

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4490 WAGE AND SALARY PROVISIONS

4491 APPLICATION OF SALARY SCHEDULES

**4491.4 Salary Placement When Promoted or Reclassified**

- A. An employee who is promoted or reclassified to a classification allocated to a higher salary range shall be placed on the step of the salary range for the new classification that is at least five percent above the step at which the employee was placed in the previous classification but not more than the highest step on the new salary range. If a five percent increase falls between two steps of the new salary range, the employee shall be placed at the higher of the two steps.
- B. The step placement for an employee who is reclassified to a classification allocated to a lower salary range shall be as follows:
  - 1. If the employee's current step placement falls between two steps of the lower salary range, the employee shall be placed at the higher of the two steps.
  - 2. If the employee's current step placement is above the maximum step of the lower salary range, the employee's salary placement shall be Y-rated. That is, the employee may retain the higher salary range and step until such time as there is a step(s) in the lower salary range that is equal to or higher than the employee's retained range and step, at which time the employee shall be placed at the step in the lower salary range that is equal to or immediately above their retained range and step. During the time that the employee's salary is Y-rated, the employee loses their eligibility for annual salary step increases and salary schedule increases.
- C. An employee who is reclassified to a classification allocated to a different (higher or lower) salary range shall retain their anniversary date for the purposes of step advancement.

Reference:

Education Code Sections 45260-45261

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