
Chapter 16

Compensation and Pay Practices

Bargaining Units Refer to Contracts

16.1 DETERMINATION OF SALARY SCHEDULES/PAY RATES

16.1.1 FIXING ANNUAL SALARY SCHEDULES: The Education Code authorizes the Board of Education to fix the annual salary schedules for all Classified employees and other employees not requiring certification qualifications employed by the District unless otherwise prescribed.

16.1.2 RIGHTS OF THE BOARD OF EDUCATION: The Board of Education reserves the right to increase or decrease the salaries of classified employees at any time during the school year, pursuant to the Education Code and Government Code, in accord with its approval of the recommendations of the Personnel Commission.

REFERENCE: Education Code Section 45261

16.1.3 COMMISSION SHALL RECOMMEND SALARY SCHEDULES TO BOARD: The Director of Classified Personnel shall prepare recommendations for classified salary schedules for approval by the Personnel Commission. The salary recommendation(s) approved by the Personnel Commission shall be presented to the Board of Education. The Commission's salary recommendations may take into account the following factors:

16.1.3.1 The wages and salaries paid by other school Districts in the recruitment area.

16.1.3.2 The principle of like pay for like work within the classified services.

16.1.3.3. Appropriate differentials between related classes to reflect differences in duties and responsibilities, as established in the classification plan.

16.1.3.4 Such other information as the Commission may require.

16.1.3.4 When appropriate, as deemed by the Director of Personnel, consideration may be given to wages and salaries paid for similar

work in private industry, business, and other governmental agencies.

REFERENCE: Education Code Sections 45256 and 45268

16.1.4 BOARD'S ACTION ON SALARY SCHEDULE RECOMMENDATIONS: A salary recommendation shall be made each time a new class is created. Recommendations for adjustments in salary may be based on classification studies resulting from changes in duties and responsibilities regardless of when such changes occur.

The Board of Education may approve, amend, or reject the salary schedule recommendations of the Personnel Commission, but may not alter the relationships among the established classes.

REFERENCE: Education Code Section 45268

16.1.5 COMMISSION SHALL DETERMINE SALARY RANGE PLACEMENTS: The Personnel Commission shall set reasonable relationships between the various classifications. The Commission may make modifications to the relationships as part of its statutory obligations after the District Administration and any exclusive bargaining agent that represents impacted employees have had an opportunity to comment on the modifications. The Personnel Commission adopted schedule of relationships for all classifications is contained in Appendix A, which by reference is incorporated as a part of these Rules and Regulations.

REFERENCE: Education Code Section 45261

16.2 APPLICATION OF SALARY SCHEDULES

16.2.1 INITIAL SALARY PLACEMENT: All new regular Classified employees shall be paid in accordance with the salary range established for the class to which assigned. The hiring rate will normally be the first step of the salary range. However, a new employee may be provided with advanced step placement upon a recommendation from the Director of Classified Personnel and approval by the Personnel Commission based upon such factors as:

16.2.1.1 Additional qualifying experience beyond that required for entry into the class.

16.2.1.2 Additional education at the college level limited to no more than one step for each two years of education related to the position, but beyond the educational requirements established for entry into the

class.

16.2.1.3 Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.

REFERENCE: Education Code Sections 45260 and 45261

16.2.2 SALARY PLACEMENT OF TEMPORARY EMPLOYEES:

Salary placement of temporary, substitute, and limited-term employees will be at the first step of the appropriate salary range. Exceptions to this rule may be made using the same criteria outlined in Rule 16.2.1. Classified retirees and former employees in a layoff status from the District working as temporary employees shall be compensated on the step of the salary range equivalent to their placement at the time of their former employment, provided that the assignment is similar in nature to their previous duties and responsibilities.

16.2.2.1 All regular classified employees assigned to serve during the summer session shall receive, on a pro rata basis, not less than regular compensation and benefits. All other summer school employment shall be considered temporary.

REFERENCE: Education Code Sections 45260 and 45261

16.2.3 STEP ADVANCEMENT: New employees, full-time and part-time, shall be in a probationary status for the first six months of employment. On completion of probation, the employee shall be granted permanent status. The employee is eligible for salary step advancement on the first day of the month following the occurrence of his/her anniversary date. The only exception to this practice is an employee whose anniversary date is the first day of a particular month. An employee in this circumstance shall receive his/her increase on the same day (the first). An employee is eligible for salary step advancement on his/her anniversary date annually until he/she reaches the last step of the salary schedule.

