

ADMINISTRATIVE PROCEDURE
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7420

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EFFECTIVE: 1-29-62

REVISED: 7-01-95

CATEGORY: Personnel, Classified Staff

SUBJECT: Salary Administration for Classified Personnel

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing salary administration for classified personnel, except for classified management employees.
2. To provide information on procedures governing:
 - a. Salary adjustments for persons temporarily assigned to perform "out-of-class" duties not reasonably consistent with those prescribed for their regular job classes.
 - b. Merit pay increases for employees assigned to exempt job classes.
3. **Related Procedures:**
 - Workday and workweek for classified employees No. 7485
 - Overtime authorization and compensation for classified employees No. 7426
 - Differential pay for classified employees No. 7425
 - Classification of classified staff positions No. 7540

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-1000, I-1020, I-1150, I-5200, I-6600; Education Code Section 45169; Rules and Regulations of Classified Salary Schedules; collective negotiations contracts.
2. **Authority.** Each year the Board of Education adopts salary schedules as part of the negotiated contract with an exclusive employee representative or separately for unrepresented employees. Schedules are published as an appendix to negotiated contracts and/or separately with interpreting rules and regulations; a copy is provided to each employee.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Classification and Compensation Department, Human Resource Services Division.
2. **Definition. Exempt job classes:** Job classes designated as being ineligible for overtime pay. Generally, these classifications are executive, administrative, management, or professional in nature with a primary responsibility for planning and supervision, or normally requiring a professional or formal education. Such job classes are designated on the appropriate salary schedule by two asterisks.

3. Regulations

- a. **Temporary out-of-class assignments.** Classified employees temporarily assigned to perform higher-level duties not reasonably consistent with those prescribed for their regular job classes for more than four workdays within a fifteen-calendar-day period shall receive an upward salary adjustment. The salary adjustment shall be effective for the entire period of such assignment; the amount of adjustment shall be the same as would be provided by regular promotional rules, as determined by the classification and compensation director.
- b. **Merit pay increases for exempt job classes.** Classified employees, except those in the Office-Technical and Business Support (OTBS) bargaining unit, assigned to an exempt job class, whose work performance is deemed to be outstanding and who are not at the maximum step for their job class, may be granted a one-step salary increment at any time upon the recommendation of the superintendent and approval by the Board of Education.
 - (1) Such increments are to be based solely upon merit and must be in recognition of **accelerated** advancement in job knowledge and performance **exceeding the normal rate of progress**.
 - (2) When a merit increment has been granted, a new anniversary or annual increment due date shall be established if such placement is at a step less than the maximum for the job class.

4. Responsibilities

- a. **All management employees** assign duties and responsibilities commensurate with the job class to which an employee is assigned. If extenuating circumstances require that an employee work outside his/her job class for a period exceeding limits outlined in **C.3.a.**, a salary adjustment should be considered.
- b. **The classification and compensation director** reviews requests for "out-of-class" salary adjustments and merit increases the with management employee and employee involved, in accordance with rules and regulations applying to classified salary administration and recommends approval or denial of the request.

D. IMPLEMENTATION

1. Out-of-Class Salary Adjustment

- a. **Management employee** submits assignment authorization form to Classification and Compensation Department with beginning and ending dates and a summary of temporary out-of-class assignments performed.

- b. **Classification and compensation director** determines whether out-of-class duties are reasonably consistent with an employee's regular job class. If not, determines appropriate job class (or if none, determines appropriate pay adjustment) and endorses assignment authorization to recommend pay adjustment. If duties **are** consistent with employee's regular job class, notifies management employee concerned.
- c. **Payroll Unit, Classification and Compensation Department, Human Resource Services Division**
 - (1) Processes personnel action form for Board of Education approval for assignments lasting 45 days or longer; for assignments under 45 days, pays employees according to approved salary schedules.
 - (2) Inputs new or changed designations of individual employees to personnel data base for those employees whose assignments exceed, or are anticipated to exceed, limits outlined in C.3.a.

2. **Merit Pay Increases for Eligible Exempt Employees**

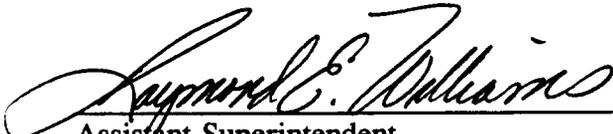
- a. **Management employee** prepares written memorandum requesting approval of merit salary increase based on criteria in C.3.b. ; sends to appropriate division office.
- b. **Division head** reviews recommendation, endorses as appropriate, and forwards to Classification and Compensation Department; may consult with Classification and Compensation Department during review.
- c. **Classification and compensation director** investigates, recommends approval or disapproval of request for merit pay increase, and notifies management employees concerned.

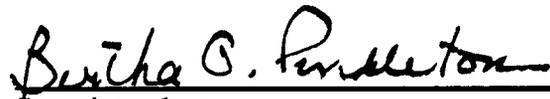
E. **FORMS AND AUXILIARY REFERENCES**

1. Salary schedules for classified employees, with rules and regulations.
2. Assignment Authorization, Certificated and Classified, Stock No. 22-A-7225.
3. Negotiated contracts with exclusive representatives.
4. Job class descriptions.

F. **REPORTS AND RECORDS**

G. APPROVEDBY


Assistant Superintendent
Human Resource Services


Superintendent