

Lompoc Unified School District  
Merit System Rules for the Classified Employees

CHAPTER 70  
WAGE AND SALARY PROVISIONS

Chapter 70: Wage and Salary Provisions

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CHAPTER 70  
WAGE AND SALARY PROVISIONS

70.100    Work Periods and Overtime    **(Only applies to Classified Management and Confidential employees.)**

70.100.1    Workday and Workweek

A. The work week is from Monday through Sunday. The maximum number of hours of regular employment of an employee is eight hours a day and 40 hours a week. However, the Governing Board may employ persons for lesser periods of time and may, through authorized administrators, order and authorize employees to work in excess of eight hours in one day or 40 hours in one week. (Revised October 12, 2001)

70.100.2    Overtime Defined

- A. Overtime is defined as authorized hours over actual working hours excluding holidays, sick leave, vacation, compensating time off or other paid leave of absence. A workweek is from Monday through Sunday. Overtime is ordered and authorized working time in excess of the following:
1. In excess of eight hours in any one day or in excess of forty hours in a workweek.
  2. An employee who is assigned for five consecutive working days who has an average workday of four hours or more during the workweek shall be compensated on an overtime basis for any work required to be performed on the sixth or seventh day following commencement of the workweek. (Exempt employees refer to 70.100.4)
  3. An employee whose workweek consists of five consecutive working days and having an average workday of less than four hours during a workweek shall, for any work required to be performed on the seventh day following commencement of his/her workweek, be compensated on an overtime basis for any work required to be performed on the seventh day following commencement of his/her workweek.

No one shall order or authorize overtime unless it is compensable as provided below. Overtime of less than 15 minutes shall not be credited; all overtime shall be reported and credited in multiples of 15 minutes of working time.

- B. The Governing Board may, with the approval of the Personnel Commission, exempt specific classes of positions from compensation for overtime pursuant to Education code section 45127. Such exemptions shall be applied only to those classes which the Governing Board and Personnel Commission specifically find to be subject to fluctuations and daily working hours not susceptible to administrative control, such as security patrol and recreation classes, but shall not include food service and transportation classes. (Revised October 12, 2001)

70.100.3 Compensation for Overtime Applies only to employees not exempt from overtime compensation under federal and state law, hereinafter “nonexempt” employees, including classified supervisors, confidential employees and classified bargaining unit members.) (Revised October 12, 2001)

- A. A regular employee who works authorized overtime shall be paid at a rate equal to one and one-half times the amount of overtime worked. He/she shall be paid at one and one-half times his/her regular rate of pay for the overtime worked. Shift and special assignment differentials regularly received by the employee shall be included in determining his/her regular rate of pay.
- B. Compensatory time at the rate equal to one and one-half times the amount of overtime worked may be taken as time off in units of one-half hour or more with the approval of the responsible administrator.
- C. Payment of call-back time duty that is above and beyond the regular assigned work schedule as follows:
  - 1. Employees eligible for overtime: A minimum of 2 (two) hours at regular hourly rate times 1.5. (Revised October 12, 2001)

70.100.4 Classification Exempt from Overtime Payment (Revised October 12, 2001)

A. In accordance with the guidelines set forth in the Fair Labor Standards Act and Education Code §45130, the following classes are excluded from overtime provisions.

1. All Classified Managers
  - Accounting
  - Food Service
  - Maintenance & Operations
  - Payroll & Benefits
  - Purchasing & Stores
  - Transportation
1. All Classified Coordinators
3. Director of Fiscal Services
4. District Technology Officer
5. Personnel Director/Personnel Commission
6. Business Manager

B. Notwithstanding the foregoing conclusions, if an employee in an exempt position is required to work on a holiday, he/she shall be paid, in addition to his regular holiday pay, straight time for hours required to work or given compensating time off at a rate not less than his normal rate of pay.

70.200 Application of Salary Schedule

70.200.1 Initial Salary Placement

- A. All new employees shall be appointed at the hiring rate for the class as approved by the Commission. In placing new employees on this schedule, one step, starting with the first step, may be allowed for each full year of satisfactory experience elsewhere. To be acceptable, such experience must be essentially the same as the employee's duties in the District will require. Not more than two years of salary credit shall be allowed for experience towards advance salary placement. No credit will be allowed for fractional years of experience.
- B. Employees returning to the District may receive credit for full years of experience in the District in addition to any allowance granted for experience elsewhere. Employees advancing in classification shall be placed on the step of the new classification providing at least a 5 percent increase in salary.
- C. Substitute personnel will be paid on the base step of the position being filled.
- D. Any stipend affixed to a position shall be granted to persons employed to fill such positions for each month in which the employee has served at least eleven (11) paid days.

