

## **CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES**

### **AP 7507 Compensation 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 recommend to the Board of Trustees an initial salary placement at a higher step.

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 30 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 a verified earned doctorate, from an accredited institution. Such salary increase will be effective the first of the month following receipt of the verification of the earned doctorate by the Office of Human Resources.

Classified administrator/manager and supervisor/confidential employees shall receive health and welfare benefits at the same level and conditions as offered to full-time classified staff. In order to be eligible for retiree benefits, classified administrator/manager and supervisor/confidential employees must actually retire from STRS or PERS and meet all other requirements as specified for full-time classified staff.

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