

Average Paid Time Frequently Asked Questions



This document provides answers to frequently asked questions about Average Paid Time (APT). It focuses on questions about APT, but it also includes information relevant to eligibility and the months used for the calculation.

1. What is Average Paid Time (APT)?

The LAUSD and Classified Bargaining Unions requested a ruling of Education Code 45137 requirements. The Education Code basically states that the District pay part-time classified employees benefit hours based on their average work hours from a previous quarter. Since average work hours can vary from quarter to quarter, APT can be different from one quarter to the next.

2. Who may be eligible for Average Paid Time (APT)?

Part-time classified employees may qualify if their average work hours are more than their average assigned hours by 50 or more minutes per day within a quarter.

3. How do I know if I am eligible and what my APT is?

For the Transportation Branch, the Area Bus Supervisors will notify employees of their APTs, and reports can be printed by timekeeping/approval staff. Other employees will be notified by their time keeper or time approver. During the 2008-2009 school year, APT information will be added to the ESS (Employee Self Service) time statement so all employees can view their own information without having to ask the time keeper.

4. What attendance/absence codes are used to calculate the average work hours?

Regular time (RG), Miscellaneous time (MS), and Professional Development (PD) time within a quarter are included in the APT calculation.

5. What is not considered as part of the APT calculation?

Overtime will not be included into the calculation.

6. What assignment types are not included in the APT calculation?

All time paid during off-track (Z-basis) and substitute or unclassified (X-basis) assignments will not be included in the calculation, regardless of time code.

7. What are the absence types that are considered benefit hours?

For purposes of APT, benefit absence types include Vacation, Illness, Personal Necessity, Holiday, Jury Duty, Bereavement, Kin Care, Worker's Comp (WC) and FMLA.

8. When will I receive my APT?

When benefit hours, e.g., vacation, illnesses are reported or when there is holiday pay. The increase in hours will be reflected on the pay check.

9. What happens to my APT retro pay?

Legal Department and Payroll Services are evaluating the retro pay. The BTS system calculates APT as we move forward; Transportation Branch uses APT starting September, 2008.

10. What should I report on my time card (DBR for Transportation Branch) for benefit hours?

Ask your supervisor (Transportation) or time keeper what your APT hours are for that quarter. If you're eligible for APT, enter your APT hours on days you take benefit hours such as vacation or illness. If you do not have an APT during the quarter, enter the assigned hours as you normally would.

- 11. When reporting APT time, should I round up or down?**
APT hours are to be reported exactly as calculated and should not be rounded.
- 12. What are the months corresponding to quarters when calculating APT?**
Qtr 1: February, March, April
Qtr 2: May, June, July
Qtr 3: August, September, October
Qtr 4: November, December, January
- 13. When will APT be applied?**
The APT calculated from time worked during the preceding quarter will be applied in the subsequent quarter. For example, APT calculated from QTR 1 time will be applied in QTR 2; and so on.
- 14. When will the calculation occur?**
Calculation is done on a quarterly basis, generally within the first week of the new APT quarter, so all reported hours for the quarter are included.
- 15. How much APT is reported during Z-basis time?**
None. During Z-basis time, the basic assignment hours are reported for Vacation, Illness, Personal Necessity, Holiday, Jury Duty, Bereavement, Kin Care, Worker's Comp (WC) and FMLA.
- 16. What if your assignment changes during the quarter?**
If the basic assignment hours are more than the APT hours, the employee will report the basic assignment hours. If the APT hours are more than the basic assignment hours, the employee will report the APT hours. System will re-calculate the next quarter.
- 17. I am eligible for APT this quarter; my basic assignment is 5 hours and APT is 6.5 hours. I work 4 hours and become ill, how should I report my benefit time?**
Calculate the difference between APT and reported work hours. In this case 2.5 hours of illness should be reported.
- 18. How should the absence be reported under APT if a part-time employee is out on Kin care for the day but she does not have enough Kin care quota balance to cover the absence hours?**
→ Calculate the difference between APT and remaining Kin care quota balance; and report the remaining hours using Personal Necessity (if eligible), Vacation or Unpaid time
→ Ex: APT=7.2, assignment hours=6.0, Kin care quota balance=2.0, illness quota balance=20.0, Vacation quota balance=10.0
May report 2.0 hrs Kin care and 5.2 hrs using the applicable benefit or unpaid time
- 19. What if I promote, demote or transfer out of an APT-eligible assignment?**
APT will no longer apply. Your APT applies while in your part-time assignment only.
- 20. What if I promote, demote or transfer into an APT-eligible assignment?**
APT will not apply the first quarter as there is nothing to base the calculation on. However, if eligible, APT will apply during subsequent quarters.
- 21. Who do I contact if I dispute my APT or eligibility?**
Talk to your supervisor first. If the problem is not resolved, contact the **Employee Service Center at 213-241-6670**. These lines are staffed Monday – Friday from 8am - 5pm.