70.200.2 Step Advancement

- A. Any person employed in a regular classified position on or before the fifteenth day of any month shall be entitled to an anniversary date effective the first day of that month. Any person employed on the sixteen through the thirty-first of any month shall be entitled to an anniversary date effective the first day of the month following employment. Except as otherwise provided by these Rules, the anniversary date established shall not be changed.
- B. Regardless of initial salary step placement (on the classification range to which assigned), a regular classified employee shall be entitled to a one (1) step advancement on the salary range each year in accordance with his/her established anniversary date; not to exceed the top step of the salary range to which assigned.
- C. Annual salary increments or step advancements, including longevity, shall become effective with an employee's anniversary date; until the maximum step

has been attained.

D. Classified employees must complete seventy-five-percent (75%) of the work days between anniversary dates to be eligible for an annual step increment.

E. Approved unpaid leaves of absence totaling one year or less shall not constitute a break in service. However, time spent on such leaves of absence will not be counted toward accruing either salary step increments or longevity increments. The anniversary date and/or other periods noted in this article (70.200) will be extended by the amounts of time spent on unpaid leaves in excess of thirty calendar days per year.

#### 70.200.3 Advanced Salary Placement

The hiring rate will normally be the first step of the salary range. However, the Board of Education may provide a new employee with advanced step placement, with approval of the Personnel Commission, based upon such factors as:

- A. Additional qualifying experience beyond that required for entry into the class.
- B. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.
- C. Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.
- D. The additional skills or qualifications of the candidate that make him/her especially qualified for the position.

Prior to submitting a recommendation for advanced step placement to the Board of Education, the Personnel Director for the Personnel Commission shall evaluate the qualifications of the candidate in accordance with the above-noted factors in submitting such recommendation to the Personnel Commission. The Personnel Commission may accept, amend, or reject the proposed advanced step placement.

#### 70.200.4 Promotions

- A. An employee who receives a promotion to a class allocated to a higher salary range shall be placed on the step that provides at least a 5 percent (5%) increase in salary not to exceed the top step of the salary range to which assigned.

- B. In determining step placement and the minimum five percent (5%) increase noted above, the Personnel Director for the Personnel Commission is hereby authorized to consider any scheduled step increments to which the employee

would otherwise have been entitled within six (6) months of promotion, and to make any reasonable step adjustment if he/she deems such action to be appropriate.

- C. When computing salary for determining promotional step placement for an employee who has been receiving shift differential or other similar compensation in accordance with Commission Rules or other established District procedures and will no longer receive such compensation because of the promotion, the Personnel Director for the Personnel Commission shall use the employee's total compensation (including the differential) plus five percent (5) to determine appropriate step placement; not to exceed the top step of the salary range to which assigned.

D. The selecting administrator or supervisor shall notify the Personnel Director for the Personnel Commission of his/her selection within three (3) working days following the completion of the interviews.

E. Unless otherwise agreed to by all of the parties, the selected employee shall be released to accept the new assignment within ten (10) working days following the date of selection. The effective date of transfer shall be communicated in writing to all parties by the Personnel Director for the Personnel Commission .

#### 70.200.5 Placement After Leave of Absence

A. Unless these rules or law provides that the break in service will be disregarded, the employee upon return from a leave of absence will resume his/her step and range placement. Leave time will not be counted for step-advancement purposes.

B. Upon an employee's return from an unpaid leave of absence, the Personnel Director for the Personnel Commission shall recalculate time and make any changes necessary in the employee's anniversary date.

C. Credit for step advancement shall accrue during leaves of absence for military service, to serve in limited-term positions within the District, and any paid leaves of absence, e.g. illness, vacation, industrial accident/illness, etc.

70.200.6 Placement When Demoted

- A. An employee who accepts voluntary demotion shall be placed on the same step of the range of the lower class which is closest to the rate the employee earned in the higher class, provided that the employee shall not receive a salary increase thereby. He/she shall retain the anniversary date established in the higher class.
- B. The order in an involuntary demotion shall specify the step of the schedule at which the employee shall be placed. Step advancement shall be in accordance with Rule 70.200.2A.

