

4.5.3

STEP INCREASES

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ED CODE: 87801, 88160

GOVERNMENT CODE: 3540

SEIU Article 7

AFA Article 27

MANAGEMENT GUIDELINES & PROCEDURES 2.2

The Board of Trustees shall establish the compensation and salaries of classified and academic employees of the District unless otherwise prescribed by law.

Salary schedules for both academic and classified employees provides for increases based on regular steps within each range or class.

Each eligible employee may receive a step increase effective July 1 based on satisfactory job performance.

Regular management and classified employees shall advance to the next higher step on July 1 following employment provided that employment at such date shall not have been less than three (3) months (Prior to April 1) and that said employment has been one half-time (1/2) or greater on no less than a ten (10) month basis. For less than one-half (1/2) time classified employees, one thousand and forty (1,040) hours shall constitute one (1) year of service for advancement. Step increases shall be effective two (2) months after the unit member exceeds 1,040 hours, and on the first day of the month of that effective date.

Academic employees must be employed a minimum of 75% full-time equivalent (FTE) of the academic year in order to qualify for a step increase on July 1. Those faculty members with greater than 60% but less than 75% FTE credit will accrue credit until one (1) FTE is reached. Step advancement takes place at the start of the academic year for those who are eligible.