AIMS Placement and Advancement

ADMINISTRATIVE REGULATION

**AIMS Compensation Guidelines**

In accordance with AIMS Board Policy 111 and Education Code [45162](http://www.gamutonline.net/district/sanleandrousd/displayPolicy/131797/4), the Compliance Department is responsible for placing employees on the salary schedule to ensure the compensation classification for certificated and classified employees, including administering transparent and equitable pay-related processes and procedures.

**AIMS Salary Placement Process**

* Aligns initial salary placement standards with AIMS Board Policy 111 based on candidates/employees' verified experience, education, classification, promotions, temporary assignments, and other pay actions.
* All certificated and classified employees will be compensated based on pay rates assigned to the salary range for the position held. An employee’s pay rate shall not be less than the minimum pay rate or more than the maximum pay rate for the classification. ( Education Code,[45160](http://www.gamutonline.net/district/sanleandrousd/displayPolicy/131716/4),[45023](http://www.gamutonline.net/district/sanleandrousd/displayPolicy/131796/4) )
* The salary schedule is based on 1.0 FTE. Salary placements are aligned with the salary schedule any reductions in compensation (i.e. reduced FTE,mid-year hires, furlough days, etc.) are to be calculated after the initial salary placement is determined.
* Determine employees pay based on Board Approved salary schedule and classification necessary to assist in the creation of job descriptions as related to promotion, demotion and reclassification of employees.

**Salary Hiring Range**

The hiring range for positions will be advertised based on classification and provided to the public with the salary range assigned to each specific job description supported by the Board approved salary schedule. The initial salary placement falls between the minimum and midpoint of the pay range assigned to each specific job classification.

**Initial Salary Placement:**

All certificated and classified employees shall be placed in their proper range on the AIMS board approved salary schedule.

Employment, assignment and salary placement are in correlation with job requirements as specified within AIMS job descriptions.

Salary placements are based on the candidates/employees' verified relevant job classification experience.

**Verification of Previous Work Employment Process**:

The Verification of Work Experience will allow employees/candidates to be placed beyond the minimum salary range. The Verification of Work Experience must align with Salary Schedule Placement guidelines. Prorated credit may be given for verified relevant experience as long as the experience is directly related to the essential duties of the new/current position.

The candidates verified relevant job classification work experience must be substantially similar in level of responsibility to essential duties in terms of the extent and scope of the new and/or current position.

**Salary Placement Schedule Guidelines**

<https://drive.google.com/file/d/19GQQ6ZjSULh98r8gjoHt7B3aPG0uykyX/view>

**Promotion:**

Promotions for employees with a higher classification and salary range must be made on the basis of job-related qualifications. They must include a permanent and demonstrable increase in employee duties.

Exceptions to promotion procedures may be made on an individual basis and must be approved by the Superintendent.

For compensation purposes, when promoting an employee they are placed on a higher salary schedule and/or range except for general pay structure changes or position reclassification.

The approval and effective date of a promotion is determined by the Superintendent or designee. The salary increase must be within the appropriate salary range for the position title and classification in accordance with AIMS Board Policy 111.

Any salary increase must be:

* Within the appropriate salary range for the position title and classification.
* The adjusted salary for newly promoted employees shall normally not be started at a rate above the salary of other AIMS employees with more experience in the job classification.
* Contingent upon available funds
* Consistent with AIMS employment terms and conditions
* Subject to appropriate AIMS approval procedures

**Demotion and Reassignment:**

The approval and effective date of a demotion is determined by the Superintendent or designee. The salary decrease must be within the appropriate salary range for the position title and classification in accordance with AIMS Board Policy 111.

Employees accepting voluntary demotions/reassignments shall be placed in the range of the new class at the step that is closest to but not higher than the current base range/step.

Under the directive of the Superintendent, if the demoted employee is allowed to retain his/her salary and if it exceeds the maximum of the salary range, the employee’s salary may not increase until the maximum of the new salary range is increased.

**Reclassification:**

Reclassification is not a devise for salary increases. It is to allow the reclassification caused by a change in the job requirements. Upon reclassification upward of a position or class of positions, the position shall be assigned a salary range at least one salary range higher than the former range.

The incumbent(s) in the reclassified position(s) shall be reclassified with the position(s) and placed on a step which will result in at least a five percent (5%) salary increase. Reclassification shall not change an employee’s anniversary date.

**Reasons for reclassifications:**

1. Significantly new job duties are permanently added to the job or job description by Supervisor or designee.
2. Significantly new or increased responsibilities and accountability, other than increased workload have been permanently added to the position by Supervisor or designee.

**Reasons that are not a basis for reclassification:**

1. Workload increases. “Workload” meant the volume or amount of work assigned to be completed within a given period of time; e.g., if the amount of work increases but the job duties are essentially the same or at the same skill level, there is no basis for reclassification.
2. Seniority of length of service in the position.
3. Assuming duties on one’s own behalf.