

AP 7230-10 Confidential Employees – Salary Provisions

- 1.0 **Regular Rate of Pay:** The regular rate of pay for each confidential employee shall be in accordance with the rate established for the position on the Confidential Salary Schedule.
- 1.1 The regular rate of pay shall include the employee's base salary on the Confidential Salary Schedule, prorated by the percentage of employment, and any shift differential, longevity, and professional growth increments.
- 1.2 If a confidential employee is not covered by PERS, the annual amount of the employee's discretionary fringe benefit allowance will be increased by one thousand twelve dollars (\$1,012), prorated by the employee's percentage of employment.
- 2.0 **Initial Salary Placement**
- 2.1 New Employees
- 2.1.1 Initial salary placement on the Confidential Salary Schedule for confidential employees new to the District shall be at Step A of the appropriate range for their position. Exceptions to placement on Step A may be considered if recommended by the Chancellor or President, as applicable, and approved by the Vice Chancellor of Human Resources, subject to the following:
- 2.1.1.1 The employee has recent employment experience (within five years of the hire date) in a full-time position that is directly related or equivalent to the confidential employee position. A one-step increment may be granted for each year of full-time experience that satisfies this criterion.
- 2.1.1.2 If an applicant voluntarily and without prompting discloses salary history information, the District may consider or rely on that voluntarily disclosed salary history information in determining the salary for the applicant.
- 2.1.2 Evidence substantiating past salary (if applicable) and related employment experience must be submitted to the District Office of Human Resources. Submission of documentation satisfactory to the District is the responsibility of the employee.
- 2.2 Promotions
- 2.2.1 A confidential employee who is promoted within the confidential employee series shall be placed on the first step of the appropriate salary range for the new position, which results in an increase in pay of at least one full step, except that the employee may not be placed on a higher salary step than presently held.
- 2.2.2 An employee who is promoted to a confidential employee position from a classified bargaining unit position shall be placed on the first step of the appropriate salary range for the new position that results in an increase in

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pay equal to at least one full step on the Classified Salary Schedule, except that the employee may not be placed on a higher salary step than presently held. If the employee is receiving compensation for professional growth increments in conjunction with the classified bargaining unit position from which the employee is promoted, the employee shall receive, in lieu thereof, the confidential employee professional growth increment in the amount of \$400 for each such increment, not to exceed payment for five (5) increments.

3.0 Anniversary Date: Each confidential employee shall have an anniversary date, determined by the date of employment with the District.

3.1 New Employees

3.1.1 If the date of employment in a confidential position is the 1st through the 15th of a month, the anniversary date shall be the 1st day of that month.

3.1.2 If the date of employment in a confidential position is the 16th through the last day of a month, the anniversary date shall be the 1st day of the following month.

3.2 Promotion and Reassignment

3.2.1 The anniversary date shall remain the same regardless of promotion or reclassification within the confidential employee series, or reassignment to a classified bargaining unit position.

3.2.2 The anniversary date of an employee who is promoted to a confidential position from a classified bargaining unit position shall remain the same.

4.0 Salary Step Advancement: A confidential employee shall advance to the next step on the Confidential Salary Schedule at the end of the probationary period and annually thereafter on the employee's anniversary date.

5.0 Salary Placement Upon Reclassification

5.1 A confidential employee whose position is reclassified to a higher salary range shall be placed on the same salary step at the new salary range.

5.2 A confidential employee whose position is reclassified to a lower salary range will be "Y-rated."

5.2.1 The employee's salary will not be decreased, but will be fixed (Y-rated) at the salary amount prior to the reclassification until either a salary step increment or an increase to the salary schedule, based on the lower (reclassified) salary range, causes the salary at the lower range to exceed the Y-rated salary.

5.2.2 If the reclassification to a lower salary range is effective simultaneously with the employee's salary step increment or with an increase to the salary

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schedule, the employee will receive this increase based on the salary range prior to the reclassification and then the salary will be Y-rated as provided above.

- 6.0 **Salary Placement Upon Demotion:** A confidential employee who accepts a confidential employee position at a lower salary range, or who is demoted to a confidential employee position at a lower salary range, shall be placed on the same salary step at the new salary range.
- 7.0 **Longevity – Compensation:** Confidential employees shall receive additional compensation for longevity, calculated as a percentage of the employee's base pay, as follows:
- 7.1 A confidential employee who has been employed with the District for five (5) consecutive years shall be granted a longevity increment of five (5) percent.
 - 7.2 A confidential employee who has been employed with the District for ten (10) consecutive years shall be granted a longevity increment of ten (10) percent.
 - 7.3 A confidential employee who has been employed with the District for fifteen (15) consecutive years shall be granted a longevity increment of fifteen (15) percent.
 - 7.4 A confidential employee who has been employed with the District for twenty (20) consecutive years shall be granted a longevity increment of twenty (20) percent.
 - 7.5 A confidential employee who has been employed with the District for twenty-five (25) consecutive years shall be granted a longevity increment of twenty-five (25) percent.
 - 7.6 A confidential employee who has been employed with the District for thirty (30) consecutive years shall be granted a longevity increment of thirty (30) percent.
- 8.0 **Reemployment**
- 8.1 Confidential employees who were on permanent status at the time of separation from the District and are reemployed in a confidential position in the District within 39 months after the last day of paid service will be credited with their unused accumulated sick leave and earned seniority, and will retain their original anniversary date. Employees who are reemployed in a confidential position at a salary range equal to, or lower than that of, the previous confidential position held in the District will be placed on the same salary step on the Confidential Salary Schedule held at the time of separation. Employees who are reemployed in a confidential position at a salary range higher than that of the previous confidential position held in the District will be placed at the appropriate salary step on the Confidential Salary Schedule in accordance with the provisions of section 2.2 of this procedure regarding promotions.
 - 8.2 In all cases of reemployment occurring later than 39 months after an employee's last day of paid service with the District, the employee shall be placed on the Confidential Salary Schedule in accordance with the provisions of section 2.1 of

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this procedure regarding initial salary placement for new employees and will not be credited with any previously accumulated sick leave or seniority perquisites. The anniversary date will be determined in accordance with the provisions of section 3.1 of this procedure for new employees.

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