

CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-4232
Page 1 of 2

PROVISIONS OF CLASSIFIED SALARY SCHEDULE

1. Application

All applications for employment shall be processed by the Personnel Office.

2. Placement

New employees shall start on the first step of the appropriate salary schedule. A new employee coming from recent similar employment may be placed on the second or third step at the discretion of the employing supervisor and the Personnel Office. A person placed on the second or third step of the salary schedule when hired will remain on the assigned step until that person's anniversary date.

3. Anniversary Date

The anniversary date for classified employees shall be July 1. Each employee shall advance to the next step on the salary schedule on July 1, provided he/she was employed in the same classification in the District prior to January 1 of the same fiscal year. The Board of Trustees may advance a new employee after January 1 to the next step beginning July 1 upon recommendation of the Superintendent/President if such advancement were part of the employment agreement.

When an employee is employed or reclassified to a higher position on or after January 1, that employee's next anniversary will be reached on July 1 of the following calendar year.

At the beginning of each fiscal year thereafter an annual employment contract, by the Board of Trustee action, will be extended to all employees. Duties shall be fixed and prescribed for all employees by the administration.

4. Lower Classification

Should an employee be assigned at a later date to a lower classification, that employee shall be placed on the salary schedule step according to the employee's years of service.

5. Higher Classification

When an individual is promoted (for example, assigned to a position in a class with a higher maximum salary than the previous class) that individual's salary will be adjusted to the minimum of the new range, with exception that if the employee is at the fourth or fifth step in the present assignment the assigned salary placement will be no lower than the third step placement of the new range.

In no case shall a person receive less than he/she could have received for the following year had they not been promoted.

In case of group reclassification, employees will retain their step placement.

6. Reclassification

All classified job openings will be first announced to present members of the District.

Persons already employed in the District may apply for promotion higher (or lower) on the scale when vacancies occur in these positions. All other factors being equal, consideration may be given to personnel within the District applying for the position.

The District may require appropriate tests or examinations preliminary to consideration for employment.

Requests for reclassification shall be made in writing with valid recommendations for the reclassification to the Personnel Office by March 1 of each year, for consideration or approval by the Vice President-Business and the Superintendent/President, with the final approval by the Board of Trustees.

A group classification may be reclassified upon the recommendation of the Superintendent/President with approval of the Board of Trustees.

Change in classification must take place on the first day of the recommended and Board of Trustees approved month of reclassification.

Adopted 8/5/63
Revised 12/14/76