

## **Classified Personnel**

### **Appointment and Conditions of Employment**

#### Wage and Salary Provisions

##### A. Initial Placement

Probationary employees shall start at the appropriate salary range and step as set forth below:

New employees whose previous work experience is similar to that for which they have been hired may be placed on any salary step above the entry level up to and including Step 3 of the salary range of the assigned class or higher as approved by the Superintendent or designee.

After a new employee is selected for employment, the application records shall be reviewed by the Superintendent or his designee to determine the quantity and quality of job related past experience and knowledge.

##### B. Step Advancement

###### 1. Salary Increase – New Employees

- a. New employees, full-time and part-time, exempt and non-exempt, shall be in a probationary status for not less than the first six months of employment. Annually thereafter, on the anniversary of the initial date of employment, the employee is eligible to receive salary step increases in accordance with the rules and regulations for step increases. The initial probationary period may be extended for additional six-month periods, if necessary.

###### 2. Step Advancement – Permanent Employees

- a. Permanent classified employees shall advance from Step 1 through Step 5 on the salary schedule of their regular class each year on the anniversary date of their entrance into employment in the district or the date of their promotion into the class. These annual step increases are subject to the following:
  - 1) That employees have received satisfactory performance evaluations; and

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- 2) That they have not been in unpaid status for more than one month during their assigned year. In the event that an employee does not meet the paid status requirement of this paragraph, step advancement may be withheld until the requirement has been met.
- b. A permanent employee failing to achieve the required satisfactory rating will cause the step advancement to be withheld for not less than sixty (60) days.
- c. Should a permanent employee's step advancement be delayed due to failure to meet the requirements for advancement, the date of the step advancement shall become the new salary anniversary date of the employee.
- d. Performance Recognition Increase (PRI) – Steps 6, 7 and 8
  - 1) Advancement to Steps 6, 7 and 8 of the Classified Salary Schedule will be in accordance with the provisions of the contractual agreement.
- e. Reduction from Steps 6, 7 and 8

Any employee who is already placed on Steps 6, 7 and 8 must be reduced one step at a time to no lower than Step 5 if the employee receives an annual evaluation that has a composite rating of "Below Work Performance Standards" and also receives a second evaluation no less than one year later again rating the employee "Below Work Performance Standards." The effective date of the reduction shall be the date the evaluation is filed in the employee's personnel file.

### 3. Longevity Salary Increases

Longevity salary increases will be in accordance with the provisions of the contractual agreement.

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Each regular classified employee after ten (10) years of service, fifteen (15) years of service, twenty (20) years of service and twenty-five (25) years of service may be eligible for a longevity increase. The following rules apply:

- a. Classified employees assigned to less than twelve (12) months work schedules shall be credited with one year's service toward the longevity salary increase for each school year employed..
- b. Classified employees assigned to regular work schedules of less than eight (8) hours per day shall be credited with full-time employment for longevity salary increases.
- c. Time taken by classified employees for leaves of absence without pay will not be included in computing total years of service for longevity purposes.
- d. All longevity salary increases shall become effective on the employee's salary anniversary date after the completion of ten years of service, fifteen years of service, twenty years of service and twenty-five years of service.

#### C. Salary Placement Upon Promotion

1. When a permanent employee is promoted to or assigned as a provisional or limited-term employee to a classification with a higher maximum salary than their previous classification, salary will be adjusted to the minimum rate established for that classification or to that step of the new range that represents a salary increase.
17. Employees promoted to a new classification shall be on probation in that class for a period not less than six months from the effective date of the promotion. At the end of the probationary period, the employee will achieve permanency in the new classification. The effective date of the promotion shall become the new salary anniversary date.

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#### **D. Salary Placement After Leave of Absence**

Unless the leave taken under these rules or laws provides that the break in service will be disregarded, the employee upon return from a leave of absence shall resume step placement and advancement on the range as though the leave had not been taken, however, leave time will not be counted toward step advancement. The salary anniversary date shall be adjusted.

#### **E. Salary Placement When Demoted**

An employee who accepts voluntary demotion shall be placed on the step of the range of the lower class that is closest to the rate earned in the higher class, provided that there shall not be a salary increase thereby. Employees shall retain the anniversary date established in the higher class.

#### **F. Substitute Assignments for Regular Part-Time Employees**

In that part of the school day when they are not in a paid status, regular part-time employees of the District may, when willing, be assigned to substitute or relief positions as needed. Payment for duties performed in a substitute or relief capacity shall be as follows:

1. If the substitute or relief assignment is in an equal or lower class than that to which the employee is permanently assigned, compensation shall be at that step of the class that is equal to the employee's current range and step. If the schedule for the lower class does not include the employee's regular rate of pay, compensation shall be at that step of the schedule that is closest to, but not more than the employee's current rate of pay.
2. If the substitute or relief assignment is in a higher class than that to which the employee is permanently assigned, compensation shall be at that step of the higher class which is equal to the employee's current rate of pay. If the schedule for the higher class does not include the employee's regular rate of pay, compensation shall be at that step of the schedule that is closest to, but not less than the employee's current rate of pay.

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#### **G. Classifications Exempt from Overtime or Call-In Time Payments**

In accordance with the Education Code Section 45127 and Fair Labor Standards Act, the following classifications as shown shall not receive payment for overtime or call-in time work:

Director of Maintenance/Maintenance Supervisor  
Director of Food Services/Supervising Manager of Food Services  
Fiscal Services Coordinator

#### **H. Payrolls**

##### **1. Official Roster**

The District shall maintain an official roster containing the names and complete employee records of all employees.

##### **2. Payroll Deductions**

The Board shall, without charge, reduce orders for salary payment due to employees by that amount requested by an employee in a written revocable authorization to deduct. The deduction may be made for any or all of the following purposes:

- a. Paying premiums on any policy or certificate of group life insurance for the benefit of the employee or for group disability insurance, or both, for the benefit of the employee or dependents.
- b. Paying rates, dues, fees or other periodic charges on any hospital serving contract for the benefit of the employee or dependents.
- c. Paying periodic charges on any medical and hospital service agreement or contract for the benefit of the employee or dependents.
- d. Professional dues, credit plans, donations and such items as approved by the Board of Trustees.

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The Board of Trustees shall, beginning with the month designated by the employee and each month thereafter until authorization for the deduction is revoked, draw its order upon the funds of the District in favor of the insurer that has issued the policies or certificates or in favor of the non-profit hospital service, corporation that has issued hospital service contracts or in favor of the non-profit membership corporation that has issued medical and hospital service agreements or contracts for an amount equal to the total of the respective deductions therefore made during the months.

Whenever possible, authorization for the above deductions shall be submitted to the Payroll Office one month in advance of the effective date of coverage. (Education Code 44041)

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