

**ADMINISTRATIVE PROCEDURE 7127**  
**SALARY PLACEMENT PROCEDURES FOR REGULAR, INTERIM**  
**AND ACTING ACADEMIC AND CLASSIFIED MANAGERS**

These procedures apply to salary placement of all regular, interim and acting management personnel except the Chancellor.

**I. Purpose**

The purpose for these salary administration procedures is to provide a consistent approach to placing newly hired Academic and Classified Managers on the Management Salary Schedule.

**II. Regular Rate of Pay**

The Regular rate of pay for each management employee shall be in accordance with the rate established for the position based on the Management Salary Schedule approved by the Board.

**III. Initial Salary Placement**

**A. New employees**

- a. A person selected for a management position shall be placed on the appropriate range of the Management Salary Schedule approved by the Board. The Vice Chancellor for Human Resources and Employee Relations, or designee shall determine step placement.
- b. Initial salary placement for management employees who have not had full-time experience in a comparable position shall be on step 1. The Chancellor has the authority to place a new manager at step 3 or higher within the salary range for the position, depending on prior experience and background.
- c. Salary placement above step 1 may be recommended by the hiring manager. The hiring manager shall provide a written justification to Human Resources for placement above step 1. Such justification must be based on education and experience beyond the minimum qualifications that would bring unique contributions to the district/college.
- d. Credit for full-time management work experience related to the equivalent level of management position assigned may be allowed as follows:
  1. Step 1 for Less than 2 years of experience.
  2. Step 2 for 2-6 years of experience.
  3. Step 3 for 6+ years of experience.
- e. Credit for previous work experience for salary placement purposes shall not be granted for the following:
  1. Part-time work experience or partial years.
  2. Work experience as a substitute, internships, etc. in the related management position to be assigned.
- f. The Vice Chancellor for Human Resources and Employee Relations, or designee will evaluate the candidate's relevant experience in a comparable position, and review the current salaries of incumbents who are performing the same job.
- g. Initial salary placement shall not exceed step 3 except in unique circumstances as approved by the Chancellor.

**B. Promotions, Interim and Acting Appointments to a Higher Classification**

- a. A regular employee of the district who is promoted to a management position from a non-management position, or is appointed to a higher management position from at a lower salary range in a regular, acting, or interim assignment shall be placed on the first step of the appropriate salary range for the new position. However, in the event the first step does not provide at least a 5 % salary increase over the manager's current salary, the manager will be placed on the appropriate salary step of the new position which will result in at least a 5% salary increase.

**IV. Step Advancement**

Regular managers may advance to the next step on the salary schedule. Advancement is not automatic and shall be based on having served one year in the position, a satisfactory performance evaluation, and upon the recommendation of the Chancellor.

Approved: \_\_/\_\_/2014