

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

BULLETIN NO.7
August 26, 1988

SUBJECT: DIVISION CLASSIFIED ASSIGNMENTS

- I. Position and Budget Control
- II. Procedures
- III. Miscellaneous Information

This revision supersedes the bulletin of the same number issued on July 1, 1981. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. POSITION AND BUDGET CONTROL

Position and budget control responsibility rests with the division head or designee and the Adult Education Fiscal Services Section. All requests for personnel action require approval of the division head and are to be routed through the Central Office.

II. PROCEDURES

- A. Submit five copies of greenies (Form 8021).
- B. Do not bypass the Central Office by dealing directly with the Area Classified Assignment Office.
- C. All personnel actions require greenies, including:
 - 1. Election
 - 2. Separation
 - 3. Changes
 - 4. Leave of Absence (including extension and return from leave)
 - 5. Transfer

III. MISCELLANEOUS INFORMATION

- A. If the annual school budget includes positions not currently being used, send in a greenie closing out the position to free funds for allocation elsewhere as needed.
- B. Submit greenies in ample time to be processed in the Central Office and forwarded to the Area Classified Assignment Office prior to the effective date. A two-week lead time is requested.
- C. Fill in all possible information on the greenies. Changes made after submitting the request (i.e., adding name or employee number, change in dates, etc.) may be telephoned to the Principal Clerk at (213) 625-6676.
- D. Schools are provided annually with a duplicate set of forms listing certain classified positions assigned. When a change occurs, make corrections on one copy and send it to the attention of the Principal Clerk so that Central Office records will be in accord with the school records. Revised forms will be returned to the school or center to be filed until further changes occur.

For assistance, please telephone Liz Farragut, Principal Clerk, Staff Relations and Personnel Unit, at (213)625-6676.

APPROVED: **JAMES A. FIGUEROA, Assistant Superintendent**
Division of Adult and Occupational Education

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