

CHAPTER 17

COMPENSATION AND PAY PRACTICES

17.1 WAGE AND SALARY ADMINISTRATION

17.1.1 **BOARD OF EDUCATION RESPONSIBILITIES:**

The Board of Education shall fix the salaries for all classified employees and other employees not requiring certification qualifications employed by the District unless otherwise prescribed by law. The fixing of salaries shall mean that the Board shall adopt a salary schedule of matrix with specific dollar amounts for each range and step. The adoption of any classified salary schedule shall be done in such a way so as not to alter the compensation relationships (salary range placements and percentage relationships) between and amongst classes as established by the Personnel Commission.

Reference: EC§ 45160, 45260, 45261, 45262 and 45267

17.1.2 **BOARD MAY ADJUST SALARY SCHEDULE:**

The Board of Education may adjust the salary schedule for classified employees at any time during the fiscal year and shall adopt increases and/or decreases resulting from the classification or reclassification of positions as approved by the Personnel Commission.

Reference: EC§ 452162, 45260 and 45261

17.1.3 **BOARD MAY DELAY ADOPTION OF SALARY SCHEDULE:**

If the Board is unable to comply with the provisions of Rule #17.1.1 due to collective bargaining negotiations or because a salary study is being conducted, the Board may, prior to final adoption of the District's budget either reserve the right to adjust salaries upon completion of the study and/or negotiations or adopt an interim salary schedule as provided in Education Code Section 45163.

Reference: EC§ 45163, 45260 and 45261

17.1.4 **PERSONNEL COMMISSION SHALL DETERMINE SALARY RANGE PLACEMENT:**

The Director of Human Resources-Classified shall determine the salary range placement of every position and classification within the Classified Service of the District pursuant to its obligation to set reasonable relationships between and amongst the various classifications. The Commission may make modifications to the range placement as part of its statutory obligations only after consultation with the District Administration and any exclusive bargaining agent that might represent impacted employees. The Personnel Commission adopted schedule of range placements for all classifications is incorporated as a part of these rules and regulations.

Reference: EC§ 45162, 45256, 45260 and 45261

17.2 APPLICATION OF SALARY SCHEDULES

17.2.1 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 be the first step of the salary range. New employees may be appointed by the appointing authority at the second step of the salary range for the classification, if the employee has two years of comparable experience in addition to that required. However, a new employee may be advanced above step two by the Personnel Commission based upon such factors as:

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

17.2.1.2 The additional skills or qualifications of the candidate that make him/her especially qualified for the position.

Reference: EC§ 45260 and 45261

17.2.2 SALARY PLACEMENT OF TEMPORARY EMPLOYEES:

Salary placement of temporary, substitute, and limited-term employees who are not regular classified employees of the District will be at the first step of the salary range for the classification.

Reference: EC§ 45260 and 45261

17.2.3 SALARY PLACEMENT OF “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 incumbents’ current hourly salary until the new lower salary range hourly rate catches up to the incumbents’. 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 hourly rate was matched and/or exceeded by the new lower hourly rate.

17.2.3.1 Whenever the Personnel Commission gives authorization to “Y” rate an incumbent, the rate will be continued when the employee receiving the rate is promoted, separates from the service, or refuses appointment to a higher class. 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: EC§ 45260 and 45261

17.2.4 PROMOTIONAL SALARY PLACEMENT:

Whenever possible, an employee who is promoted shall be placed at the salary step on the new range which provides a minimum increase of one step or five percent (5%) of the

employee's current salary. In no instance shall that placement be higher than Step 5 of the range for the new classification.

Reference: EC§ 45260 and 45261

17.2.5 SALARY PLACEMENT AFTER UNPAID LEAVE OF ABSENCE:

Upon return from an unpaid leave of absence, an employee shall be placed on the same step of the range for the class which he/she had achieved prior to taking the leave, including any change(s) in rate or range applicable to the employee's classification.

Reference: EC§ 45260, 45261 and 45309

17.2.6 SALARY PLACEMENT AFTER DEMOTION:

An employee who selects voluntary demotion or is involuntary demoted shall be placed on the step of the range of the lower class which is closest to the rate the employee earned in the higher classification, provided that the employee shall not receive a salary increase thereby. The demoted employee shall retain the anniversary date established in the higher classification.

