

COMPENSATION AND CLASSIFICATION: CLASSIFIED SERVICE**SALARY STRUCTURES:**

1. The classified salary structures for the District are composed of ranges varying in skill and responsibility.
2. Each job classification is assigned a salary range after an analysis and evaluation by the Director, Human Resources, and the supervisor/administrator with approval of the Superintendent and the Board of Trustees.
3. A salary range typically consists of five steps beginning with Step A through Step E, which is the maximum step.
4. Step intervals are six months between Steps A and B and 12 months each between Steps B through E.
5. An employee will not be paid a salary that is between steps or above the maximum step for the pay range of his/her classification unless his/her job has been reclassified and his/her salary "frozen" (Y rated) due to a reclassification.

SALARY INCREMENTS:

1. Salary Increment Date: An employee's Salary Increment Date shall be the first day of the month after an employee satisfactorily completes his/her probationary period and obtains permanent status.
2. Anniversary (Longevity) Increment: After ten continuous years of service, an employee shall receive a salary anniversary (longevity) increment of 2-1/2 percent of the appropriate step in his/her range. After 15 continuous years of service, the salary anniversary (longevity) increment will be increased from 2-1/2 percent to 5 percent of the appropriate step in the salary range.
3. Increment (Step) Increases: Normally an employee will progress from increment (step) to increment (step) with satisfactory performance evaluations on the current "Classified Salary Schedule." The effective date of salary range increment (step) increases shall be on the first of the month.
4. New Employee: All classified employees will be employed on increment (step) A of the appropriate range with the exception that those with directly related experience may be credited with up to two years previous experience and placed as high as increment (step) C as determined by the Director, Human Resources.

Fullerton Joint Union High School District
AR 4711(b)

RECLASSIFICATION (due to a job evaluation analysis):

1. Reclassification to a higher range: When an employee is occupying a job that is reclassified at a higher salary range, he/she shall maintain the same step held in his/her former classification but at the newly established range. For example, if an employee occupies Step B in Range 13 and the job is reclassified to Range 15, he/she would be paid at Step B in Range 15.
2. Reclassification to a lower range: When an employee occupies a job that is reclassified to a lower salary range than his/her present range, he/she shall have his/her salary remain unchanged (frozen) until his/her salary becomes aligned with the lower salary range.

JOB CLASSIFICATIONS:

1. The job description for each job specifies typical work functions which illustrate levels of difficulty and, thereby, provides a means for distinguishing between ranges of an occupation. Such typical work functions which illustrate levels of difficulty are not intended to include all work operations which comprise the job classification.
2. In assigning an employee to a job classification, the determination of whether the employee will be performing the level of work as set forth in the job description will be the controlling consideration. An employee will not be eligible for a particular classification change merely by reason of performing an isolated, or singular, duty described in the job description for that higher classification.
3. An employee may be temporarily assigned the duties of a higher or lower classification.

When an employee is "temporarily" assigned to a higher job classification, the employee will receive an appropriate change in salary for any period of time which exceeds five working days within a 15-day calendar period as long as such time worked reasonably reflects the higher level duties of the higher classification. (Example: A custodian "temporarily" assigned to the paint crew for a period of more than five days will be paid at the painter classification if the custodian is to actually perform painting functions and not just clean-up activities.)

4. Where work assignments of a particular job are not adequately described or when changing conditions and circumstances substantially alter the content of the job, employees may each spring formally request a job reclassification review in order that their jobs may be evaluated. Reclassification or title changes which do not involve salary adjustment may be considered at any time during the year.

PROMOTION:

1. Promotion compensation: When promoting an employee to a job with a higher salary range, the employee's current salary will be adjusted to provide an increase that is at least equal to a five percent increase in his/her present salary. The employee's salary increment date for future increment (step) increases will remain the same.
2. Performance evaluation: A promoted employee typically is evaluated during the third month of promotion.
3. Unsatisfactory "promotional" period: A "permanent" employee selected for promotion to a higher level job within his/her "promotional" probationary period (six months) whose performance is rated unsatisfactory, would be demoted back to his/her lower level job classification (if he/she has seniority over his/her replacement or other incumbents with the previous job classification). If the promoted employee was not replaced, he/she then could be dismissed following District due process procedures. If a "permanent" employee's performance is found to be unsatisfactory after being promoted more than six months, he/she could be dismissed following District due process procedures.

TRANSFER AND DEMOTION:

1. Transfer: An employee who is transferred to a job with the same salary range as his/her current job will maintain his/her same increment (step).
2. Demotion: An employee who is demoted to a job with a lower salary range than his/her present range shall have his/her salary adjusted on a step-to-step basis to the lower salary range. For example, an employee on Step D of Range 19 demoted to Range 16 would be placed and paid at Step D in Range 16.