

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

**V.**

**Board Policies Covering All Unrepresented Classified Employees**

Board Policy No. 4404:            SALARY RULES

- A.    **Regular Rate Of Pay:** The regular rate of pay for each position shall be in accordance with the rates established for each classification as provided for in the salary schedule adopted by the Board.
  
- B.    **Salary Step Advancement:** Employees shall be eligible for a salary step advancement by completion of seventy-five percent of a fiscal year (July 1 - June 30) on each July 1. Regular advancement shall be based primarily on satisfactory job performance. The Superintendent shall investigate any evaluation report before denying an employee step advancement.
  
- C.    **Promotions:** When an employee is assigned to a position in a classification with a higher maximum salary than his previous class, his salary shall be adjusted to the minimum (Step 1) of the new classification; provided, however, that if the minimum of the new classification is lower than his existing salary, he shall be assigned to a step in the new class which is the next higher dollar amount above his existing salary.
  
- D.    **Reclassification:** When a job class is moved from one salary schedule classification to another, all employees whose positions are allocated to the class shall be adjusted to a corresponding step in the new classification.
  
- E.    **Re-employment:** Pursuant to Education Code section 45309, any permanent classified employee who voluntarily resigns from a permanent classified position may be reinstated or re-employed by the Governing Board, within 39 months after his last day of paid service and without further competitive examination, to a position in the former employee's classification as a permanent or limited-term employee, or as a permanent or limited-term employee in a related lower class or a lower class in which the employee formerly had permanent status. If the Governing Board elects to reinstate or reemploy a person as a permanent employee under the provisions of this Board Policy, it shall disregard the break in service of the employee and classify that employee as, and restore to that employee all of the rights, benefits and burdens of a permanent employee in the class to which that employee is reinstated or reemployed.

Legal Reference:  
Education Code sections 45160, 45309

Date Policy Adopted By The Board: September 25, 2001