

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

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ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.3 CLASSIFIED PERSONNEL

4.314- SALARY SCHEDULES

4.319

**SECTION 4.314- Administration of Salary Schedules
4.319.1**

1. Initial Salary Placement

A new employee shall be placed in the class appropriate to the assigned position.

- a. A new employee shall be placed in Step 1 of the salary range designated for the class.
 - (1) The associate superintendent, Personnel Support Services, may authorize a higher step placement within the appropriate range for an especially well-qualified individual or in a job class for which qualified candidates are found to be in short supply.
- b. All provisional and limited-term employees shall be placed in Step 1 (or its hourly rate equivalent) of the appropriate range except that former District employees may be placed on the step attained prior to separation.

2. Reinstatement or Reemployment

- a. A former permanent employee who resigned in good standing may be reinstated in a vacant position in his/her former class and status within 39 months of the date of the last date of paid service. An employee reinstated or reemployed in accordance with the provisions of these rules shall be placed on the salary range and step determined as follows: An employee reinstated or reemployed following separation (lay-off, resignation, dismissal) in his/her former class shall be placed on the step of the current range for the class which he/she had achieved prior to separation.
- b. An employee reemployed or reinstated to a lower class in the same job family* shall be placed on the step of the range for the lower class which approximates (but does not exceed) the step which he/she achieved prior to separation.

Salary placement upon reinstatement or reemployment to a position in a lower class outline of the job family* shall be in accordance with Section 1 of this procedure.

- c. Eligibility for service increments following reemployment or reinstatement shall be determined in accordance with Section 5 of this procedure.

*Job families are designed by Personnel Commission Rules.

3. Service Increments (Step Advancement)

- a. Regular monthly employees shall be granted a one-step salary increase on the first of the month which is concurrent with or immediately following the completion of one year of service.

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Additional service increments shall be granted annually until the maximum salary for the class is reached.

- b. For the purpose of this rule, an appointment made between the first and fifteenth day of the pay period (month) shall be considered to be effective as of the first day of that month. Appointments made between the sixteenth and last day of the pay period (month) shall be considered to be effective the first day of the following month.
- c. In order to qualify for advancement to a higher step in the salary range, the last performance evaluation of the employee filed in the Personnel Office must indicate a level of performance of satisfactory or above.

Advancement to a higher step in salary range may be granted to employees with a less than satisfactory performance rating upon recommendation of the department head with the approval of the Superintendent.

- d. All employees hired prior to July 1, 1975, will retain an anniversary date of July 1.

4. Promotional Salary Placement

- a. An employee who is promoted to a classification allocated to a range with a higher maximum salary shall be placed on the step of that range which most closely approximates 8 percent in amount above the employee's salary prior to promotion, exclusive of special pay additives.

If a service increment is due the employee at the time of promotion, it shall be credited and applied in the determination of the promotional salary placement.

- b. If a service increment is not due at the time of promotion, it shall be granted in the higher classification on the same date it would have been granted in the lower class.

If the employee promoted has reached the maximum salary step of the lower class, a new service increment date shall be effective on the first of the month which is concurrent with or immediately following the date of promotion. Additional service increments shall be granted annually thereafter until the maximum salary for the class has been reached.

5. Salary Placement After Leave of Absence

- a. 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 his step placement and advancement on the range as though the leave had not been taken; however, leave time will not be counted for step advancement purposes. The employee's service increment date shall be adjusted accordingly.

6. Salary Placement in Lower Class

- a. When a permanent employee is demoted (disciplinary action), the salary step placement in the lower class shall be the same as it would have been if the original placement and entire District service had been in the lower class.

The increment due date shall remain unchanged until the maximum salary for the lower class has been achieved.

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- b. An employee who accepts voluntary demotion shall be placed on the step of the range of the lower class which is closest to the rate he/she earned in the higher class, provided he/she shall not receive a salary increase thereby. He/she shall retain the anniversary date established in the higher class.
- c. When a permanent employee is placed in a position in a lower class resulting from reclassification of his/her position, he/she shall be placed at the same dollar amount if such rate appears in the lower salary range.
 - (1) The increment due date shall remain unchanged until the maximum salary for the lower class has been reached.
 - (2) If the rate does not appear in the lower salary range, his/her salary shall be maintained as it was prior to demotion for a period not to exceed two years or until the salary for the lower range is changed to exceed his/her salary. At the end of the two-year period, the salary shall be changed to the maximum for the lower class.
- d. When a probationary employee is placed in a position in a lower class for any reason, the salary step placement in the lower class shall be determined in the same manner as in Section 1 (Initial Salary Placement) of this procedure.

7. Summer School Employment

- a. For the purpose of this rule, every classified employee shall be deemed to be employed 12 months during each school year regardless of the number of months in which he/she is normally in a paid status.
- b. In any school year in which school sessions are maintained at times other than during the regular September-June academic year, regular classified employees of the District will be assigned for service. When it is necessary to assign classified employees not regularly so assigned to serve between the end of one school year and the commencement of another, such assignment shall be made on the basis of qualifications for employment or service in each classification which is required.
- c. No classified employee whose regular yearly assignment for service excluded all, or any part of, the period between the end of the academic year in June to the beginning of the next school year in September, shall be required to perform services during that period.
- d. A classified employee shall, for services performed as herein provided, receive, on a pro rata basis, not less than the compensation and benefits which are applicable to that classification during the regular academic year.

8. Salary When Working in a Higher Classification

- a. Employees temporarily assigned to perform higher level duties not reasonably consistent with those prescribed for their regular job class for more than five (5) working days within a 15 calendar day period shall receive an upward salary adjustment.
 - (1) The salary adjustment shall be effective for the entire period of such assignment.
 - (2) The amount of the adjustment shall be the same as would be provided by Section 4 of this procedure.