

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4251

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

REVISED:

SUBJECT: Salary Guides

All non-restricted classified personnel of the Ventura County Office of Education shall be employed and paid in accordance with the then current salary schedule as adopted by the County Superintendent.

The salary for restricted classified personnel shall be established independent of the Classified Salary Schedule.

The salary schedule provides for merit step increases in most job classifications.

Increments on salary step increases are given only on the affirmative recommendation of the department head.

Ventura County Office of Education personnel shall receive merit advancements as follows:

Merit advancements shall not be automatic. They shall be based on merit and shall require the written approval of the department head. A merit advancement shall consist of approximately five (5) percent within a range for the class unless the employee is less than five (5) percent from the top of the range, in which case the increase shall be to the top of the range.

Classified management personnel shall be eligible for a merit increase within the salary range on July 1 of the second (2nd) fiscal year of service, provided the employee has served a minimum of fifty (50) percent of the number of contracted days assigned to the position in the prior year. Thereafter merit increases within the salary range may be granted upon completion of each additional twelve (12) calendar months of service in that class. Paraeducators shall be eligible for a merit increase within the salary range on September 1 of the second (2nd) school year of service, provided the employee has served a minimum of fifty (50) percent of the number of days in the regular school year (exclusive of summer school or extended session) in the prior school year). Thereafter merit increases within the salary range may be granted upon completion of each additional twelve (12) calendar months of service. Other employees shall be eligible for a merit increase within the salary range after six (6) calendar months of service in that class and upon completion of each additional twelve (12) calendar months of service in that class.

Classified School Service Fund employees in "School Year" positions shall receive credit for one (1) calendar year of service for each "School Year" of service.