

## Administrative Regulation

### Classified Employees; Salary Schedule, Application of

The salary plan will consist of the master salary schedule of ranges and steps adopted by the Board of Education and a list of all classes established by the Personnel Commission and the salary range to which they are assigned.

#### A. Initial Placement

The hiring rate for all new employees shall be the first step of the appropriate salary range except for classes where recruitment efforts have indicated difficulty in recruiting at that step. For such classes an accelerated hiring rate may be set with the approval of the superintendent and the Personnel Commission. If an accelerated hiring rate is approved, all current employees in the class shall be advanced to that rate and shall begin a new cycle of step advancement.

When the previous experience of a new employee so warrants, as determined by the department head, the hiring rate for that employee may be advanced beyond the first step of the salary range with the approval of the superintendent and the Board of Education.

A written explanation shall be submitted to the Personnel Commission explaining the reasons for approving hiring a new employee at a rate above the third step of the salary range.

#### B. Step Advancement and Anniversary Date

All regular employees shall be eligible for a step advancement on their anniversary date.

The anniversary date is established as follows:

1. For appointments made between the first and fifteenth day of the month, the anniversary date shall be the first day of that month.
2. For appointments made between the sixteenth and final day of the month, the anniversary date shall be the first day of the following month.
3. Anniversary dates so established are subject to extension due to leave or absence.

Nothing in this section is to be construed as allowing step advancement beyond the maximum step of the range, except as otherwise provided by law or by rule of the Commission.

Employees with limited-term, provisional, emergency, or exempt status only shall not be eligible for step advancement. Employees with permanent status who accept limited-term, provisional, emergency, or exempt appointments shall retain their anniversary date as established in the class from which they were appointed.

In order to qualify for advancement to a higher step in the salary range, the employee's last performance evaluation in the employee's personnel file must indicate a level of performance above that established as "unsatisfactory." Advances to a higher step in the salary range may be made for such employees upon written recommendation of the department head and with the approval of the Personnel Commission.

When an employee's step advancement is withheld due to submission of an unsatisfactory performance evaluation, his/her performance shall be evaluated at monthly intervals from the anniversary date. The employee shall be entitled to advancement to the next step on the month following an evaluation which results in a satisfactory performance rating. The employee's anniversary date shall not change.

C. Salary Placement on Promotion

An employee who receives a promotion to a class allocated to a higher salary range shall be placed on the first step of the salary range that is equal to or above a one-step increase over the rate the employee received in the previous class.

Appointment of an employee to a class with a salary range equal to or below his/her current range shall not be considered a promotion and shall not warrant a salary increase; in such cases, placement will be made at the same rate formerly earned by the employee, not to exceed the maximum of the range of the class to which he/she is appointed.

Upon promotion, the employee shall retain his/her anniversary date.

D. Salary Placement After Leave of Absence

Upon return from a leave of absence, an employee will resume his/her step placement on the salary range.

Unless these rules or the law provide that the break in service will be disregarded, the employee's anniversary date will be modified to reflect the numbers of days the employee was on leave.

E. Salary Placement on Demotion

An employee who accepts voluntary demotion shall be placed on the step of the range of the lower class which is closest to the rate earned in the higher class, provided that no salary increase shall be realized.

The employee shall retain the anniversary date established in the higher class.

The order in the involuntary demotion shall specify the step of the schedule at which the employee shall be placed.

F. Salary Placement on Reemployment or Reinstatement

A regular classified employee who is reemployed or reinstated to a regular position shall be placed on the same step that was held at the time of resignation or layoff.

Such an employee shall be restored all rights and benefits, including seniority accrual, accumulated sick leave benefits, and time served toward step advancement.

G. Salary Placement on Reclassification

When the position occupied by a regular employee is reclassified, salary placement and anniversary dates for the employee shall be determined as follows:

1. If the position is allocated to a class with a higher salary range, the employee's placement on the salary schedule shall be treated as a promotion.
2. If the position is allocated to a class with the same salary range, the employee's salary and anniversary date shall remain the same.
3. If the position is allocated to a class with a lower salary range and the employee retains the position, the employee will receive the current salary until the rate for the lower class meets or exceeds it.

H. Salary Placement on Transfer

When an employee is transferred from one position to another in the same class or in a class having the same salary range, the employee retains the same step and anniversary date.

I. Salary Placement When Working Out of Classification

A permanent employee who is assigned to work out of classification, to perform the duties of a higher classification, shall be compensated at the first step of the salary range for the higher classification that is equal to or above a one-step increase in salary, provided the assignment is for five consecutive working days.

Compensation at the higher rate shall commence on the sixth consecutive working day and be retroactive to the first day.

This section shall not be construed to include employees who are assigned to fill in during vacation periods but who are not given full responsibility for the duties of the higher classification.

The subject of parts of this regulation is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the school district and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the affected provisions of the regulation as they apply to employees in that unit.

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