70.200.7 Differential Pay

- A. Differential compensation means either a reduction in the number of hours required to be actually worked or an increase in salary.
- B. Shift means the number of hours worked and shall include a duty free meal period of not less than one-half hour which, in the case of a seven or eight-hour shift, shall occur approximately at the midpoint of the shift. This subdivision shall not apply to employees working six hours or less, or assigned to a split shift.
- C. Any unit member whose assigned work shift begins at 4:00 p.m. or later and at least half (½) of the shift is after 6:00 p.m. shall receive an additional \$.50 per hour, provided the shift is four (4) consecutive days or more.
- D. Employees assigned to night work on a continuous basis who are ordered to temporary daytime work for a period not to exceed twenty consecutive working days, shall suffer no reduction in compensation by reason of the change. On the twenty-first working day, the employee shall revert to the daytime rate.
- E. Assignment to duties for which differential compensation is designated, other than a temporary assignment of less than twenty working days, shall be made on the basis of seniority among those employed within the appropriate class who request such an assignment.

70.200.8 Salary Payment

- A. Salary payments shall be made not later than the last working day of each calendar month excepting hourly and substitute employees who will be paid



on the 10th of each month or the Friday before the 10th should the 10th fall on a weekend.

70.300 Holiday Pay (Only applies to Classified Management and Confidential employees.)

70.300.1 Eligibility

In accordance with these rules, all probationary and regular classified employees will be entitled to payment for authorized holidays on a prorata basis.

A. When a non-exempt classified employee is required to work on any of said holidays he/she shall be paid compensation or given compensating time off, for such work in addition to the regular pay received for the holiday, at the rate specified in Section 45128 of the EDUCATION CODE. (Revised October 12, 2001)

B. A regular classified employee shall be entitled to any holiday falling under the rules of this article (70.300) provided that the employee is in a paid status during any portion of his/her scheduled working days either immediately preceding or succeeding the holiday.

70.300.2 School Holidays

Board Approved Holidays For Classified Employees

New Years Day

Martin Luther King, Jr. Day

Lincoln Day

Washington Day

Friday of Spring Recess

Memorial Day

Independence day

Labor Day

Admission Day (Alternate - Last working day before New Years day)

Veterans Day

Thanksgiving Day

Friday following Thanksgiving Day

Last working day before Christmas Day

Christmas Day

70.300.3 Other Paid Holidays

All regular classified employees shall be entitled to a paid holiday for any day declared a holiday by the District's Board of Education for classified and/or certificated employees. For purposes of this rule, a holiday is defined as follows:

A. Any day specifically declared and called a holiday by the Board of Education for either classified or certificated employees.

B. Any day, by whatever name, that is given with or without pay as a non-duty day to certificated employees by the Board of Education that falls during a regular school term. The exception to this rule would be those days that fall during the normal Christmas Recess, Spring Recess, and other established intersession periods.

70.300.4 Weekend Holidays

Whenever a holiday falls on a Saturday, the holiday shall be observed on the workday preceding which is not a holiday. Whenever a holiday falls on a Sunday, such holiday shall be observed on the next succeeding workday which is not a holiday.

70.300.5 Holidays For Employees With Non-Traditional Work Weeks

A regular classified employee assigned to a work week other than Monday through Friday (i.e., Tuesday through Saturday, etc.) shall be provided a substitute holiday when the regular holiday falls on a day on which the employee is not normally assigned to work.

70.300.6 Winter and Spring Recess Holiday Eligibility

A regular classified employee of the District who is not normally assigned to work during the winter or spring recess periods shall be paid for any holidays during such recess periods, provided the employee was in a paid status during any portion of his/her scheduled working days either immediately preceding or succeeding the recess period.

70.300.7 Rate of Pay for Holidays

- A. When a classified employee is required to work on any of said holidays he/she shall be paid compensation or given compensating time off, for such work in addition to the regular pay received for the holiday, at the rate specified in Section 45128 of the EDUCATION CODE.
  
- B. When a classified management/administrative employee with exempt status is required to work on a holiday, he/she shall be paid, in addition to his/her regular holiday pay, straight time for hours required to work or given compensating time off at a rate not less than his normal rate of pay. (Revised October 12, 2001)

## 70.400 Payrolls

### 70.400.1 Official Roster

The Personnel Director for the Personnel Commission shall maintain an official roster containing the names and complete employment records of all employees holding positions under the provisions of the Education Code.

