

**SALARY AND WAGE GUIDELINES**

When new classified employees are hired, the District may provide credit for previous experience up to two years for placement at the third step of the salary schedule. Step placement shall not exceed the third step, unless approved by the Superintendent or designee. All credit for previous work experience must be verified.

Step credit may be given for unverified experience upon completion of probation, upon recommendation of the supervisor.

Permanent employees who voluntarily resign and are subsequently hired by the District shall receive salary placement pursuant to this policy.

The daily rate of pay for all classified employees shall be computed on the basis of 21.666 working days per month. The hourly rate of pay for all classified employees shall be computed by dividing 173.333 minutes per month into the full monthly salary.

A regular part-time employee shall receive the proportion of salary for his/her classification as to the number of hours he/she works is to 40.

**Salary Placement for Promoted Employees**

Classified employees who are promoted to a position at a higher range will be placed on the step in the higher range which would provide an increase in pay of at least five percent, but not to exceed Step 6. Employees who are on a longevity step when promoted shall retain step placement.

If an employee is promoted or reassigned to a position in the same or lower salary range, he/she shall be placed on the applicable range at a step closest to the salary held by such employee.

**Reclassification**

Reclassification of a position is based upon a gradual increase of or significant change in duties and responsibilities of the incumbent.

If a position is reclassified to a higher classification, the incumbent shall be reclassified with the position, and shall retain the same step placement and anniversary date as previously held.

If a position is reclassified to a lower classification, the incumbent shall be reclassified with the position and placed on the highest step in the new salary range which is closest to the salary previously held.

**SALARY AND WAGE GUIDELINES (continued)**

**Longevity Steps**

An employee who has completed one year on Step 6 and is beginning 10 or more years of consecutive regular service with the District is eligible for Step 10. Step 10 shall be 5 percent higher than Step 6. An employee who is beginning 15 years of consecutive regular service with the District is eligible for Step 15. Step 15 shall be 2 1/2 percent higher than Step 10. An employee who is beginning 20 years of consecutive, regular service with the District is eligible for Step 20. Step 20 shall be 2 1/2 percent higher than Step 15.

**Alternative School Calendar Salary Schedule Increase**

Employees who work an alternative school calendar which overlaps the fiscal school year shall be entitled to the salary schedule increase effective the beginning of the alternative school calendar year. Salary increases are effective July 1 for employees on the traditional school calendar or equivalent for year-round calendar.

**Y-Rating**

An employee may be reassigned/reclassified to a lower classification, but may retain the higher salary until the position is vacated; or may be "Y" rated to the lower classification as outlined in Board Policy 4351.

**Salary Underpayment/Overpayment Recovery Plan**

In order to ensure proper range and step placement for employees, cooperation is required between the employee and the District Payroll and Personnel Services Departments. Employees are requested to review their salary placement at least annually.

Should the employee believe that he/she has been improperly placed (i.e., not receiving the correct salary), the employee should immediately bring this to the attention of the Personnel and Payroll Departments. Should the District discover a salary error, the employee will be notified in writing at the earliest possible time after the error is noticed. A placement error that results in an incorrect payment to the employee will be corrected after the District has received appropriate verification(s) from the employee and/or County Office or District department as appropriate. The status of limitations for salary underpayments and overpayments is three years.

**Underpayments**

Should an incorrect salary placement result in an underpayment to the employee (less than they should be receiving), a supplemental amount due to the employee shall be included in the employee's next regularly scheduled paycheck following appropriate verification.

**SALARY AND WAGE GUIDELINES (continued)**

**Overpayments**

Should an incorrect salary placement result in an overpayment to the employee, as it is considered a gift of public funds, the employee shall be responsible for the full repayment of any amount in excess of his/her appropriate salary and/or other compensation. The employee shall be responsible for arranging a payment plan with the Payroll Department, result in the full amount being repaid during a period not to exceed the period in which the overpayment occurred. Overpayments may be repaid by personal check, cash, or through payroll deduction. Any exceptions to the time period would require approval of the Superintendent or designee.

In the event the District and the employee are unable to agree on a repayment plan which is acceptable, the employee shall be notified that legal action may then be taken by the District in order to collect the overpayment amount.

Policy

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**CAPISTRANO UNIFIED SCHOOL DISTRICT**

San Juan Capistrano, California