

Pay Grade Sections CSEA 262 Contract

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28 17.01.2 Type 2 – Pay Grade Change or Special Compensation: Each job
classification within
29 the CSEA 262 unit may have more than one pay grade in the Salary
Schedule. Unit
30 members may be placed in a higher pay grade based on education, training,
or skills,
31 which are beyond minimum qualifications for the position and are of
value to the
32 District for the performance of those duties. Where such additional pay
grades are
33 established in the Salary Schedule for a job classification, these high value
criteria shall
34 be included in the job description as pay grade criteria for that position, and
shall apply
35 to all incumbents in that classification who meet the criteria. Approved pay
grades
36 appear in Appendix A as part of the Salary Schedule. Establishment of a
higher pay
37 grade will not alter the job duties, minimum qualifications, or range
assignment. Unit
38 members may be placed in a higher Salary Schedule pay grade upon hire or
through
39 the process described in Article 17, Section 17.03 and Article 8, Section
8.05, which
40 also describes the process for creating such higher Salary Schedule pay
grades. When
41 recency is a component of the skill qualification for the pay grade, a lapse
of that
42 recency will result in a loss of the pay grade or special compensation increase.
Special
43 compensation: Skills identified as eligible for Special Compensation by the
California
44 Public Employees' Retirement System in CCR Title 2 §571(a)(4) are eligible
to unit
45 members in a job classification who are similarly situated and routinely and
consistently
46 utilize that skill in performance of the duties in that job classification.

42 43 17.03 Type 2 – Pay Grade and Special Compensation

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47 17.03.1 Informational workshops explaining the pay grade and special
compensation
48 procedures with instructions as to how to fill out the Pay Grade or
Special
49 Compensation request forms (Appendix D-2) and other relevant information
will be
50 jointly developed and presented by the District and CSEA 262 on a semi-
annual basis.

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50 17.03.2 Pay Grade: Criteria for establishing a pay grade within a job classification shall
include
51 all of the following:
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53 17.03.2.1 Eligibility must be based on objectively measured and
documented
54 criteria such as attainment of a certificate or generally
accepted skill
1 or Special Compensation Request Form (Appendix D-2). 2
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17.03.2.2 The skill must be related to the duties routinely and consistently 4 performed by all those in the
job classification with the exception of 5 those eligible for Special Compensation as described in 17.03.03.
Unit 6 members are responsible for continuing to meet criteria established for 7 the pay grade granted. 8
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17.03.2.3 All members of a job classification who meet the objective criteria shall 10 receive approved
pay grade compensation with the exception of those 11 eligible for Special Compensation as described in
17.03.3. 12
13
17.03.3 Special Compensation: Skills identified as eligible for Special Compensation by the 14 California
Public Employees' Retirement System in CCR Title 2 §571(a)(4) are eligible 15 to unit members in a job
classification who are similarly situated and routinely and 16 consistently utilize that skill in performance
of the duties in that job classification. 17
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17.03.4 Placement of newly hired, transferred, or promoted unit members into a job 19 classification with
pay grades will be determined immediately subsequent to assuming 20 job duties and will be retroactive
to the date of hire. Special compensation shall 21 continue during the period of time the District
continues to need that skill. 22
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17.03.5 A request for a pay grade or special compensation shall be submitted by a unit 24 member or
the unit member's immediate manager. If completed by the unit 25 member's immediate manager, the
manager shall review the request with the unit 26 member and, upon mutual agreement, obtain the unit
member's signature prior to 27 submission to Human Resources. 28
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17.03.5.1 Requests shall be submitted on a Pay Grade or Special Compensation 30 Request Form
(Appendix D-2). 31
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17.03.5.2 Requests must be submitted to Human Resources by the end of the 33 first working week of
each month. Pay grade requests will be 34 considered by the Classification Study Committee and special
35 compensation requests will be considered by the Reclassification 36 Committee no later than the next
scheduled meeting. 37
38
17.03.5.3 Human Resources will date and time stamp the form, which will signify 39 the official receipt,
and will forward a copy to the unit member's 40 immediate manager. The immediate manager shall then
return the 41 Request Form with his or her comments to Human Resources within 42 ten (10) working
days. Immediate managers who submit a Pay Grade 43 or Special Compensation Request Form shall do
so no later than five 44 (5) working days from the date the unit member signed the Request 45 Form. 46
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17.03.5.4 Human Resources shall forward the request to the appropriate 48 Committee for review at
their next scheduled meeting. A copy of the 49 date and time stamped form will be sent to the unit
member. 50

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17.03.6 Approved pay grades and special compensation shall be subject to applicable laws 52 and/or
negotiations, including but not limited to provisions regarding retreat rights to 53 former positions,
changes in salary range, and/or other working conditions.

17.03.7 The dollar amount of special compensation is negotiable. The dollar amount of an 2 additional pay grade is
referenced in Article 8: Salaries, Section 8.05.