

AR 4251 Salary Schedule for Classified Employees

Salary Schedule Policies

Increments for classified employees shall start on July 1 of each year, after the completion of one hundred eighty (180) calendar days of actual service on the regular payroll of the district.

Initial Placement of Classified Employees on the Classified Salary Schedule

Personnel hired after July 1, 1997 may receive credit towards initial placement on the classified salary schedule for service in a public school district prior to employment with the Etiwanda School District. The following criteria shall apply when considering initial placement on the classified salary schedule:

1. All placements on the classified salary schedule will be in the numerical category associated with the job classification in which employment is being offered.
2. Generally, no more than two years of credit toward initial placement on the classified salary schedule will be granted based on experience in another school district. However, the Superintendent or designee is authorized to credit additional years of relevant past experience on an individual bases. The Board of Trustees authorizes the Superintendent or designee to designate initial placement of classified employees on the schedule, pursuant to the Superintendent's discretion in the interest of hiring the best qualified employees.
3. At least two years of credited previous public school experience must have been obtained in the ten years immediately preceding employment with the Etiwanda School District.
4. The previous experience must be obtained in a job classification deemed by the Superintendent or designee to be predominantly alike in duties when compared to the position for which employment is being offered in the Etiwanda School District. Verification of previous employment and the essential nature of the previous job classification shall be provided by the employee.
5. Previous service in other public school districts that is recognized for purposes of initial salary placement shall have no effect on longevity stipends, seniority, and other benefits related to length of service in the Etiwanda School District.
6. In the case of current employees being promoted to new positions within the classified service, if an employee is promoted to a class with a higher minimum step than the maximum step of the range for his/her present class, the employee shall be placed at the minimum step of the range for the new class. If the range for the employees present step overlaps that of the class to which he/she is promoted and the present step is equal to or higher than the minimum step of the new range, the employee shall be placed on the next higher step in the new range than the step at which he/she is currently placed. This procedure is intended to ensure an employee who is promoted will receive at least a minimum increase in salary.

Effective July 1, 2012, classified employees with an overall performance rating of satisfactory or better in the most recent evaluation will receive an hourly longevity stipend, based on their contracted positions only (including vacation and Holiday hours), for the following years of service to the Etiwanda School District.

10 to 14.94 years	-	\$ 0.25	per hour
15 to 19.94 years	-	\$ 0.50	per hour
20 to 24.94 years	-	\$ 0.75	per hour

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25 or more years - \$ 1.25 per hour

1. The longevity stipend will be determined by total years of overall satisfactory service in probationary or permanent employment with the Etiwanda School District as of June 30 of the previous year.
2. The longevity stipend shall be divided into equal increments and paid to the employee on a ten (10)-, eleven (11)-, or twelve (12)-month basis, as determined by the employee's current job classification.

Board Approved:

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