

**CITRUS COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES**

**AP 7507 Salary Guide: Classified Administrator/Manager and
Supervisor/Confidential**

Reference: Education Code Section 87801

Each classified administrator/manager and supervisor/confidential position shall be assigned to a specific range either on the management salary schedule or on the supervisor/confidential salary schedule. The management salary schedule shall include at least eight (8) steps at each range. The supervisor/confidential salary schedule shall include at least seven (7) steps at each range, and shall include a longevity provision.

A newly hired classified administrator/manager and supervisor/confidential employee will normally be placed on step 1 of the appropriate salary range; however, the Superintendent/President may authorize an initial salary placement up to step 3.

Effective July 1 of each fiscal year, a classified administrator/manager employee shall move up one step on the designated range of the management salary schedule provided the classified administrator/manager employee has served in his/her current position for at least six (6) months prior to July. If the classified administrator/manager has not served six (6) months in his/her assignment prior to July 1, then he/she will advance on the salary schedule the following July 1.

Each January 1 or July 1, depending on the supervisor/confidential employee's date of hire, a supervisor/confidential employee shall move up one step on the designated range of the supervisor/confidential salary schedule. For step movement and longevity award purposes, a supervisor/confidential employee hired between July 1 and December 31 will have a July anniversary, and a supervisor/confidential employee hired between January 1 and June 31 will have a January anniversary.

A two and one-half percent (2.5%) increase will be provided to those classified administrator/manager employees who have verified an earned Doctorate from an accredited institution. Such salary increase will be effective on the first of the month following receipt of verification of the earned Doctorate by the Office of Human Resources.

Board Approved	12/06/11
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