

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

578

June 24, 2009

LAW AND RULES

578 SALARY STEP ADVANCEMENT FOR EMPLOYEES IN REGULAR ASSIGNMENTS

Effective May 25, 2005, this Rule shall not apply to step advancement of senior management employees on the salary range for their senior management position or class who have provisions governing their step advancement on the salary range for their position or class in their employment contract. Step advancement of senior management employees who do not have provisions governing their step advancement on the salary range for their senior management position or class in their employment contract shall be in accordance with applicable provisions of this Rule.

If senior management employees exercise bumping and placement rights or privileges back to a merit system position or class, applicable provisions of this Rule shall be applied in determining their step advancement rights and privileges in the merit systems position or class.

- A. Subject to the limitations set forth below, each regular classified employee shall advance to the next higher step within the applicable salary range at intervals as follows:
1. Advancement from the first to the second step shall occur on the first day of the month immediately after completion of 130 working days in regular assignments in the class. For purposes of this Rule, 130 working days is defined as 130 times the average number of regularly assigned hours a day.
  2. Advancements to higher steps shall be made in successive years as of the first day of the correspondingly month on which the employee received a previous step advancement, contingent upon completion of at least 130 working days in regular assignments in the class during the twelve months since the preceding advancement.
  3. In the class of Office Technician, advancement to each successive step up to step four shall occur on the first day of the month next succeeding completion of 130 days in paid regular status after entry into the class or prior step advancement. Advancement to step five and higher steps shall be made in accordance with Paragraph A.2, above.
  4. If the employee does not meet the requirement stated above, the effective date of step advancement shall be the first day of the month that follows completion of 130 working days in regular assignments in the class.
  5. Promotion, reclassification, or reallocation other than general salary increases, shall affect salary advancement as follows:
    - a. An employee shall receive a step advancement on the first day of the month that follows completion of 130 working days in regular assignments in the higher class. A new cycle for subsequent step advancement will thus be established.

CHANGE:

Rule amended to provide salary placement and advancement for Senior Management employees.

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- b. An employee who is subject to a new probationary period must spend at least 75 percent of the required 130 or 260 working days in on-the-job performance of duties. The division head or principal shall be responsible for reporting to the Payroll Services Branch and the Employment Transactions Services Branch of the Personnel Commission all instances wherein the employee does not meet this requirement. In such cases, step advancement shall be withheld until the division head or principal shall certify that the requirement has been met.
6. Reassignment to an equal or lower class shall not affect the employee's cycle of step advancement.
7. Employees in classes on accelerated hiring steps or with shortened salary ranges shall receive step advancement at the beginning of the month following completion of 130 working days after initial employment in those classes or after advancement from a lower step to a newly authorized hiring step.
8. An employee who is rated in above the lowest step or who receives a step adjustment because of application of rating-in shall receive step advancement thereafter in accordance with Paragraph A.7 of this Rule.
9. A new employee appointed at a step above the lowest in the salary range of the class in accordance with the provisions of Rule 584 shall receive step advancement in accordance with Paragraph A.7 of this Rule.
10. When an employee changes from a flat rate to a salary range, initial step advancement shall occur on the first day of the month next succeeding completion of 130 working days in regular assignment in the class following such change. Subsequent advancements shall take place in accordance with Paragraph A.2, above.
11. Step advancement credit for service in other than the employee's regular assignment shall be determined as follows:
  - a. An employee who is serving in a limited-term assignment in the same class or in an equal or higher class shall receive credit toward step advancement for the full period of such service. If step advancement is attained in the regular class during the period of the limited-term assignment, the employee's step in the limited-term assignment shall be adjusted, if necessary, to maintain the rate of the regular assignment or a differential over the regular assignment rate in accordance with Rule 585.
  - b. An employee who is demoted to a lower class before completing a probationary period in the higher class shall receive credit toward step advancement in the lower class for the full period of service in the higher class. If the employee's anniversary date in the lower class has passed while serving in the higher class, step advancement shall occur upon assignment to the lower class, provided that the requirements of Paragraph A.2 have been met. For future step advancement, the anniversary date in the lower class will be retained.

CHANGE:

Rule amended to update outdated language and clarification of existing procedures.

Remove: September 8, 2008, page 2 of 3. Add: June 24, 2009, page 2 of 3.

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\*(Reissue) December 18, 1990

- c. An employee on leave of absence in order to serve in an apprentice class shall not receive credit toward step advancement in the former class during such leave. An employee who returns to former class upon termination of such leave shall be placed on the flat rate of the class or on the step that is closest to the employee's current apprentice rate.
  12. Time on unpaid leave resulting from industrial accident or industrial illness, military leave, Peace Corps leave, Red Cross leave, or Merchant Marine leave, or in the Armed Forces in accordance with Rule 820, Paragraph G, shall be credited as working time for the purpose of step advancement.
  13. Employees who are allowed to take vacation during periods that are not part of their regular assignment periods shall receive step advancement credit for that vacation time.
- B. An employee who is reemployed in accordance with Section 45308, is reinstated in accordance with Section 45309, or returns to the Classified Service from the Certificated Service in accordance with Section 44064 of the Education Code shall have working days in regular assignments prior to separation and subsequent to reemployment or reinstatement combined to meet the requirement for step advancement.
- C. When step advancement, reallocation or reclassification of a class, become effective on the same date as promotion or demotion, incumbents affected by more than one action shall receive adjustment for each action in accordance with the following sequence:
1. Step advancement.
  2. Increase or decrease based on reallocation or reclassification of the class.
  3. Increase or decrease based on promotion or demotion.

CHANGE:

Paragraph A.14 deleted because of obsolete information.

Remove: (Reissue) December 18, 1990, page 3 of 3. Add: \*(Reissue) December 18, 1990, page 3 of 3.