

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

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

**I. Purpose**

The purpose of the salary administration procedures is to provide a consistent approach to placing newly hired Regular Academic and Classified Managers and managers who are promoted or reassigned 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 on the Management Salary Schedule.

**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 in their recommendation memorandum 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 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 applicant'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. Salary Placement Upon Promotion or Reassignment to a Higher Level Classification

- a. A regular 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 step of the appropriate salary range for the new position which results in an increase in pay of at least five percent of the regular rate of pay for the position from which the employee is promoted.
- b. Consistent with "Initial Salary Placement" under Section III, credit for full-time management work experience related to the equivalent level of management position promoted or reassigned 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.
- c. Credit for previous work experience for 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.
- d. The Vice Chancellor for Human Resources and Employee Relations, or designee will evaluate the applicant's relevant experience in a comparable position and review the current salaries of incumbents who are performing the same job.
- e. Initial salary placement shall not exceed step 3, except in unique circumstances as approved by the Chancellor.

**IV. Salary Step Advancement**

- a. Advancement to the next step on the salary schedule for regular managers only is not automatic and shall be based on having one year in the position, a satisfactory performance evaluation, and upon the recommendation of the Chancellor.

Approved by the Chancellor: May 29, 2014