

Personnel – Series 4000

4400 The Merit System

4490 Wage and Salary Provisions

4491 Application of Salary Schedules

**4491.2 Step Advancement**

- A. Non-management classified employees serving an initial or promotional probationary period shall be advanced to the next higher step in the salary range for their job class on the first day of the pay period following the successful completion of the probationary period (130 paid days of service). The effective date of the salary step advancement upon completion of the probationary period shall become the employee's new anniversary date for purposes of future salary step advancements.
- B. Classified managers serving an initial or promotional probationary period shall be advanced to the next higher step in the salary range for their job class on the first day of the pay period following the successful completion of the probationary period (one calendar year). The effective date of the salary step advancement upon completion of the probationary period shall become the employee's new anniversary date for purposes of future salary step advancements.
- C. In order to be eligible for such future salary step advancements on the anniversary date, a classified employee — management or non-management — must be continuously employed (in paid status) for the year preceding the anniversary date. An unpaid leave of absence for 30 days or more shall cause the anniversary date to be adjusted for purposes of eligibility for salary step advancement.

Reference: Education Code 45260-45261 and 45301

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