

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4151

ADOPTED: 2/14/96

CLASSIFICATION: Personnel

REVISED:

SUBJECT: Salary Guides

A salary schedule and classification is maintained and subject to revision from time to time as operating conditions warrant such change.

A longevity increment shall be incorporated in the salary schedules for all regular contract employees of the County Office of Education, effective July 1, 1987, in accordance with the following:

Years of service shall consist of continuous years of service as a regular contract employee and includes all time during which the employee was on a paid leave but no time during which the employee was on an unpaid leave.

An employee having resigned employment and having been reinstated as an employee within 39 months of the termination date shall, for purposes of eligibility for longevity only, be considered continuously employed for the entire time. The period of time between termination and reinstatement shall be counted as unpaid leave for purposes of determining eligibility for longevity.

Years of service shall consist of Certificated service, Classified service or a combination of Certificated and Classified service, if applicable.

The amount of the longevity increment shall be stated in an annual amount for certificated employees. The annual amount shall be divided by the number of monthly payments applicable to the individual employee and paid on a monthly basis.

The amount of the longevity increment shall be factored on a prorated basis for employees working less than 8 hours a day or less than five days a week if classified or less than the number of days or hours considered "full time" for the position if certificated.

An individual who has longevity status gained on part time employment and subsequently changes to full time employment shall continue to receive longevity increments at the factored prorated basis or the part time status until such time as the factored part time service and the full time service combined, qualify the individual for a higher longevity increment. (i.e., 10 years of ½ time service would result in payment of ½ of the 10 year longevity increment.) If an individual then changed to a full time position, he/she would continue to receive ½ of the 10 year

longevity increment for five years. (10 years at ½ time = 5 years f.t.e. plus 5 years at full time for a total of 10 years f.t.e.) Upon attainment of 10 years f.t.e., the longevity increment would be adjusted to the full time basis.

An individual working part time for less than 10 years then changing to full time would not qualify for a longevity increment until the f.t.e. service equals 10 years.

The longevity increment adjustments will begin the first day of the contract year following completion of nine and one-half (9.5) years of service. The increment adjustments will be as designated in the salary schedule.