SALARY PLACEMENT FOR ADMINISTRATORS AND CLASSIFIED MANAGERS

NEW EMPLOYEE PLACEMENT
Initial placement for newly appointed first-time academic administrators and classified administrators/managers will be at step one (1) of the appropriate salary range.

A. The supervisor, with the approval of the appropriate president/vice chancellor, may offer salary placement for a new employee at step two (2), providing the previous position required comparable knowledge, skills and abilities at similar or higher levels of verifiable responsibility.

B. The president/vice chancellor may negotiate salary placement up to step three (3) after the above evidence has been documented and reviewed by the Office of Human Resources. This salary placement may be up to five (5) percent above the employee’s previous position’s salary level.

C. If the previous salary can be documented to have been more than five (5) percent above step three (3), the president/vice chancellor may seek Chancellor approval for placement at a higher level. In no circumstances shall the initial placement exceed the approved/published salary range for the position.

EMPLOYEE PROMOTION
Employees promoted to a higher administrative/manager position shall be placed on the Academic Administrator, Classified Administrator/Manager Integrated Salary Schedule either one step higher than the previous position or the closest step above a five (5) percent increase over the salary of the previous position.

EMPLOYEE DEMOTION
If an existing administrator or classified manager is demoted to a lower salary level administrative position, the new salary placement will be determined by the Chancellor, in consultation with the employee’s supervisor and Human Resources.