

AP 7240-10 Management Employees – Salary Provisions

1.0 Regular (Non-Temporary) Management Employees

1.1 Regular Rate of Pay: The regular rate of pay for each management employee shall be in accordance with the rate established for the position on the Management Salary Schedule, prorated by the percentage and months of employment.

1.2 Initial Salary Placement

1.2.1 New Employees

1.2.1.1 Initial salary placement on the Management Salary Schedule for management employees new to the District shall be at Column A of the appropriate salary range for their position. Exceptions to placement on Column 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:

1.2.1.1.1 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 management position. A one-column increment may be granted for each year of full-time experience that satisfies this criterion.

1.2.1.1.2 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.

1.2.1.2 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.

1.2.1.3 A management employee who holds an earned doctorate or LLB/JD degree at the time of employment shall receive a stipend in the amount of \$3,500 per fiscal year, prorated by percent of employment. The degree must have been awarded by an accredited institution listed in the directory of Accredited Institutions of Postsecondary Education, published for the Council on Education. The LLB/JD degree must have been received on the basis of a four (4) year baccalaureate degree from an accredited institution, as provided herein, and three (3) years of graduate law school.

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1.2.2 Promotions

- 1.2.2.1 A regular (non-temporary) employee of the District who is promoted to a management position from a non-management position or from a management position at a lower salary range shall be placed on the first column of the appropriate salary range for the new position, which results in an increase in pay of at least four percent of the regular rate of pay for the position from which the employee is promoted, exclusive of professional growth.
- 1.2.2.2 An employee who holds an earned doctorate or LLB/JD degree at the time of promotion shall receive a doctoral stipend in accordance with the provisions of section 1.2.1.3.
- 1.2.2.3 An employee who does not qualify for the doctoral stipend at the time of promotion, but who is receiving compensation for professional growth increments in conjunction with the position from which the employee is promoted, shall receive, in lieu thereof, the management professional growth increment in the amount of \$400 for each such increment, not to exceed payment for five (5) increments.

1.3 Salary Calculation for Academic Managers Employed Fewer than Twelve Months

- 1.3.1 The regular annual salary for academic management employees who are employed fewer than twelve months per fiscal year shall be calculated in accordance with the following provisions, which incorporate pro rate vacation pay by including it in the daily salary rate:
 - 1.3.1.1 The daily salary rate shall be determined by dividing the annual salary amount for the appropriate range and column of the Management Salary Schedule by a divisor of 218. This divisor represents the average number of duty days for 12-month management employees (244), less the annual number of vacation days (26).
 - 1.3.1.2 The annual salary amount shall be determined by multiplying the daily salary rate by the number of assigned duty days for the position.
- 1.3.2 Duty days shall be scheduled subject to the approval of the President or designee.

- 1.4 Salary Column Advancement: A management employee shall be advanced to the next column of the salary schedule on July 1 of the subsequent fiscal year if, during the previous fiscal year, the employee served in paid status for at least four hours per day for at least fifty (50) percent of the regular number of duty days for the employee's position.

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1.5 Salary Placement Upon Reclassification

1.5.1 A management employee whose position is reclassified to a higher salary range shall be placed on the same salary column at the new salary range.

1.5.2 A management employee whose position is reclassified to a lower salary range will be “Y-rated.”

1.5.2.1 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 column 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.

1.6 Salary Placement Upon Demotion: A management employee who accepts a management position at a lower salary range, or who is demoted to a management position at a lower salary range, shall be placed on the same salary column at the new salary range.

1.7 Compensation for Additional Responsibilities

1.7.1 A regular management employee who is employed full-time (100%) shall receive additional compensation when assigned significant additional responsibilities outside of the employee’s primary duties. The management employee may receive up to ten (10) percent additional salary for the duration of the additional assignment. The assignment must exceed 30 days and shall not exceed 24 months. Any exceptions must be approved by the Chancellor.