16.2.3.1 To receive a step advancement, the employee must receive an overall rating of satisfactory.

16.2.3.2. Failure to achieve a satisfactory rating will cause the step advancement to be withheld for not less than sixty (60) days, and until such time as a satisfactory rating has been achieved. If the employee fails to meet the required rating within six (6) months, he/she shall be subject to the provisions of Rule 12.1.7.

16.2.3.3 At any time after thirty (30) days, the employee's supervisor may review his/her performance. Upon achieving the required

performance rating, the step advancement will become effective the first of the month next following the date of the acceptable performance review, but not earlier than sixty (60) days following the initial evaluation. That date shall also become the new salary anniversary date for the employee.

16.2.3.4 Whenever several factors affecting salary rate come due at the same time, the salary adjustment shall be made in such order that an employee shall gain the maximum benefit from the adjustment.

16.2.3.5 The employee shall be notified in writing by his/her immediate supervisor of any denial of a salary step advancement with the reasons for the denial.

REFERENCE: Education Code Sections 45260 and 45261

16.2.4 **"Y" RATING INCUMBENTS:** By special resolution of the Personnel Commission, the effects of downward range adjustments may be mitigated by a policy of "Y" rating the impacted incumbent's current salary until the new lower salary range rate catches up to the incumbent's salary. The impact of this policy would mean that an incumbent so "Y" rated would receive no general cost of living or normally entitled salary step increase until his/her old higher rate was matched and/or exceeded by the new lower hourly rate.

16.2.4.1 Whenever the Personnel Commission gives authorization to "Y" rate an incumbent, the rate will be discontinued when the employee receiving the rate is promoted or separates from the service. It will also be discontinued whenever the salary range for the class is increased so that it encompasses the employee's present rate, in which event the employee's salary rate will be adjusted to the nearest highest amount in the new range.

REFERENCE: Education Code Sections 45260, 45261

16.2.5 **PROMOTIONAL SALARY RATE:** In determining the salary for an employee who is promoted, the following procedure shall be used:

16.2.5.1 When an employee is promoted to or assigned as provisional or limited-term to a classification with a higher maximum salary than his/her previous classification, his/her salary will be adjusted to the minimum, or to that step of the new range that represents not less than a five (5) percent annual salary increase, whichever is greater.

16.2.5.1.1 An employee who is assigned as provisional or

limited-term to a higher classification will, upon completion of such assignment, return to his/her previous classification as though there had been no interruption in his/her service.

16.2.5.2 An employee who is promoted to a new classification shall be on probation for a period of six (6) months starting with the effective date of the promotion. Upon successful completion of such probation, the employee will achieve permanency in the new classification.

16.2.5.2.1 An employee who is demoted to his/her former class during the probationary period shall be placed on the step of the former range and retain the former anniversary date he/she held prior to promotion.

16.2.5.3 An employee shall retain his/her anniversary date for purposes of determining salary step increases except when the initial placement on the new range provides an increase of ten (10) percent or more. In that case, the date of the new placement shall become the new anniversary date for determining step increases.

REFERENCE: Education Code Sections 45260 and 45261

16.2.6 PLACEMENT AFTER UNPAID LEAVE OF ABSENCE: Unless the leave taken under these rules or any law provides that the break in service will be disregarded, an employee, upon return from a leave of absence, shall resume his/her step placement and advancement on the range as though the leave had not been taken; however, any unpaid leave time will not be counted for step advancement purposes.

16.2.7 PLACEMENT WHEN REEMPLOYED OR REINSTATED: When an employee is reemployed or reinstated following a resignation, layoff, or other separation from employment, an employee shall be placed on the same step of the range for the class which he/she had achieved prior to the separation, including any change(s) in rate or range applicable to the employee's class.

REFERENCE: Education Code Sections 45260, 45261, 45309

16.2.8 SALARY PLACEMENT UPON 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 he/she shall not receive a salary increase thereby. An employee shall retain the anniversary date established in the higher class.

16.2.8.1 The order in an involuntary demotion shall specify the step of the schedule at which an employee shall be placed. Step advancement shall be in accordance with Rule 16.2.3.

REFERENCE: Education Code Sections 45260, 45261, and 45309

16.3 COMPUTATION OF REGULAR PAY: When computing the regular pay for a classified employee the calculation shall be in the following order:

16.3.1 Base Salary: The employee's appropriate salary range and step shall be considered the employee's base salary.

16.3.2 Longevity: Added to the base salary shall be any longevity to which the employee may be entitled.

REFERENCE: Education Code Sections 45180 - 45186, 45260, 45261 □