

## Administrative Regulation

Classified Employees; Salary, Particular Considerations ofA. Additional Anniversary Increments

Beginning with the 10th year of service, an employee shall receive an additional 2½% of his/her regular salary range and step.

Beginning with the 15th year of service, an employee shall receive an additional 2½% for a total of 5%, of his/her regular salary range and step.

Beginning with the 20th year of service, an employee shall receive an additional 2½%, for a total of 7½%, of his/her regular salary range and step.

B. Payrolls1. Official Roster

The personnel director shall maintain an official roster containing the names and complete employment records of all classified employees.

2. Payroll Audit

Payroll records of the district shall be made available for inspection by the Commission or the personnel director upon demand. If, upon examination of a payroll at any time, it is found that any person named thereon has been appointed, elected, or employed in violation of any of the provisions of the Education Code or of the rules of the Commission, notice of such violation shall be served upon the Board and the disbursing officers that said person has been paid salary or received compensation in an unlawful manner.

C. Paydays

Regular full-time classified employees employed on a monthly basis will be paid twice a month, on the 10th and 25th of the month. If the 10th or 25th falls on Saturday, Sunday, or holiday, employees will be paid on the preceding work day.

Part-time employees and employees employed on an hourly basis will be paid on the 10th of the month.

The subject of parts of this regulation is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the school district and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the affected provisions of the regulation as they apply to employees in that unit.

Ref: EC Sections 42644, 45160, 45166, 45310

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