

SECTION 290 – SALARY PLAN

291 SALARY SCHEDULES

All classified employees receive compensation according to the salary schedules recommended by the Personnel Commission and adopted by the Governing Board. The salary schedules will be based on the principle of like pay for like service.

When a salary schedule has been adopted, it shall constitute the official schedule for all classes of positions in the classified service. All salaries shall conform to the approved salary schedules and shall be at one of the salary levels for the classification.

292 INITIAL APPOINTMENT

292.1 REGULAR CLASSIFIED EMPLOYEES

New regular classified employees shall be placed on the first step of the appropriate salary range. The Personnel Director shall provide new regular classified employees, when eligible, with advanced step placement on the salary range based on additional related education and comparable experience beyond what was minimally required as prescribed below.

A. Additional comparable experience beyond that which is required for entry into the classification:

Placement above the first step may be granted in increments of one (1) step for each additional year of full-time-equivalent comparable experience, as determined by the Personnel Director, beyond that which is required. Comparable experience is defined as experience in which the performed duties were equivalently complex and similar to those of the subject classification in which the individual is being hired.

B. Additional related college-level education beyond that which is required for entry into the classification:

Placement above the first step may be granted in increments of one (1) step for two (2) years of additional qualifying college-level education above that which is minimally required and which is related to successful performance of the essential functions of the classification as determined by the Personnel Director. A year is defined as the completion of 30 semester units of undergraduate coursework or 15 semester units of graduate-level coursework.

Employees approved for advanced step placement upon initial appointment shall be subject to probationary procedures and policies. In no instance shall that placement be higher than the maximum salary step of the range for the classification.

292.2 CLASSIFIED MANAGEMENT EMPLOYEES*

Notwithstanding Section 292.1, new employees in regular and temporary classified management assignments may be placed on any step of the salary range consistent with education and experience.

292.3 LIMITED-TERM AND PROVISIONAL CLASSIFIED EMPLOYEES IN NON-MANAGEMENT ASSIGNMENTS*

Non-management employees who are serving in limited-term or provisional assignments shall be placed on the first step of the salary range of the assigned classification. Regular employees who are serving in limited-term or provisional assignments in a higher classification shall be placed on the first step of the salary range of the assigned classification or the step of the salary range of the assigned classification that provides them with at least a one-step increase in salary (whichever is higher). Former regular classified employees who are serving in limited-term or provisional assignments in the same classification or a lower classification in which the employee formerly held permanent status, or in a lower classification in the same classification series, shall be placed on the step of the salary range that is nearest to but not higher than the employee's salary at the time of separation of employment from their regular assignment with consideration given to increases applied to the salary schedule since the time of separation.

**Amended by the Personnel Commission on September 19, 2019.*

293 SALARY STEP ADVANCEMENTS WITHIN CLASS FOR REGULAR EMPLOYEES AND RESTRICTED EMPLOYEES

293.1 RULES THAT APPLY TO ALL SALARY MOVEMENTS*

Eligibility for salary advancement requires the employee to have rendered service in a paid status for a minimum of one-half of the total working days computed on a monthly basis. Unpaid leaves of absence do not count unless otherwise provided for by state or federal legislation for some military personnel.

Appointments shall be considered effective as of the first calendar day of the month when the first day of service in a class falls on the first working day of the month.

293.2 SALARY ADVANCEMENTS AFTER THE INITIAL APPOINTMENT IN THE CLASSIFIED SERVICE

- 1) For employees who do not receive advanced step placement in accordance with Section 292.1, advancement from the initial step to the next step shall occur on the first day of the calendar month following completion of the six (6) months in regular assignment in the classification. (Example: If an employee started work on January 3, the individual would have six (6) months completed on July 3, and would advance to the second step on August 1.) Advancement from that point on shall occur twelve (12) months after the date the employee received the initial advancement.

Employees who do receive advanced step placement in accordance with Section 292.1 will advance to the next step of the range following completion of twelve (12) months in regular assignment in the classification.

- 2) Notwithstanding Section 293.2 (1), a new classified management employee with an effective date of employment from July 1 through December 31 shall receive a step advancement on July 1 of the next calendar year. A classified management employee with an effective date of employment from January 1 through June 30 shall have step advancement on July 1 of the following calendar year. Advancement from that point shall occur each July 1 thereafter.

