

Chapter 7 - Human Resources

AP 7130 Compensation

References:

Education Code Sections 87801 and 88160; Government Code Section 53200; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

Management Contracts

Management contracts initially are issued for a one-year term. Upon successful completion of the first year, management contracts may be continued for a two-year term.

Initial contracts for Vice Presidents are for two years. Upon successful completion of this initial period, contracts for Vice Presidents may be continued for a three-year term.

Management Salary Schedule

- A. Contractual year for all managers shall begin July 1. A manager who has served as a manager in the College for 12 or more months may receive a two-year contract.
- B. Advancement in step on the Management Salary Schedule shall be effective July 1 of each year.
- C. Annual step advancement on the Management Salary Schedule shall be granted if the manager has been in paid service as a manager in the College in the respective position for at least 40 percent of the number of days in the work year.
- D. A manager who is reclassified to a higher level will be placed on the salary schedule with at least a five percent salary increase or step 5 if step 5 is less than a five percent increase.
- E. Pay Periods:
 1. Educational managers shall receive their warrants once each month on the second working day of the month.
 2. Classified managers shall receive their warrants on the 10th and the 25th of each month. If payday falls on a weekend or a holiday, warrants will be delivered on the preceding Friday or the day preceding the holiday.
 3. The pay period is from the first to the last day of each month.

Confidential Employee Salary Schedule

- A. A new employee shall be placed on Step 1 of the schedule to which he/she is elected; exceptions to this may be made by the College President/CEO.

- B. The Chief Human Resources Officer will approve placement of employees at appropriate steps on the salary schedule beyond Step 1 in order to meet difficult recruiting conditions, obtain a person with markedly superior qualifications, or recognize substantial prior experience directly related to the position. Advanced placement may be granted as follows:
1. Three years beyond the minimum required experience at the same level of responsibilities or higher (Step 2);
 2. Five years or more beyond the minimum required experience at the same level of responsibilities (Step 3); or
 3. To establish a minimum five percent increase over a similar previous position held within the past five years beyond the minimum required experience to a maximum Step 3 (verified by the former employer and most recent paycheck stub).
- C. All new employees shall be in a probationary status for the first six months of their employment. No credit shall be allowed for a calendar month when less than one-half of the monthly salary is payable. At the conclusion of the period of probation, and upon written recommendation of the supervisor, the employee shall become a regular permanent employee of the College.
- D. Advancement on the schedule shall be in accordance with the following policy of the Board of Trustees.
1. A new employee shall establish a salary anniversary date on the first day of the first month in which the compensation payable for such month is equal to one-half or more of the monthly salary.
 2. Advancement on the schedule shall be yearly on the employee's salary anniversary date.
 3. After completion of ten years of service to the College, employees shall receive an additional 2½% of their base salary. After completion of 15 years of service to the College, employees shall receive an additional five percent. After completion of 20 years of service, employees shall receive an additional \$107.21 per month. After completion of 25 years of service, employees shall receive an additional \$107.21 per month. After completion of 30 years of service, employees shall receive an additional \$107.21 per month. The \$107.21 longevity benefits shall be subject to the same percentage increases that are applied to the base salary in subsequent years.
 4. An employee who is reclassified to a higher level will be placed on the salary schedule with at least a 3% salary increase, or the highest step possible if it is less than a 3% increase.
 5. If an employee is reclassified to a schedule lower than his/her present schedule, for convenience of the District, he/she shall continue to receive the salary he/she had been receiving until the end of the fiscal year.
 6. If an adjustment is made in the salary schedule assignment of a job classification, no change shall be made in the step assignment of an employee affected by the adjustment.

E. Payment Dates: All employees on Confidential Employee Salary Schedule shall be paid twice each month. Payment shall be made on the days as scheduled by the Los Angeles County Superintendent of Schools Office.

Overtime for Confidential Employees

Overtime is defined to include any time required to be worked in excess of eight hours in any one day and in excess of 40 hours in any calendar week. If the Board of Trustees establishes a workday of less than eight hours but seven hours or more and a workweek of less than 40 hours but 35 hours or more for all of its classified positions or for certain classes of classified positions, all time worked in excess of the established workday and workweek shall be deemed to be overtime.

The foregoing provisions do not apply to:

- classified positions for which a workday of fewer than seven hours and a workweek of fewer than 35 hours has been established; and
- positions for which a workday of eight hours and a workweek of 40 hours has been established, but in which positions employees are temporarily assigned to work fewer than eight hours per day or 40 hours per week when such reduction in hours is necessary to avoid layoffs for lack of work or lack of funds and the consent of the majority of affected employees to such reduction in hours has been first obtained.

For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leave of absence shall be considered as time worked by the employee.

When compensatory time off is authorized in lieu of cash compensation, such compensatory time off shall be granted within 12 calendar months following the month in which the overtime was worked and without impairing the services rendered by the College.

An employee having an average workday of less than four hours during a workweek shall, for any work required to be performed on the seventh day following the commencement of his or her workweek, be compensated for at a rate equal to 1 1/2 times the regular rate of pay of the employee designated and authorized to perform the work.

Persons serving in supervisory, administrative, or executive positions shall be excluded from these procedures regarding overtime.

Advanced Salary Step Placement for Classified Employees

The Chief Human Resources Officer will approve placement of employees at appropriate steps on the salary schedule beyond Step 1 in order to meet difficult recruiting conditions, obtain a person with markedly superior qualifications, or recognize substantial prior experience directly related to the position. Advanced placement may be granted as follows:

1. Three years beyond the minimum required experience at the same level of responsibilities or higher (Step 2); or
2. Five years or more experience beyond the minimum required experience at the same level of responsibilities (Step 3); or

3. To establish a minimum five percent increase over a similar previous position held within the past five years beyond the minimum required experience to a maximum Step 3 (verified by the former employer and most recent paycheck stub).

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