

RULE IV

ADMINISTRATION OF THE SALARY PLAN

Section 4.1 GENERAL PROVISIONS

- A. It is the responsibility of the Personnel Commission to assess classification data for all positions and make appropriate placement on the Board adopted salary schedule.
- B. No person shall be employed within the classification service without authorization of the Personnel Director certifying that the person named has been appropriately selected and meets the minimum qualification for the position.

The monthly payroll reports shall be made available to the Personnel Director for periodic review to ensure employees are employed and paid in accordance to this rule and Education Code law.

The Personnel Director shall insure that non-certified employees maintain valid licenses or certificates required by law to perform specified duties.

- C. The Personnel Director shall establish procedures to assure that salaries paid to classified employees are paid in accordance with these rules.
 - 1. The Personnel Director shall, when irregularities occur, immediately call such irregularities to the attention of the Assistant Superintendent in an attempt to resolve the irregularities.
 - 2. The Personnel Director shall call to the attention of the Commission, unresolved irregularities. The Commission may, after a public hearing, order that no salary warrant be thereafter drawn to the employee so appointed or paid.
- D. Salary schedules pursuant to this policy shall provide uniform allowance for time spent in the job classification as a Humboldt County Office of Education employee.
- E. The Personnel Director's salary and fringe benefit recommendations to the Commission shall be based on the principle of like pay for like work.

Section 4.2 SALARY ON EMPLOYMENT

- A. All newly hired bargaining unit employees shall be placed on either the first or second step of the appropriate salary range. To qualify for second step placement, the new hire must possess one or more of the following qualifications:

1. A minimum of two years more formal education than required for position; or
2. A minimum of two years more full-time work experience than required for position; or
3. A combination of education and experience totaling two or more years beyond the minimums required for the position.

New hires without such advanced training and experience shall be placed on Step 1.

Section 4.3 SALARY INCREMENTS

- A. A regular classified employee hired before January 1 of any year shall be advanced to the next step of the salary range on the July 1 that immediately follows with receipt of a satisfactory performance evaluation by the immediate supervisor. For any employee hired after January 1 of any year, step advancement will occur on the second July 1 following the date of hire.
 1. Continuing employees will advance one step each year on July 1 subject to satisfactory performance evaluations until the top step is attained.
 2. For the purposes of this rule, a satisfactory evaluation shall mean one in which the overall rating is satisfactory, above average or outstanding.
 3. When salary step advancement is to be withheld, the provisions of Rule VIII Section 8.6 regarding the handling of grievances shall apply.
- B. A regular classified employee who is appointed at other than Step 1 of the appropriate range, shall be entitled to advancement to the next step and subsequent steps at yearly intervals subject to satisfactory performance evaluations by his/her immediate supervisor.
- C. When an employee's step advancement is withheld due to submission of an unsatisfactory performance evaluation and upon the recommendations of his/her immediate supervisor, the employee's performance shall be evaluated at monthly intervals from July 1. The employee shall be entitled to advancement to the next step on the month following an evaluation which results in a satisfactory performance rating. The employee's anniversary date shall not change under this subsection.

- D. Vacation, sick leave, holidays and other paid leaves of absence shall not interrupt salary increments.
- E. Anniversary date will be July 1 for all classifications of 10, 11, and 12 month employees providing continuous service in a paid status is maintained year to year.

Section 4.4 SALARY ON REEMPLOYMENT

- A. A regular classified employee who voluntarily resigned and who is reemployed in a regular position within 39 months from the date last employed, may be appointed at the same step which he/she held at the time of the layoff. The decision as to placement shall rest with the Superintendent or designee.
 - 1. The anniversary date shall become that date upon which the employee was reemployed in accordance with these rules.
- B. A regular classified employee who resigns involuntarily due to layoff must be reemployed at the same step which he/she held at the time of the layoff.
 - 1. The anniversary date shall become that date upon which the employee was reemployed in accordance with these rules.
- C. Employees who have undergone voluntary reduction or voluntary demotion have the same reemployment rights, for 24 months, as employees who were laid off, provided the same tests of fitness still apply.
 - 1. Such an employee shall be reinstated with all rights and benefits, including seniority accrual and accumulated sick leave benefits. Only such time the employee was actually employed shall count toward seniority accrual.
- D. Those employees hired as a temporary employee before January 1 of any year shall be advanced to Step 2 if hired in the same classification but in a permanent position the following year.

