

**CLOVIS UNIFIED
SCHOOL DISTRICT**

PERSONNEL

Classified

CLASSIFIED COMPENSATION AND CONTRACTS

PURPOSE: To establish rules governing payment of salaries for classified employees.

The Classified Schematic List of Classes and Salary Ranges and Classified Salary Schedules for Non-Operation and Operation Unit employees are set forth in the accompanying exhibits. All such salary schedules are to be issued and amended by the Superintendent in accordance with Board Policy and Administrative Regulation No. 9310 – Board Policies and Bylaws. Any adjustments to salaries for District employees shall be by action of the Board and the Superintendent shall issue or amend salary schedules to reflect such adjustments.

A. General Conditions

All positions have been classified through a process of analysis of the specific duties performed. This process results in a written position description which lists the duties required for each class of work. It also makes possible the assignment of a position title for the job and furnishes a basis for comparing the position with other jobs in the District. If the duties of the position change significantly, the job may be re-examined to determine whether it should be given another title or a different placement in the salary structure.

All employees shall be classified immediately upon employment; conditioned upon the employee performing work satisfactorily.

B. Longevity

Commencing with the 15th year of service, a longevity increment for years of service with the District shall be awarded for 15-19 years, 20-24 years, and 25+ years of experience.

Adopted: 07/23/1975

Reviewed: 08/12/1992, 06/21/2004, 08/12/2008, 08/10/2009, 06/01/2010,

Amended: 12/12/1979, 04/1980 (per 1979 legislation), 06/11/1980, 03/23/1983, 06/08/1992, 02/28/1996, 05/28/1997, 08/06/1997, 10/10/1997, 11/01/2001, 09/22/2004, 12/15/2004, 10/26/2005 (removed salary schedules from board policy and incorporated as exhibits), 08/15/2018, 10/21/2020 (BP 6405 renumbered as BP 4251.10), 11/09/2022

EDUCATION CODE

45128 Overtime

45131 Length of workday

45160-45169 Salaries for classified employees

45268 Salary schedule for classified employees

45309 Reinstatement of permanent classified employees after resignation

**CLOVIS UNIFIED
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LABOR CODE

226 Employee access to payroll records

232 Disclosure of wages

432.3 Salary information

510 Overtime compensation; length of work day and week; alternative schedules

515 Overtime exemption for administrative, executive, and professional employees

CODE OF REGULATIONS, TITLE 8

11040 Wages and hours; definitions of administrative, executive, and professional employees

UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:

203 Definitions

207 Overtime

213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions

516.5-516.6 Records

541.0-541.710 Exemptions for executive, administrative, and professional employees

553.1-553.51 Fair Labor Standards Act; applicability to public agencies

Doc# 42323-10 (10/2022, None)