

ADMINISTRATIVE REGULATION 4102

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

SALARY PLACEMENT FOR MANAGEMENT PERSONNEL AND CLASSIFIED BARGAINING UNIT EMPLOYEES

I. NEW EMPLOYEE PLACEMENT

- A. Initial placement for newly appointed first-time classified bargaining unit employees will be at step one (1) of the appropriate salary range. Placement above step one will be according to Article 8.7.1.1. of the CSEA contract.
- B. Initial placement for newly appointed first-time management personnel will be at step one (1) of the appropriate salary range on the Academic Administrator, Classified Administrator/Manager Integrated Salary Schedule.
 - 1. Initial placement at or above step two (2) shall be approved by the Vice Chancellor of Human Resources or designee based upon verified documentation of the following:
 - a. Evidence of a relevant degree attained from an accredited institution above the minimum qualifications for the position. Minimum qualifications shall be determined based upon the educational requirement specified on the job announcement.
 - b. Evidence of additional years of related experience above the qualifications for the position, as determined based upon the requirement specified on the job announcement. Placement credit for additional experience shall permit an additional salary step advancement of one (1) step for every four (4) years of verified, relevant experience within a community college or similar public entity, or one (1) step for every six (6) years of verified, relevant experience with a private employer.
 - c. Any exception to provide initial salary placement beyond what is authorized under this policy, including any placement at step five (5) or above, shall be based upon business necessity and subject to advance approval by the Chancellor.

II. EMPLOYEE PROMOTION

- A. Employees promoted to a higher management 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 to approximate a five (5) percent increase over the salary of the previous position.

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- B. Employees promoted to a higher CSEA classified position shall be placed according to Article 8.7.1 of the CSEA contract.

III. 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.