

**Rancho Santiago Community College District
ADMINISTRATIVE REGULATION**

Chapter 7
Human Resources

**AR 7131 – Salary Placement for Management Personnel and
Classified Bargaining Unit Employees**

References

Education Code Sections 66250 et seq. and 87100 et seq.
Title 5 Sections 53000 et seq. and 59300 et seq.
Government Code Sections 11125 et seq. and 12940 et seq.
Title 2 Sections 10500 et seq.
42 U.S.C. Section 2000e
29 U.S.C. Sections 206(d) and 621
29 C.F.R., Part 1614

1. New Employee Placement

- A. Initial placement for newly appointed first-time classified bargaining unit employees will be at step one (1) of the appropriate salary range on the classified salary schedule. The District in its sole discretion shall have the authority to place new salaried employees at a step higher than step one (1) where necessary for recruitment purposes.
- B. Initial placement for newly appointed first-time management personnel will be at step one (1) of the appropriate salary range on the management salary schedule. The District in its sole discretion shall have the authority to place new salaried employees at a step higher than step one (1) where necessary for recruitment purposes.
- C. Initial placement at or above step two for first-time classified bargaining unit employees or first-time management personnel shall be approved by the Vice Chancellor of Human Resources or designee based upon verified documentation of the following:
 - 1) Evidence of a relevant degree attained from an accredited institution above the minimum qualifications for the position. Minimum qualification shall be determined based upon the educational requirements specified on the job announcement.
 - 2) Evidence of additional years of related experience above the minimum qualifications for the position, as determined based upon the requirement specified on the job announcement. Placement credit for additional experience shall permit an additional salary step advancement of one (1) step for every three years of verified relevant experience within a community college or similar public entity or one (1) step for every five years of verified, relevant experience with a private employer.

- 3) Any exception to provide initial salary placement beyond what is authorized under this policy, including any placement at step five (5) or above, shall be based upon business necessity and subject to advanced approval by the Chancellor or designee.

2. Employee Promotion

- A. Employees promoted to a higher management position shall be placed on the appropriate management salary schedule either one step higher than the previous position or the closest step to approximate at least a five (5) percent increase over the salary of the previous position. Where necessary for recruitment reasons, employees may be placed at a higher step subject to advance approval by the Chancellor or designee.
- B. Employees promoted to a higher CSEA classified position shall be placed on a step that affords at least five percent (5%) additional compensation as of the date upon which the appointment becomes effective.

3. Employee Demotion

- A. If an existing administrator or classified manager is demoted to a lower salary level administrative position, the new salary schedule placement will be determined by the Chancellor, in consultation with the employee's supervising President or Vice Chancellor and human resources.
- B. If a classified employee does not successfully complete their probationary period in the higher grade, they retain permanent status in the former grade and will retain their previous salary placement.

Responsible Manager: Vice Chancellor, Human Resources

Adopted: November 16, 2020
Revised: March 1, 2021