Reference: EC§ 45260, 45261 and 45309

17.2.7 SALARY PLACEMENT WHEN REEMPLOYED OR REINSTATED:

When an employee is reemployed following layoff, or reinstated according to these rules following separation from employment, the employee shall be placed on the same step of the range for the classification which he/she had achieved prior to the separation, including any change(s) in rate or range applicable to the employee's class.

17.2.7.1 The employee's anniversary date shall be adjusted for any break in service.

Reference: EC§ 45260, 45261 and 45309

17.2.8 SALARY PLACEMENT WHEN ASSIGNED SUBSTITUTE/LIMITED TERM POSITION:

Regular probationary or permanent employees of the District who substitute in a higher classification shall be compensated for working out of classification as required by Merit System Rule #3.2.8.

17.2.8.1 When an employee accepts an additional substitute or limited-term assignment in his/her regular classification, he/she shall receive the same rate of pay as in the regular assignment except that any special stipends which may apply only to the regular assignment and not to the substitute or limited-term assignment shall not be paid.

17.2.8.2 When an employee accepts a substitute or limited-term assignment in a lower classification, he/she shall be paid at the step on the lower salary range which is closest to, but not greater than, their regular salary rate.

Reference: EC§ 45110, 45256, 45260, 45261, 45268, 45285 and 45285.5

17.2.9 SALARY PLACEMENT -WORKING OUT OF CLASSIFICATION:

Refer to Merit System Rule 3.2.8

17.2.10 SALARY PLACEMENT RECLASSIFICATION:

When a classified employee is reclassified upward with his/her position to a class with a higher maximum salary, the employee shall be placed at the higher range which provides a minimum increase of one step or five percent (5%) of the employee's base salary rate. In no instance shall the placement be higher than the maximum salary step of the range for the new classification.

Reference: EC§ 45102, 45110, 45256, 45260, 45261, 45268, 45285, 45285.5, 45308 and 45309

17.3 DIFFERENTIAL/LONGEVITY PAY PRACTICES

17.3.1 DIFFERENTIAL COMPENSATION:

The Personnel Commission shall, insofar as it is possible to do so, determine the practices relating to morning and night shift salary differentials in the private employment fields and surrounding public agencies in which it must compete for employees for its classified staff, and shall consider the advisability of providing comparable salary differentials for its classified staff.

Reference: EC§ 45181, 45182, 45184, 45260 and 45261

17.3.2 TEMPORARY ASSIGNMENT:

An employee receiving differential compensation pursuant to these rules shall not lose such compensation, if the employee is temporarily, for twenty (20) working days or less, assigned to a position not entitled to such compensation.

Reference: EC§ 45185, 45260 and 45261

17.3.3 SHIFT DIFFERENTIAL:

Any employee, fifty percent (50) whose regularly assigned shift extends after 4:00 p.m., shall receive a night shift differential of five percent (5%).

Reference: EC§ 45180-45186, 45260 and 45261

17.3.4 SPLIT SHIFT DIFFERENTIAL:

Any employee whose regular assignment has an unpaid lunch period in excess of one (1) hour shall have a split shift differential of five percent (5%).

Merit System Rules
CHAPTER 17

Reference: EC§ 45180-45186, 45260 and 45261

17.3.5 **LONGEVITY COMPENSATION:**

The District shall provide longevity pay for all regular classified employees who meet the service eligibility requirements outlined below. Movement from one longevity step to another shall occur on July 1 of the fiscal year in which the unit member becomes eligible for longevity pay. Longevity percentages shall be applied to the employee's base salary.

<u>COMPLETED YEARS OF SERVICE:</u>	<u>MONTHLY STIPEND:</u>
5	2.0%
9	5.0%
13	7.0%
17	9.0%
21	11.0%
25	13.0%
29	15.0%

Reference: EC§ 45260 and 45261

17.3.6 **COMPUTATION OF RATE OF PAY:**

The rate of pay for a classification employee shall be calculated as follows:

- 17.3.6.1 The employee's appropriate salary range and step shall be considered the employee's base salary.
- 17.3.6.2 Calculated on the base salary and added to it shall be any longevity the employee may be entitled to.
- 17.3.6.3 Calculated on the base salary and added to it shall be any shift differential the employee may be entitled to.
- 17.3.6.4 Calculated on the base salary and added to it shall be any other stipends or differentials as determined by these rules and/or Personnel Commission actions.

Merit System Rules
CHAPTER 17

P.C. Approved on: 07/01/2013
P.C. Revisions Approved on: 03/22/17