### 70.400.2 Payroll Audit

A. All payrolls or claims containing the names of any person or persons to be paid for services rendered in positions subject to the provisions of the Education Code shall be submitted to the Personnel Director for the Personnel Commission who shall cause such payrolls or claims to be examined to determine whether the employees whose names appear thereon are employed in accordance with law.

B. If, upon examination of a payroll or claim, the names, titles, periods for which payments are to be made, and rates of pay of the persons to be paid are all found to be in accordance with the provisions of the Education Code, and the rules and regulations prescribed thereunder and all statutes relating in any manner to employment, certification of that fact shall be made upon such payroll or claim by the Personnel Director for the Personnel Commission or his/her authorized representative.

If, upon examination of a payroll or service report, it is found that any person named thereon has been employed in violation of any provision of the Education Code or the rules and regulations of the Merit System, notice of such violation shall be made upon such payroll or service report, and such notice shall serve as official notification of the Governing Board and the County offices that the drawing, signing, or issuing of any warrant on the Treasurer or other disbursing officer of the County for the payment of salary or compensation to such person is unlawful. (EDUCATION CODE 45310)

### 70.400.3 Benefits

- A. Every regularly employed classified school employee shall be covered for unemployment insurance pursuant to Section 135.3, 605.b, and 802 of the UNEMPLOYMENT INSURANCE CODE.
- B. The Governing Board provides each classified employee who is assigned on a regular basis an amount which can be applied on a free-choice basis to the areas of health and accident insurance, income protection insurance, life insurance, and/ or tax sheltered annuities. These benefits shall be prorated based on the number of hours worked monthly divided by 173.36.

70.500 Classification Plan and Salary Schedule (Active Classifications)

70.500.1 Classification Plan

**Classified Bargaining Unit Classifications (Active Classifications)**

Salary

CLERICAL/SECRETARIAL.....

Range

District Attendance and Records Technician.....	40
Education Center Services Technician .....	39
Administrative Assistant III.....	39
Administrative Assistant II	36
	Admin
Administrative Assistant II-Bilingual	36
Administrative Assistant I	35
	Person
Personal Assistant	33
Staff Secretary	33
Senior Office Assistant	31
District Community Liaison-Bilingual	31
Office Assistant	29
	District
Receptionist - Bilingual	29

DATA PROCESSING/MANAGEMENT INFORMATION SYSTEMS

District

Webmaster	57
Programmer Analyst	57
Network Systems Specialist	49
Computer Network Technician	44
Office Automation Technician	42
Help Desk Technician	36

FISCAL

Accounting Technician	38
Account Clerk III	36
Account Clerk II	34
Account Clerk I	31

FOOD SERVICES

Food Service Delivery Driver	31
Food Service Worker III	27
Food Service Worker II	24
Food Service Worker I	21

## GROUNDS

Sprinkler and Irrigation Mechanic	39
Lead Grounds Maintenance Worker	38
Grounds Equipment Operator	35
Tree Trimmer	35
Grounds Maintenance Worker II	33
Grounds Maintenance Worker I	31

## HEALTH

Health Assistant	31
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## INSTRUCTIONAL

Instructional Assistant-Computer Lab.	27
Instructional Assistant -Migrant Preschool	27
Instructional Assistant -Special Education	26
Instructional Assistant -Bilingual	25
Instructional Assistant	24

## LIBRARY/MEDIA

Teacher Resource Center/Curriculum Specialist	37
District Library Specialist	35
Library Technician	33

## MAINTENANCE

Building Controls Engineering Technician	49
Computer/Electronic Technician	49
Electrician	44
Plumber	44
Carpenter	43
Glazier	43
Locksmith	43
Painter	43
Welder	43
Electrician's Helper	39
Maintenance Worker II	39
Maintenance Worker I	35

## MISCELLANEOUS

School/Community Liaison	29
Student Safety/Community Liaison	28
Family Assistant	27



## OPERATIONS

Head Custodian III	36
Head Custodian II	34
Head Custodian-Education Center Complex	32
Head Custodian I	31
Custodian II	31
Swimming Pool Custodian	31
Custodian I	29

## PRINTING

Offset Press Operator	35
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## PURCHASING

Buyer	41
Purchasing Technician	36

## STUDENT SERVICES

District Textbook Specialist	35
	Guidan
ce Technician	35
Outreach Consultant	35
Student Records/Testing Technician	33
Registrar	33
Lead Language Assessment Technician	31
Career Center Technician	33
Language Assessment Technician	29

