

# ADMINISTRATIVE REGULATION 7131

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## SALARY PLACEMENT FOR MANAGEMENT TEAM MEMBERS

### I. NEW EMPLOYEE PLACEMENT

Initial salary placement on the District Management Team Salary Schedule for management employees new to the District or current non-management employees of the District receiving a change of status shall be at step one (1) of the appropriate range for their position.

Initial placement at or above step two (2) shall be approved by the Vice Chancellor of Human Resources or designee based upon verified documentation of the following:

- A. Evidence of a relevant degree attained from an accredited institution above the minimum qualifications for the position. Minimum qualifications shall be determined based upon the educational requirement specified on the job announcement.
- B. Evidence of additional years of related experience above the qualifications for the position, as determined based upon the requirement specified on the job announcement. Placement credit for additional experience shall permit an additional salary step advancement of one (1) step for every four (4) years of verified, relevant experience within a community college or similar public entity, or one (1) step for every six (6) years of verified, relevant experience with a private employer.
- C. Any exception to provide initial salary placement beyond what is authorized under this policy, including any placement at step five (5) or above, shall be based upon business necessity and subject to advance approval by the Chancellor.

### II. EMPLOYEE PROMOTION

A management team member promoted from a position at a lower salary range shall be placed on the first step of the appropriate salary range for the new position, which results in an increase in pay of at least five and a half percent (5.5%) or placed according to section I. above, whichever is higher.

### III. EMPLOYEE DEMOTION

A management team member demoted from a position at a higher salary range shall be placed on a step of the appropriate salary range for the new position, as determined by the Chancellor, in consultation with Human Resources.

Adopted: 8-05-91                      Revised: 06-13-19  
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