1.7.2 Recommendation for such compensation shall be the responsibility of the immediate management supervisor and the appropriate Chancellor’s Staff member. The written recommendation of the appropriate Chancellor’s Staff member shall be forwarded to the Vice Chancellor of Human Resources at least one month prior to the first duty day of eligible service.

1.8 Reemployment

1.8.1 Management employees who were on permanent status at the time of separation from the District and are reemployed in a regular (non-temporary) management 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. Employees who are reemployed in a management position at a salary range equal to or lower than that of the previous management position held in the District will be placed on the same salary column on the Management Salary Schedule held at the time of separation. Employees who are reemployed in a management position at a salary range higher than that of the previous management position held in the District will be placed at the appropriate salary column on the Management Salary Schedule in accordance with the provisions of section 1.2.2 of this procedure regarding promotions.

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- 1.8.2 In all other cases of reemployment occurring later than 39 months after the employee's last day of paid service with the District, the employee shall be placed on the Management Salary Schedule in accordance with the provisions of section 1.2.1 of this procedure regarding initial salary placement for new employees and will not be credited with any previous accumulated sick leave or seniority perquisites.
- 1.8.3 Temporary management employees of the District who are reemployed in a regular management position will be placed on the Management Salary Schedule in accordance with the provisions of section 1.2.1 of this procedure regarding initial salary placement for new employees.

2.0 Executive Officers

- 2.1 The regular rate of pay for the Chancellor shall be fixed by the Board of Trustees.
- 2.2 The regular rate of pay for the Vice Chancellors and Presidents shall be in accordance with the rates established for their positions on the Executive Officer Schedule.

2.2.1 New Employees

- 2.2.1.1 Initial salary placement on the Executive Officer Salary Schedule for Executive Officers new to the District shall be at Column A of the appropriate salary range for their position. Exceptions to placement on Column A may be considered if recommended by the Chancellor, subject to the following:
 - 2.2.1.1.1 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 management position. A one-column increment may be granted for each year of full-time experience that satisfies this criterion.
 - 2.2.1.1.2 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.
- 2.2.1.2 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.
- 2.2.1.3 An employee who holds an earned doctorate or LLB/JD degree at the time of employment shall receive a stipend in the amount of \$3,500 per fiscal year, prorated by percent of employment. The degree must have been awarded by an accredited institution

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listed in the directory of Accredited Institutions of Postsecondary Education, published for the Council on Education. The LLB/JD degree must have been received on the basis of a four (4) year baccalaureate degree from an accredited institution, as provided herein, and three (3) years of graduate law school.

2.2.2 Promotions: A regular (non-temporary) employee of the District who is promoted to an Executive officer position from a non-management position or from a management position at a lower salary range shall be placed on the first column of the appropriate salary range for the new position, which results in an increase in pay of at least four percent of the rate of pay for the position from which the employee is promoted, inclusive of any additional compensation in recognition of the earned doctorate or LLB/JD degree or for professional growth increments, but exclusive of overtime and other premiums.

2.2.3 Salary Column Advancement: The Board of Trustees may, if recommended by the Chancellor in consideration of the Executive officer's performance, advance the employee to the next column of the Executive Officer Salary Schedule, effective July 1 of any year, provided that during the previous fiscal year the employee has served in paid status for at least seventy-five (75) percent of the regular number of duty days for the employee's position.

3.0 Temporary Management Employees

3.1 The regular rate of pay for any person employed in a Temporary Special Project Administrator position shall be in accordance with the rate established for the position on the Temporary Special Project Administrator Daily Rate Schedule, prorated by the percentage of employment.

3.2 The regular rate of pay and salary placement for any person employed in a regular management position on a temporary basis as an interim appointment shall be in accordance with the provisions of section 1.0 of this procedure.

3.3 The regular rate of pay for any person employed in an Executive Officer position on a temporary basis as an interim appointment shall be in accordance with the provisions of section 2.0 of this procedure.

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