293.3 SALARY ADVANCEMENTS AFTER PROMOTION

For employees who do not receive advanced step placement in accordance with Section 295.1, advancement from the initial step to the next step shall occur on the first day of the calendar month following completion of the six (6) months in regular assignment in the classification. (Example: If an employee started work on January 3, the individual would have six (6) months completed on July 3, and would advance to the second step on August 1.) Advancement from that point on shall occur twelve (12) months after the date the employee received the initial advancement.

Employees who do receive advanced step placement in accordance with Section 295.1 will advance to the next step of the range following completion of twelve (12) months in regular assignment in the classification.

Salary advancement for a management employee shall occur in the same manner as outlined in Section 293.2 (2).

293.4 EMPLOYEES SERVING IN LIMITED-TERM ASSIGNMENTS

Employees serving in a limited-term assignment shall not receive any step advancements. If the employee serving in the limited-term assignment has a regular classified position, the time served as a limited-term employee would not be considered a break in service and regular step advancement in the regular classified position would continue if all other conditions were satisfied.

293.5 RESTRICTED CLASSIFIED EMPLOYEES

If at any time after completion of six (6) months of satisfactory service, a person serving in a "restricted" position is appointed to a regular permanent position in the same class, the individual's time in the regular classified service shall be counted from the initial date of employment in the "restricted" position.

Salary advancement for restricted employees after movement into the regular classified service would follow the same rules that apply to regular classified employees.

294 CREDITED SERVICE FOR LONGEVITY

Accrual of service increment time credit shall start on the first day of each month. If an employee's service commences the first through the fifteenth, service is counted from the first of the month. If an employee's service commences on or after the sixteenth, service is counted from the first of the following month.

294.1 ANNIVERSARY DATE FOR SERVICE INCREMENT (LONGEVITY) ACCRUAL

The anniversary date for entitlement of service increments shall be computed on an annual basis beginning on the first of the month following the date of probationary status. Nine (9), ten (10), eleven (11), or twelve (12) full months of paid service shall equal one (1) year of service for this purpose.

294.2 OTHER SERVICE INCREMENT QUALIFICATIONS

If an employee resigns or separates from the classified service and has worked half or more of the work days in the month of termination, service increment credit for that month shall be credited to the employee.

295 PROMOTION

295.1 PROMOTION FOR CLASSIFIED EMPLOYEES

Whenever possible, an employee who is promoted shall be placed at the salary step on the new range that provides a minimum one-step increase over the employee's current salary in the regular assignment. Adjustments to an employee's compensation due to a temporary change in assignment (e.g., out-of-class compensation) will not be considered in the determination of the employee's current salary. In no instance shall that placement be higher than the maximum salary step of the range for the new classification.

The Personnel Director shall provide eligible employees with advanced step placement on the salary range based on additional related education and comparable experience beyond what was minimally required as prescribed below.

A. Additional comparable experience beyond that which is required for entry into the classification provided such experience was not counted for salary placement upon entry or internal promotion within the classified service: Placement above the first step shall be granted in increments of one (1) step for each additional year of full-time-equivalent comparable experience, as determined by the Personnel Director, beyond that which is required. Comparable experience is defined as experience in which the duties performed were equivalently complex and similar to those of the subject classification in which the individual is being hired.

B. Additional related college-level education beyond that which is required for entry into the classification provided such education was not counted for salary placement upon entry or promotion within the classified service: Placement above the first step shall be granted in increments of one (1) step for two (2) years of additional qualifying college-level education above that which is minimally required and which is related to successful performance of the essential functions of the classification as determined by the Personnel Director. A year is defined as the completion of 30 semester units of undergraduate coursework or 15 semester units of graduate-level coursework.

Employees approved for advanced step placement upon promoting shall be subject to probationary procedures and policies. In no instance shall that placement be higher than the maximum salary step of the range for the classification.

295.2 RECLASSIFICATION OR REALLOCATION TO A HIGHER LEVEL

Employees reclassified or reallocated from an existing classification to a higher classification, either existing or newly created, shall receive a minimum one (1)-step increase or the first step of the new salary range, whichever is greater.

