

Regulation 4351: Employee Compensation

Status: DRAFT

| Last Revised Date: 12/11/2012

Certificated employees will be placed at the Step and Column of the Certificated Salary Schedule as defined by the bargaining unit agreement.

As Column placement is determined by units earned, column placement changes will be made upon the receipt of sealed, official transcripts from an accredited college or university as follows:

Upon initial employment, retroactive to the first date of the employee's contract, if the transcripts are received in the Human Resources Department within the first sixty (60) calendar days of the employment contract; or

Beyond initial employment, effective the first of the month after the transcripts are received (not the date earned) in the Human Resources Department, with the increase in pay reflected on the first of the subsequent month (i.e. A raise in pay initiated by transcripts received October 1st through October 31st will be effective November 1st which will be reflected on the December 1st pay warrant.)

Transcripts can only be received during the regular business hours of the District Office. The District cannot be responsible for delays in receipt caused by holidays or non-workdays, delays in the mail delivery, or delays from the college or university.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

8 CCR 11040	Wages and hours; definitions of administrative, executive, and professional employees - https://simbli.eboardsolutions.com/SU/tzcskMByhZR7xDG1FYf0Ww==
Ed. Code 44042.5	Wage overpayment - https://simbli.eboardsolutions.com/SU/mbPycNbT3du2filYWiaMTw==
Ed. Code 45022-45061.5	Salaries - https://simbli.eboardsolutions.com/SU/MPsavJrZ5c7fZDRzj1e1aQ==
Ed. Code 45023	Availability of salary schedule - https://simbli.eboardsolutions.com/SU/H1jOWDs2CTq8VknV3aoiEQ==
Ed. Code 45028	Salary schedule and exceptions - https://simbli.eboardsolutions.com/SU/9HqSphmMPGWOusslshLXH7UAQ==
Ed. Code 45127-45133.5	Classified employees; work week; overtime provisions - https://simbli.eboardsolutions.com/SU/3omu1plusHvWH7ZhbTfOsRHA==
Ed. Code 45160-45169	Salaries for classified employees - https://simbli.eboardsolutions.com/SU/oRMXvdynHEeZ7L4e4plusWX9Q==
Ed. Code 45268	Salary schedule for classified service in merit system districts - https://simbli.eboardsolutions.com/SU/UFkshZiAGCUUrGfuxi6orrg==
Ed. Code 45500	Classified School Employee Summer Assistance Program - https://simbli.eboardsolutions.com/SU/Ly2GDfyx8ZsLzQeYgXoRMQ==
Gov. Code 3540-3549	Meeting and negotiating - https://simbli.eboardsolutions.com/SU/v7Ve6br1aONvKXSwau7ug==
Gov. Code 3543.2	Scope of representation - https://simbli.eboardsolutions.com/SU/9wRAPNyHvwplusOHnqzplusGsOslshg==
Gov. Code 3543.7	Duty to meet and negotiate in good faith - https://simbli.eboardsolutions.com/SU/EK7EVChwaVpvjbgJU6R7A==
Lab. Code 226	Employee access to payroll records - https://simbli.eboardsolutions.com/SU/gFehyU2uL6SRljTslsh6oSjLA==
Lab. Code 232	Disclosure of wages - https://simbli.eboardsolutions.com/SU/uEvslshl0HNyJkvBWXXKPM5ZslshA==

Federal References

26 CFR 1.409A-1
 26 USC 409A
 29 CFR 516.4
 29 CFR 516.5-516.6
 29 CFR 541.0-541.710
 29 CFR 553.1-553.51
 29 USC 201-219
 29 USC 203
 29 USC 207
 29 USC 213

Description

Definitions and covered plans
 Deferred compensation plans
 Notice of minimum wage and overtime provisions
 Records
 Exemptions for executive, administrative, and professional employees
 Fair Labor Standards Act; applicability to public agencies
 Fair Labor Standards Act
 Definitions
 Fair Labor Standards Act
 Exemptions from minimum wage and overtime requirements

Management Resources References

Court Decision
 Office of Management and Budget Publication
 Website
 Website
 Website
 Website
 Website

