

## CLOVIS UNIFIED SCHOOL DISTRICT

### HUMAN RESOURCES

#### *Salary Schedules & Guidelines*

#### CLASSIFIED COMPENSATION AND CONTRACTS

In accordance with Board Policy No. 6405, employees shall be placed on the Salary Schedule as follows:

1. Effective January 1, 2018 employees will be placed on at least step 4 of the salary schedule. All employees on step 3 will be moved to step 4.

<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>
Less than 3 years of applicable experience	3+ years of applicable experience or	Upon recommendation by employee's supervisor and approval by Associate Superintendent, Human Resources
Less than 60 college units	60+ college units or	Based on experience, education training, and other job related reasons. or
No degree	AA degree	BA Degree

The Superintendent or designee may recommend placement higher than Step 6. Any such placement shall be subject to approval of the Governing Board.

2. Promotions. Effective January 1, 2018 employees will be placed on step 4 or higher of the salary schedule. Employees being promoted to a position having a higher salary grade shall be placed based on experience, education, training, and other job related reasons.

#### A. Step Increases

Employees hired or promoted by March 31 will advance one step on the salary schedule. Employees shall advance one step on the salary schedule each year thereafter on July 1.

#### B. Reassignment or Demotion to a Lower Salary Range

In the event of a reassignment or demotion to a position having a lower salary range, the employee's salary will be adjusted according to the salary range of the new position, with no experience credit lost due to the reassignment, therefore, retaining their current step placement.

#### C. Working Out of Classification

When an employee is reassigned to another position on a temporary basis by the

Superintendent, the person being reassigned shall receive additional salary as described below:

1. In the event an employee is assigned more than five (5) working days within a fifteen (15) calendar day period in a higher classification, the salary shall be adjusted to the nearest step of the higher classification on the Salary Schedule, which would result in at least a 5% salary increase. This increase shall be for the entire period the employee is required to work out of classification.
2. Custodians assigned to summer maintenance helper positions shall not be decreased in pay. The position of Maintenance Helper is established at 5% above the custodian range.

## D. Rehires

The Board may reinstate or reemploy a permanent classified employee, who voluntarily resigns from his/her permanent classified position, within 39 months after his/her last day of paid service to a position in his/her former job classification. If the Board elects to reinstate or reemploy a person as a permanent employee under the provisions of the Education Code, the Board shall disregard the break in service and restore to the employee all rights, benefits, and burdens of a permanent employee in the class to which he/she is reinstated or reemployed.

Classified employees laid off because of lack of work or lack of funds are eligible for reemployment within a period of 39 months and shall be reemployed in preference to new applicants. Persons so laid off also have the right to apply and establish their qualification for vacant promotional positions within the District during the 39-month period.

## E. Overtime Pay

Only those employees who are considered non-exempt under the Fair Labor Standards Act (FLSA) are eligible for overtime pay. Management employees who are considered "exempt" are not authorized to receive overtime pay.

Overtime is authorized only in emergencies and normally upon the advance approval by the Superintendent or appropriate administrator. Requests for approval of overtime shall be submitted to the appropriate administrator or designee by the department head, supervisor, or building principal.

Authorized overtime in excess of eight hours per day or forty hours per week shall be paid at a rate equal to one and one-half times the regular rate of pay.

For any employee who works twenty (20) or more hours per week, in five (5) consecutive workdays, averaging at least four (4) hours each, the sixth (6<sup>th</sup>) and seventh (7<sup>th</sup>) day following the commencement of the five (5) consecutive day work week shall be paid at the rate of time and one-half.

For any employee having an average workday of less than (4) hours in a five (5)

consecutive day work week, the seventh (7<sup>th</sup>) day following the commencement of the five (5) consecutive day work week shall be paid at the rate of time and one-half.

Compensatory time off may be allowed in lieu of cash payment at the discretion of the site administrator.

Overtime rates for classified employees shall be at the rate applicable under either the Federal minimum wage law or the California Education Code, whichever may be deemed applicable.

Overtime as used in this section shall mean any authorized service in excess of eight hours in any day or forty hours in any one week.

## **F. Longevity-Classified and Classified Management employees**

A longevity increment for years of service with Clovis Unified School District shall be awarded for 15, 20, and 25+ years of experience with CUSD. Years of credited service for longevity increment purposes shall mean years of service with CUSD in a regular classified position and will be paid commencing with the 15<sup>th</sup>-19<sup>th</sup> years, 20-24<sup>th</sup> years, 25<sup>th</sup> year and thereafter. Upon retirement from the District, an individual shall no longer be eligible to receive a longevity increment.

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