295.3 RECLASSIFICATION OR REALLOCATION ON THE SAME LEVEL

Employees reclassified or reallocated from an existing classification to an existing or newly created classification on the same level shall receive the same step level on the salary schedule.

295.4 RECLASSIFICATION OR REALLOCATION TO A LOWER LEVEL

Employees reclassified or reallocated from an existing classification to an existing or newly created classification on a lower level shall receive the highest step level on the salary schedule that does not decrease the salary more than one step if possible.

If the highest step on the lower range would result in more than a one (1) step decrease, the employee will be placed on the highest step of the lower range unless an exception is granted by the Personnel Commission to "Y" rate the individual, wherein salary is frozen and not subject to cost of living allowances or any other salary increase until the range catches up to the individual's earnings.

295.5 RECLASSIFICATION INVOLVING ONLY A TITLE CHANGE

If the position is reclassified and only the title is changed and the classification is placed at the same level on the salary schedule, the employee shall remain at the same step position as was previously established with the old title.

295.6 CONCURRENT RECLASSIFICATION AND STEP INCREASE

In the event the step placement after reclassification and annual step increase are both computed on the same date, the annual step increase will be applied first then the appropriate movement to the new range resulting from reclassification will take place.

296 DEMOTION

- A. Voluntary Demotions – The demoted employee shall be placed on the step in the lower salary range that is nearest to but not greater than his/her current pay.

- B. Involuntary Demotions
 - 1) An employee who is demoted for cause shall have his/her salary reduced to the same step in the lower salary range that was established in the higher salary schedule. The employee's anniversary date for step increases will remain unchanged.

 - 2) An employee who demotes back to his/her former classification after failing to pass a promotional probationary period will be placed on the same step of the lower salary range that he/she was on prior to promotion. The anniversary date for step increases will be adjusted (increased) for the period of time the person served in the higher class.

297 REASSIGNMENTS AND TRANSFERS

Employees who are reassigned or transferred will not have their salary adjusted.

298 REINSTATEMENT, REEMPLOYMENT, AND REHIRE

298.1 REINSTATEMENT AND REEMPLOYMENT

Reinstatement or reemployment of a former permanent employee in the same classification within thirty-nine (39) months or sixty-three months (63) months, as appropriate, of separation will be at the same salary step established at the time of separation. If reinstated or reemployed in a lower classification in which the employee formerly held permanent status or a lower classification in the same classification series, the employee shall be placed on the step of the salary range that is nearest to but not higher than the employee's salary at the time of separation of employment from their regular classified assignment. Consideration will be given to increases applied to the salary schedule since the time of separation.

298.2 REINSTATEMENT FROM VOLUNTARY DEMOTION

An employee who is reinstated to his/her former higher classification after a voluntary demotion shall be placed on the salary range for the higher classification at the step he/she held at time of demotion provided the compensation level is equal or greater than their current earnings. If that step is not equal to or greater than their current earnings, the employee will be placed on that step in their original classification that will provide them with equal or greater pay than their current earnings.

298.3 REHIRE

A former regular classified employee who is rehired from an eligibility list shall be placed on the step of the salary range that is nearest to, but not higher than, the employee's salary attained at the time of separation from a regular classified assignment with consideration given to increases applied to the salary schedule since the time of separation. If Rule 292 INITIAL APPOINTMENT provides for higher placement, the employee will be placed on the range in accordance with Rule 292.

299 WORK OUT OF CLASSIFICATION

Supervisors are responsible for ensuring that employees' duties are consistent with their job specifications. In the event an employee is temporarily assigned duties outside of his/her classification for more than five (5) working days in a fifteen (15) calendar day period, the employee shall be paid at the first step of the classification in which they are temporarily assigned or the step in the higher classification that assures them of a one-step raise in pay during the period they work out of classification. The supervisor shall put such out-of-classification assignment in writing and shall indicate the duties and the length of the assignment. Employees must meet the minimum qualifications for the classification in which they are temporarily assigned. It is the supervisor's responsibility, prior to the assigning of duties, to contact the Office of the Personnel Commission to determine the appropriate classification and salary of the assignment.

In no instance shall the employee be assigned out of his/her classification for more than ninety (90) working days without the position being filled through Merit System procedures.