

## Policy - 5215

### Personnel

#### Classified Employees - Initial Placement, Credit Advancement, and Step Movement

##### Initial placement

Initial placement for classified employees shall be computed as follows:

Classified employees will receive one year of credit for each year served in a like capacity with like positions on the salary scale.

Classified employees currently employed with the District, who are assigned a position with equal or greater responsibility, will be placed at an equivalent or greater position on the salary schedule.

Classified employees possessing a BA/BS degree or IBI certification in an IBI capacity will advance one pay grade from initial placement.

Classified employees wishing to advance a pay grade due to completion of a BA/BS or IBI certification, must submit official transcripts. Requests to advance received by the 10th of the month will be processed for the following pay period.

##### Step Movement

Experience credit (step movement) on the District salary schedules is not automatic from year to year; such movement and salary increase must be authorized by the Board each year with the effective date(s) specified.

Maximum steps for a pay grade is 14.

### Policy History

Adopted: February 2015

Amended: July 2017