited from requesting salary information, nothing prohibits an applicant from volunteering salary history information.

California Government Code, Section 20480 prohibits an out-of-class appointment by a school employer from exceeding a total of 960 hours each fiscal year. "An employer who violates this provision will pay a penalty to CALPERS an amount equal to three times the employer and employee contributions and administrative expenses." An example of an out-of-class appointment would be a Senior Office Technician who receives a temporary appointment (leave-to-higher) to a School Administrative Assistant (SAA) position. In this example, the new law prohibits the SAA assignment from exceeding 960 hours in a fiscal year, and imposes a financial penalty if excess hours are allowed.

RELATED RESOURCES:

- California Labor Code, Section 432.3
- California Government Code, Section 20480

ASSISTANCE: If you have any questions regarding these provisions, please contact Matthew Frohwein at (213) 241-6332 for schools or Loretta Cervantes at (213) 241-5867 for central offices.

ROUTING

Executive Team
Principals