

1.0 Base Salary

- 1.1 The management/confidential employees' salary schedules shall be reviewed periodically and revised in parallel with other salary settlements upon the recommendation of the Chancellor and at the discretion of the Los Rios Community College District Board of Trustees.

2.0 Salary Schedules

- 2.1 Every management employee will be given the appropriate up-to-date salary schedules. Master salary schedules will be kept in the Office of Human Resources.

- 2.2 Longevity increments will be awarded as follows:

(a) Management

After ten (10) years of full-time service	4% Increase
After fifteen (15) years of full-time service	4% Increase
After twenty (20) years of full-time service	2% Increase

(b) Confidential

After ten (10) years of full-time service	4% Increase
After fifteen (15) years of full-time service	4% Increase
After twenty (20) years of full-time service	2% Increase
After twenty-five (25) years of full-time service	2% Increase

- 2.3 Eligibility for Longevity Across Units - In Accordance with Section 3540.1 of the Government Code, employees of the Los Rios Community College District are categorized into the following units: White Collar; Blue Collar; Supervisor; Management/Confidential; and Faculty. Each unit is represented within the parameters of the law either by an exclusive representative or by an association.

- 2.3.1 The District provides a longevity service increment to such unit members at ten, fifteen, twenty, and twenty-five years of service with the District, or a combination of service increments in accordance with approved agreements. For represented employees, eligibility for the longevity service increment is defined in each of the collective bargaining

agreements with Los Rios Community College District. For management/confidential employees, the eligibility requirement is prescribed in Section 2.2.

- 2.3.2 If a management/confidential employee transfers from another employee unit within the district, cumulative years of regular paid service credit which were earned by the employee at this district under another unit or collective bargaining contract are retained and shall be combined with other qualifying service years to determine overall eligibility for longevity service credit as a manager or confidential employee.

3.0 Salary Placement Upon Promotion

- 3.1 When a management employee is promoted to a position which is allocated to a higher salary range, the individual will be placed on the new range at a level which provides a salary increase of 4% above present placement. Under extenuating circumstances, the Chancellor may authorize a higher step.
- 3.2 If the management employee being reassigned is eligible at the time of reassignment for a service increment, such increment will be granted on the old range before computing the placement change as prescribed in Section 3.1.
- 3.3 When an employee who is receiving a longevity increment is promoted to a higher-paid position, the new step placement will be computed as follows:
- a) The employee's current salary range/step before promotion without benefit of longevity will be identified;
 - b) The appropriate step on the range assigned to the new position on the applied salary schedule will be determined based on the method described in Sections 3.1 and 3.2 using the salary step and range identified in Section 3.3(a) without longevity;
 - c) Additional longevity steps or percentage increments as they apply will then be granted on the new salary range in accordance with the employee's eligibility for longevity benefits.

4.0 Annual Step Movement

- 4.1 A management employee will advance to the next higher step on the salary range assigned to his/her position classification until the top step of the range is reached on either July 1 or January 1, providing the following conditions are met:
- 4.1.1 The employee must have served 75% of the required working days; i.e., 195 working days including holidays, paid sick leave, vacation, and other paid absences or leaves.

4.1.2 Employee's report of performance evaluation must show a rating of "Competent" or "Satisfactory" or better.

LRCCD

Adm. Regulation Adopted: 2/21/78
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