

PERSONNEL – Series 4000

- 4400 THE MERIT SYSTEM
- 4490 WAGE AND SALARY PROVISIONS
- 4491 APPLICATION OF SALARY SCHEDULES
- 4491.10 Salary Placement Upon Reallocation or Salary Schedule Restructure**

- A. An employee in a job classification that is reallocated to a higher salary range shall be placed on the step of the new salary range for that classification that is at least five percent above the rate of pay the employee received prior to the reallocation, 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. If an employee's classification is reallocated to a lower salary range, the employee's salary step placement shall be as follows:
 - 1. If the employee's current step placement is 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. In the event of a salary schedule restructure, an employee shall retain the same rate of pay in the restructured salary schedule, if possible. If the salary schedule restructure results in the elimination of the employee's current salary range and/or step, the employee shall be placed at a range and step in the restructured salary schedule that is equal to or immediately above their rate of pay prior to the salary schedule restructure.
- D. An employee affected by salary reallocation or salary schedule restructure shall retain the same anniversary date for purposes of step advancement.

Reference:

Education Code Sections 45260-45261

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