Section 4.5 SALARY ON PROMOTION

- A. When a regular classified employee, whether probationary or permanent, is promoted to a position in the higher class, he/she shall be placed on step that ensures not less than 5% above the employee's present rate as of the date the new appointment becomes effective.
- B. If the amount is less than a one-step increase, the employee shall be placed at the next higher step over that authorized in Paragraph A, above.
- C. In the event a promotion occurs on the same date as a salary reallocation, as provided in Section 4.8, the employee shall first be placed on his/her existing step of the newly allocated salary range, and then placed at the next higher dollar amount on the salary range appropriate for the classification to which the employee was promoted.

Section 4.6 SALARY ON DEMOTION

Salary placement shall be at that step in the lower salary range to which the employee would have progressed if his/her services had been continuous in the lower class.

Section 4.7 SALARY ON RECLASSIFICATION

- A. The salary of an employee who remains assigned to a position which has been reclassified to a class on a higher salary range shall be treated as a promotion and governed by Section 4.5, above.
- B. The salary of an employee who remains assigned to a position which has been reclassified to a class on a lower salary range shall be treated as a demotion and governed by Section 4.6.
- C. In all cases of reclassification or promotion, the employee must first have qualified in necessary competitive examinations as determined by these rules, before qualifying for the salary range.

Section 4.8 SALARY ON REALLOCATION

When a class has been reallocated to a higher or lower salary range, employees shall be placed on the next higher step of the new salary range which they held prior to the time of the reallocation.

Section 4.9 EFFECTIVE DATES OF SALARY CHANGES UPON RECLASSIFICATION AND REALLOCATION

The effective date of all salary changes shall be at the discretion of the Superintendent pursuant to any final decision on reclassification by the Commission.

Section 4.10 SALARY ON TRANSFER

An employee transferred from a position to another position in the same class, or to another position in any class having the same salary range, shall be compensated at the same step in the salary range previously held.

Section 4.11 HOLIDAY PAY

Compensation shall be paid in accordance with the most current collective bargaining agreement.

Section 4.12 OVERTIME

- A. Compensation shall be paid in accordance with the most current collective bargaining agreement and which is consistent with minimum Fair Labor Standards.
- B. Any regular classified employee herein designated as executive, administrative or supervisory who, because of the position duties, flexibility of hours, salary benefit structure, and authority, are clearly management positions shall be exempt from overtime as specified in this rule. Such persons must be employed in one of the following classes: Director of Business, Data Processing Manager, Personnel Director, Coordinator of Fiscal Services, Fiscal Operations Supervisor, Transportation Supervisor, Director of School Insurance JPA Programs, Administrative Assistant, and Maintenance and Operations Supervisor.
- C. For classes where overtime is authorized, compensatory time off may be authorized by the department head in lieu of monetary payment subject to the following conditions:
 1. Compensatory time off shall be allowed at the rate of 1-1/2 hours off for each hour of overtime worked.
 2. Compensatory time off shall be taken within six months after being earned.

3. No employee in the classified service will be allowed to accumulate more than 90 hours of overtime. Any overtime beyond 90 hours shall be paid to the employee during the pay period in which it was earned. Such employees, upon termination, will be compensated in their final check for time off earned but not taken.
4. Compensatory time not used during the fiscal year will be paid in the June 10 and December 10 warrants.

Section 4.13 COMPENSATION FOR PUBLICATION OF MATERIALS

- A. Employees shall be encouraged to publish scholarly materials related to professional duties, provided that such materials may not be copyrighted by an employee if such materials were developed in whole or in part during the normal work-time of the employee or if Humboldt County Office of Education funds were in any way involved.
- B. In the event that either of the above are involved, the governing board may choose to copyright the materials on behalf of the Humboldt County Office of Education and assign the royalties to the budget category utilized in producing the materials.

Section 4.14 SALARY CHECKS

- A. Full-time and part-time regular Humboldt County Office of Education non-certificated employees are paid on the last working day of each month. "Last working day" is defined as the last regular working day of the month in which the main office is open for business.
- B. Irregular part-time and hourly employees not covered in (A) above shall normally be paid on or before the 10th of the month ("supplemental payroll").

Section 4.15 WORKERS' COMPENSATION INSURANCE

All classified employees shall be insured at Humboldt County Office of Education expense.

EDUCATION CODE
(45127, 54128, 45268, 45165, 45169, 45131, 45192, 45307, 45309)

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