Description

Flores v. City of San Gabriel (9th Cir., 2016) 824 F.3d 890
 Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by COVID-19 due to Loss of Operations, Memo M-20-17, March 19, 2020
 CSBA District and County Office of Education Legal Services - <https://simbli.eboardsolutions.com/SU/UdykszdmPETuDslshXk6R5akQ==>
 U.S. Department of Labor, Wage and Hour Division - <https://simbli.eboardsolutions.com/SU/iay7fplusDOKLflDyGDwmHQYA==>
 Internal Revenue Service - <https://simbli.eboardsolutions.com/SU/Q4VQpg5n4iGWL4GteBcOQw==>
 School Services of California, Inc. - <https://simbli.eboardsolutions.com/SU/nzOINPGdklslshZR9e7VNuDXg==>
 CSBA - <https://simbli.eboardsolutions.com/SU/W3Qxkk2FPsDsQBnMIENxGg==>

Cross References

3100
 3100
 3400
 3400
 3580
 4000
 4030
 4030
 4112.6

Description

Budget - <https://simbli.eboardsolutions.com/SU/LAXsliS005BXIXyCf1Nf6A==>
 Budget - <https://simbli.eboardsolutions.com/SU/0Em4vjDpAKIGfnem14N1VA==>
 Management Of District Assets/Accounts - <https://simbli.eboardsolutions.com/SU/lquTQBlymztolslshn5MKeW7w==>
 Management Of District Assets/Accounts - <https://simbli.eboardsolutions.com/SU/8TrCdaxJyMGDCoGDI8wO9g==>
 District Records - <https://simbli.eboardsolutions.com/SU/slshum9iqFJSJwslshMnliyP5FuWQ==>
 Concepts And Roles - <https://simbli.eboardsolutions.com/SU/OD2npGAZCIRik4Mzfor9zA==>
 Nondiscrimination In Employment - <https://simbli.eboardsolutions.com/SU/uj6R9EJQMgHWPwlj5O0MeA==>
 Nondiscrimination In Employment - <https://simbli.eboardsolutions.com/SU/1hR1nwwQdqhZCpluskI91M7LA==>
 Personnel Files - <https://simbli.eboardsolutions.com/SU/ZbKyC91DY3CsgslshTWWChauQ==>

- 4121 Temporary/Substitute Personnel -
<https://simbli.eboardsolutions.com/SU/DcCmKPh09vg5JzXomtjUHA==>
- 4121 Temporary/Substitute Personnel -
<https://simbli.eboardsolutions.com/SU/YykFd9RvVplus6GgB2BddENyw==>
- 4140 Bargaining Units -
<https://simbli.eboardsolutions.com/SU/mPrsgHRhbt7zngzW6P9plusslshw==>
- 4154 Health And Welfare Benefits -
<https://simbli.eboardsolutions.com/SU/6R1sBLgslshYgDslshAd2SuZj7eA==>
- 4154 Health And Welfare Benefits -
<https://simbli.eboardsolutions.com/SU/WNoCah873JGR0slshZyGcTzTQ==>
- 4212 Appointment And Conditions Of Employment -
<https://simbli.eboardsolutions.com/SU/2FhNDxwOQ6LaGbmeDKmSXA==>
- 4212.6 Personnel Files -
<https://simbli.eboardsolutions.com/SU/6Sms9Cslshckj3AxFvjilVLwg==>
- 4240 Bargaining Units -
<https://simbli.eboardsolutions.com/SU/1a1mqhJbPbogulStxiQFCg==>
- 4254 Health And Welfare Benefits -
<https://simbli.eboardsolutions.com/SU/IOQxocnnxc7t0zO4gNslshEig==>
- 4254 Health And Welfare Benefits -
<https://simbli.eboardsolutions.com/SU/baiguAHICDz2MiTzMIQIOA==>
- 4312.1 Contracts -
<https://simbli.eboardsolutions.com/SU/ShpXI3Yv7zBIJsplusQVvAdpg==>
- 4312.6 Personnel Files -
<https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw==>
- 4340 Bargaining Units -
<https://simbli.eboardsolutions.com/SU/XaiulUtTr8hlywWxamxuzQ==>
- 4354 Health And Welfare Benefits -
<https://simbli.eboardsolutions.com/SU/AUcC2pRXWApZWZErGJyJUg==>
- 4354 Health And Welfare Benefits -
<https://simbli.eboardsolutions.com/SU/slsh0UxeGKSx3ebrYlspgSrg==>