

CLASSIFIED PERSONNELInitial Salary Schedule Placement and Advancement

Absent the existence of a collective bargaining agreement provisions to the contrary, the following policy shall apply.

When making in initial placement for a new hire, the Superintendent shall consider how the individual's prior qualifications and experience compares to that required for the position. New hires without advanced training and experience shall be placed on Step 1 of the 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 years beyond the minimum required for the position.

Similarly, new hires may be placed on Step 3 with three years commensurate advanced experience and/or training or on Step 4 with four years commensurate advanced experience and/or training.

For initial placement purposes, the previous educational training and/or work experience must directly relate to increasing the individual's knowledge base, skills and/or abilities required to perform the job as those items are delineated in the job description.

If an employee is hired before January 1 of any year, he/she shall be advanced to the next step of the salary range on the July 1 that immediately follows. For any individual hired on or after January 1 of any year, step advancement will occur on the second July 1 following the date of hire. Upon satisfactory evaluation, continuing employees will advance one step each year on July 1 until the top step is reached. Any newly-hired employee who served as a substitute and/or short-term employee immediately prior to his/her employment as a regular employee, shall be granted credit for his/her substitute and/or short-term service as if it were regular service when determining initial step placement as a regular employee.

Legal Reference

EDUCATION CODE

1311 Employment of persons to positions not requiring certification qualifications

45160 Power to fix compensation