

BP 7130 COMPENSATION

References:

Education Code Sections 70902(b)(4), 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

NOTE: *The language in red ink is legally required.*

Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each contract employee shall be established by the Board of Trustees and in conjunction with collective bargaining agreements as legally applicable.

NOTE: *The following policy language is legally required in an effort to show good faith compliance with the applicable federal regulations.*

Prohibition of Incentive Compensation

Except as applicable to foreign students residing in foreign countries who are not eligible to receive federal student assistance, the District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

❖ **From the current CLPCCD Policy 3514 titled Furnishing of Uniforms**

~~Staff members who are required to wear prescribed uniforms by the District shall have them provided at District expense.~~

❖ **From the current CLPCCD Policy 4440 titled Salary Schedule**

The Classified Salary Schedule A will be revised when necessary and approved by the Board of Trustees.

❖ **From the current CLPCCD Policy 4230 titled Salary Schedule**

The Governing Board will adopt "Classified Salary Schedule B (Confidential and Supervisory)" which shall include classified staff designated by the Board as confidential and supervisory.

NOTE: Due to the specificity of the language in current CLPCCD Policy 4230 (below), consider moving these details to new AP 7240 titled Confidential Employees.

1. This salary schedule will provide for compensation on the basis of twelve (12) months per school year for full-time service and will be expressed in terms of dollars for the working days in a calendar month. The Schedule will be set forth in a schematic arrangement of job families, class titles, pay ranges and service increment steps. For each class of positions, there will be computed the yearly, daily and hourly rates. Positions established on any basis other than twelve (12) months per year and full-time service per week will be compensated proportionately.
2. Step placement on the (Confidential) (Supervisory) Personnel Classified Salary Schedule B is as follows:
 - a. Credit for full-time work in an occupation directly related to the (Supervisory) (Confidential) classified position hired shall be allowed at the rate of one (1) step for each complete year of full-time work experience up to a maximum of five (5) years [five (5) steps] to step 5.
 - b. Credit for previous related work experience for placement purposes shall not be granted for the following:
 - 1) Part-time work experience or partial years;
 - 2) Work experience as a substitute, on-the-job training, etc., in the related (Supervisory) (Confidential) position to be hired.
3. A (Supervisory) (Confidential) employee who is promoted to a higher position will be placed at the highest step possible in accordance with paragraph 1 and 2 above or will be placed on the lowest step which provides a minimum five percent (5%) upward adjustment where such is possible within the designated pay range.
4. A person from within the District who first enters a (Supervisory) (Confidential) position will be placed at the highest step possible in accordance with paragraph

~~1 and 2 above, unless that step is less than the person's current annual salary. If so, the individual shall start at the lowest step that avoids a loss in annual salary.~~

- ~~5. A (Supervisory) (Confidential) employee who changes to a (Supervisory) (Confidential) position with a lower salary range shall be placed in the same step in the new range.~~
- ~~6. Appropriate manager will be responsible for obtaining letter(s) of full-time work related experience within ten (10) days of initial hire from employer(s) of successful candidates.~~
- ~~7. A employee occupying a position which is half-time or more for a period of no less than six (6) months in a school year will be advanced to the next higher step of the salary range assigned to the position class on the person's anniversary date, providing that the performance evaluation for that year has been satisfactory. With satisfactory performance evaluation, subsequent service increments shall be granted on each anniversary date until the maximum step of the employee's salary range is reached. The Board may upon recommendation of the Chancellor, withhold a service increment for less than satisfactory service, upon providing notice to the employee and for an opportunity to be heard.~~

Salary Adoption

~~The salary schedule may be revised and adopted by the Board from time to time.~~

- ❖ **From the current CLPCCD Policy 4213 titled *Reclassification and Wage and Salary* [Statement being moved to BP 7232 – Classification and Reclassification Review]**

~~The District shall maintain a fair and equitable reclassification and wage and salary system. The procedures are included in the Administrative Rules and Procedures [AP 7232 titled Classification Review](#).~~

- ❖ **From the current CLPCCD Policy 4330 titled *Salary Schedule***

~~The Faculty Salary Schedule for Contract, Regular and Temporary Employees and the Schedule of Part-time Faculty Service Rates will be revised when necessary and approved by the Board of Trustees.~~

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel. The language in **black ink** is from the current CLPCCD Policy 3514 titled *Furnishing of Uniforms* adopted on January 16, 1996; current CLPCCD Policy 4213 titled *Reclassification and Wage and Salary* adopted on November 14, 2000; current CLPCCD Policy 4230 titled *Salary Schedule* adopted on March 19, 1996 and revised on January 16, 2001; current CLPCCD Policy 4330 titled *Salary Schedule* adopted on February 16, 1999; and Policy 4440 titled *Salary Schedule* adopted on February 16, 1999 and revised on January 16, 2001. The language in **blue ink** is one

sentence included in current CLPCCD Policy 4072 titled Compensation: Expenses Incident to Employment. The language in **green ink** was added on July 30, 2013 during the review with Wyman, David, Diana, and Kit and on March 28, 2014 with Wyman, David, and Kit. Highlighted language **in yellow** was deleted after consultation with Wyman and the Chancellor on May 28, 2015.

Date Adopted:

(This policy replaces current CLPCCD Policies 3514, 4213, 4230, 4330, and 4440)

Legal Citations for BP 7130

Education Code Sections 87801 and 88160; Government Code Section 53200

87801. The governing board of a community college district shall fix and order paid the compensation of persons employed by the board as academic employees unless otherwise prescribed by law.

88160. The governing board of any community college district, including city boards of **education**, shall fix and order paid the compensation of persons a part of the classified service and other nonacademic employees employed by the board unless otherwise prescribed by law.

53200. As used in this article:

(a) "Local agency" means a county, city, school district, district, municipal corporation, political subdivision, public corporation, or other public agency of the state.

(b) "Group life insurance" and "group policies of life insurance" includes "group annuities", and "group annuity contracts."

(c) "Legislative body" means the board of supervisors of a county or city, or the governing board, by whatever name called, of a school district, district, municipal corporation, political subdivision, public corporation, or other public agency of the state.

(d) "Health and welfare benefit" means any one or more of the following: hospital, medical, surgical, disability, legal expense or related benefits including, but not limited to, medical, dental, life, legal expense, and income protection insurance or benefits, whether provided on an insurance or a service basis, and includes group life insurance as defined in subdivision (b) of this section.

(e) "Employees" or "officers and employees" mean all employees and officers, including members of the legislative body, who are eligible under the terms of any plan of health and welfare benefits adopted by a local agency pursuant to this article.