## TRANSPORTATION

Lead Vehicle and Equipment Mechanic	45
Lead Bus Driver/Instructor	42
Vehicle and Equipment Mechanic	42
Bus Driver/Instructor	39
Bus Driver/Service Mechanic	38
Bus Driver II	35
Bus Driver I	33
Transportation Attendant	26

## WAREHOUSE

Lead Warehouse Worker	37
Warehouse/Delivery Driver	31

**CLASSIFIED MANAGEMENT (Active Classifications)**

.....	Personnel
.....	Level VIII
Director for Personnel Commission.....	Level VII
District Technology Officer.....	Level VII
Director of Fiscal Services.....	Level VII
	Maintenan
ce and Operations Manager	Level VI
	Food
Service Manager	Level V
Accounting Manager	Level III
Payroll and Benefits Manager	Level III
Purchasing and Stores Manager	Level III
Transportation Manager	Level III
Operations Supervisor	Level II
	Printing
Supervisor	Level I
	Bus Driver
Supervisor	Level I

**CONFIDENTIAL (Active Classifications)**

Senior Executive Assistant	Level IV
	Certificate
d Personnel Technician	Level III
Executive Assistant II	Level II
Classified Personnel Technician	Level II
Executive Assistant I	Level I

70.500.2 Salary Schedule (Active Classifications)

CLASSIFIED BARGAINING UNIT SALARY SCHEDULE	
Range	Classification
20	
21	Food Service Worker I
22	
23	
24	Food Service Worker II Instructional Assistant
25	Instructional Assistant - Bilingual
26	Instructional Assistant - Special Education Transportation Attendant
27	Family Assistant Food Service Worker III Instructional Assistant - Computer Lab Instructional Assistant - Migrant Preschool
28	Student Safety/Community Liaison
29	Custodian I District Receptionist - Bilingual Language Assessment Technician Office Assistant School/Community Liaison
30	
31	Account Clerk I Custodian II District Community Liaison-Bilingual Food Service Delivery Driver Grounds Maintenance Worker I Head Custodian I Health Assistant Lead Language Assessment Technician Senior Office Assistant Swimming Pool Custodian Warehouse Delivery Driver
32	Head Custodian Education Center Complex

33	Bus Driver I Career Center Technician Grounds Maintenance Worker II Library Technician Personnel Assistant Registrar Staff Secretary Student Records/Testing Technician
34	Account Clerk II Head Custodian II
35	Administrative Assistant I Bus Driver II District Library Specialist District Textbook Specialist Grounds Equipment Operator Guidance Technician Maintenance Worker I Offset Press Operator Outreach Consultant Tree Trimmer
36	Account Clerk III Administrative Assistant II Administrative Assistant II - Bilingual Head Custodian III Help Desk Technician Purchasing Technician
37	Teacher Resource Center/Curriculum Specialist Lead Warehouse Worker
38	Accounting Technician Bus Driver/Service Mechanic Lead Grounds Maintenance Worker
39	Administrative Assistant III Bus Driver/Instructor Education Center Services Technician Electrician's Helper Maintenance Worker II Sprinkler/Irrigation Mechanic
40	District Attendance & Records Technician
41	Buyer
42	Lead Bus Driver/Instructor Office Automation Technician Vehicle & Equipment Mechanic

43	Carpenter Glazier Locksmith Painter Welder
44	Computer Network Technician Electrician Plumber
45	Lead Vehicle & Equipment Mechanic
46	
47	
48	
49	Computer Electronic Technician Network Systems Specialist Building Controls Engineering Technician
50	
51	
52	
53	
54	
55	
56	
57	District Webmaster Programmer Analyst
CLASSIFIED MANAGEMENT SALARY SCHEDULE	

Level I - Supervisor I	Bus Driver Supervisor Printing and Publications Supervisor
Level II - Supervisor II	Operations Supervisor
Level III - Manager	Accounting Manager Payroll and Benefits Manager Purchasing and Stores Manger Transportation
Level IV - Coordinator	
Level V - Food Service	Food Service Manager
Level VI - Maint./Operations	Maintenance & Operations Manager
Level VII - Officer/Director	District Technology Officer Director of Fiscal Services
Level VII	Personnel Director for the Personnel Commission
<b>SALARY SCHEDULE FOR CONFIDENTIAL EMPLOYEES</b>	
Level I	Executive Assistant I
Level II	Classified Personnel Technician Executive Assistant II
Level III	Certificated Personnel Technician
Level IV	Senior Executive Assistant