

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

584

Law and Rules

September 5, 2007

584 SALARY PLACEMENT OF MANAGEMENT EMPLOYEES APPOINTED TO
CLASSES ON VARIABLE HOURLY RATE SALARY SCHEDULES

Education Code Section

88080. **Power of Personnel Commission to Prescribe, Amend and Interpret Rules.** (a) The commission shall prescribe and, amend, and interpret subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code. (b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the community college employer of the classified employees who would be affected have been given reasonable notice of the proposal.

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- A. The initial salary placement of an individual appointed to a classification with a variable hourly rate salary schedule shall be based on the following considerations:
1. Relevant formal education and/or training which exceeds the minimum requirements of the job classification.
 2. Relevant work experience which exceeds the minimum qualifications for the job classification.
 3. Wages earned by the employee in his/her most recent and/or relevant position.
 4. Labor market conditions affecting the recruitment and retention of qualified individuals.
 5. General compensation policies and practices in the Classified Service and District, including benefit packages, mandatory participation in retirement systems and union membership.
- B. Salary advancement for employees on variable hourly rate salary schedules, shall occur as follows:
1. The employee shall be entitled to cost of living adjustments and other negotiated salary increase, as applicable.
 2. The employee shall be entitled to an annual review of his/her salary placement to be conducted by the immediate supervisor and Division Head. A salary increase recommendation that exceeds 5.5% must be supported by documentation of satisfactory performance and completion of all work assignments as planned and on schedule.

New Rule

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3. The employee's Division Head may request an additional increase of the hourly rate for an employee at any time in order to address a valid and documented retention issue or in recognition of work performance and productivity that exceeds prescribed work standards.
- C. All salary step placement and advancement recommendations are subject to review and approval by the Deputy Chancellor and Personnel Director of the Personnel Commission.

New Rule

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