

**CLASSIFIED PERSONNEL**

Salary Guides

Salary guides or schedules specifying employee compensation shall be established for all classified employees. These schedules shall comply with law and existing negotiated agreements, if any, and shall be printed and made available for review at the Office of Education.

Placement thereon shall be made according to Policy 4241.2 or the applicable collective bargaining agreement. All classified non-management employees of the Office of Education shall be placed on a salary schedule that compensates for training and experience.

The compensation of part-time employees shall be equivalent to full-time pay prorated by the amount the time worked is less than the time worked by full-time employees in the same or similar capacity.

*Legal Reference*

EDUCATION CODE

1311 Employment of persons to positions not requiring certification qualifications

45160 Power to fix compensation

45268 Salary schedule for classified service in merit system districts

GOVERNMENT CODE

3540-3549 Meeting and negotiating, especially:

3543.2 Scope of representation

3543.7 Duty to meet and negotiate in good faith