ARTICLE 7 - SALARY CLASSIFICATION

7.1 Every bargaining unit position shall be placed on a class, which is determined by the duties outlined in the job description. Each class is assigned a salary range. The District shall notify the Association of any new salary classifications. If the Association does not agree with the proposed salary range, it must request to meet and consult on the salary recommendation within ten (10) days of receipt of the District notice. If there is no written response, the District may proceed. If the parties cannot agree, thereupon, either party or both parties may petition PERB for a declaration of impasse. The assignment of salary range to a class shall be known as a "salary classification". A new unit member shall start at step one (1) of the Salary Schedule, unless prior experience or education directly related to his/her job assignment is of sufficient value to warrant assignment to a higher increment step of the Schedule as determined by the Assistant Superintendent, Human Resources.

7.2 **Salary Reassignment** - Reassignment to a different classified position as a result of one of the following factors may result in placement at a higher or lower salary range.

7.2.1 - Unit member initiated placement in a position at a higher salary classification - The unit member will be placed at the step on the new range, which provides at least five percent (5%) above his/her previous salary placement.

7.2.2 - Unit member initiated placement in a position at a lower salary classification - The unit member will be placed at the step on the new range, which is closest in dollar amount to his/her previous salary placement.

7.2.3 - Placement of unit member to a lower salary classification - The unit member shall continue at his/her former salary rate for a period of one (1) year. At the end of one (1) year, the unit member will be placed at the step on the new range, which is closest in dollar amount to his/her previous salary. The unit member will move to the next higher salary increment, if any, at the end of the current fiscal year.

7.3 **Re-Classification**

7.3.1 - Whereas a result of the gradual increase of duties being performed by a unit member, and where the duties will be extended on a continuing basis, the incumbent shall be entitled to have the position considered for an upgrade to a higher classification. The appropriate request form shall be completed by the unit member and submitted to the Human Resources Division Office. All requests shall annually be submitted by the second Monday in January, at which time, the

Reclassification Committee will convene within twenty (20) workdays in an effort to reach concurrence on all submitted reclassification requests.

7.3.2 – All reclassification requests shall be reviewed by a Reclassification Committee composed of three (3) CSEA appointees and three (3) District appointees. The Committee shall review each request and make its recommendations to the Board of Education for its approval or disapproval. The decision of the Board will be final, and not subject to the grievance procedure contained in Article 4 of this Agreement. Employees will be notified when the Committee makes a recommendation to the Board, and the Board's decision will be communicated within thirty (30) workdays.

7.3.3 - When a unit member occupies a position which is reclassified to a higher range because of the comparability study or revision of duties, that person will be reassigned to the reclassified range at the same increment (step) occupied prior to the reclassification; such change to be effective July 1 of the school year in which the request was submitted.

7.3.4 - Any upward salary adjustments resulting from a reclassification study shall be limited to four (4) ranges or ten percent (10%), unless mutually agreed upon by the District and CSEA that a unit member needs special consideration.

7.3.5 A unit member cannot submit a reclassification request the following year that their classification was reviewed and up graded to a higher job classification, unless mutually agreed upon by the District and CSEA that a unit member needs special consideration.

7.4 **Annual Experience Increment Advancement** - Advancement in step status occurs annually when the unit member's work has been classified as satisfactory. All annual step raises (increments) and longevity anniversary increments will be on July 1. Unit members hired on or after March 1 will not move to the next step until the July 1 following one (1) full year of service in that classification. Any unit member who is not in a paid status for a minimum of .75 of the unit member's contract year will not advance in step increment or longevity for such contract year, and further provide that such unit member otherwise had the opportunity to work at least .75 of that contract year.

7.5 **Review of Job Classifications:**

Job classifications shall be reviewed on a rotational basis to ensure job

classifications, titles, and salaries are current. Effective July 1, 2026, beginning with the 2026-2027 job review, benchmark districts will be Jurupa, Rialto, Redlands, Riverside and Moreno Valley. Job classifications shall be reviewed every three (3) years as follows:

7.5.1 Information Technology, Library/Media, Fiscal Services, Printing, Nutrition Services.

7.5.2 Clerical/Secretarial, Safety/Security, Transportation, Warehouse

7.5.3 Instructional/Career/Technical Support, Student Services, Custodial, Grounds, Maintenance

Any changes shall be effective retroactive to July 1st of the school year in which the job review was initiated. When a unit member occupies a position, which is reallocated to a higher range as a result of a job classification review, that person shall be reassigned to the reallocated range at the same increment (step) occupied prior to the reallocation.

7.6 Number of Pay Periods Per Year – A unit member working a minimum of 10 days in the month of July will receive full pay (semi-monthly) for that month. A unit member working a minimum of 10 days in the month of August will receive full pay (semi-monthly for that month. Months of September through June will be paid in 20 equal payments. Pay is received in 18, 20, 22, or 24 equal payments depending on work year.

When a unit member terminates, the final warrant will be adjusted to the actual number of days worked, plus earned vacation and holidays accrued in accordance with Article 13, Section 13.13, at the time of the termination.

7.6.1 - Less than 24-payment employees may choose deferred net pay options, when available through County Payroll.

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