

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

591

LAW AND RULES

June 12, 2002

591 SALARY ALLOCATION AT RECLASSIFICATION, REALLOCATION OR DEMOTION

- A. When a class is reallocated to a higher salary range, each regular incumbent shall be placed on the numbered step in the higher range that the employee had reached in the lower range. A change in an employee's rate resulting solely from a change in the structure of a salary range shall not affect eligibility for step advancement, except as provided in Rule 578 and Rule 582.
- B. When a position is reclassified upward, an incumbent who is reclassified with the position in accordance with Rule 545 shall be compensated in the same manner as other promoted employees.
- C. At the time of a reclassification action, the Commission will determine if retroactive compensation is required and approve any adjustment. This compensation shall not be retroactive prior to the verified date of the request for study by the employee. If the administration determines that the duties which justify the reclassification should be removed, the employee shall be granted appropriate compensation for the period from the submission of the study request to the official removal of the higher-level duties and/or responsibilities as determined by the Commission. In case of a dispute regarding the date of the study request, the Commission shall make the determination based on staff review and recommendation.
- D. When a position or class is reclassified or reallocated downward, an incumbent shall be placed on the step of the lower salary range that provides the same salary rate achieved in the higher class or least reduction in salary rate, unless a starred rate is authorized in accordance with Paragraph E, below.
- E. When a position is to be reclassified to a lower-paid class, a class is reallocated downward, or an incumbent takes a voluntary demotion as a result of reorganization, the Personnel Commission may direct that a continuing regular incumbent be paid the rate of the step achieved in the higher class if that rate is above the maximum rate of the lower class. The Commission may alternatively direct that the incumbent's rate be reduced in predetermined increments and over a specific period of time until the appropriate rate is achieved.

That rate shall be designated a "starred rate".

A starred rate shall be terminated at the earliest of the following events:

1. The date the incumbent leaves the lower class.
2. The date the maximum rate for the class equals or exceeds the starred rate.
3. The date on which the incumbent submits a signed request to waive the authorized starred rate.

CHANGE:

To provide retroactive compensation based on a finding by the Commission that a position should be reclassified and that retroactive pay is justified.

Remove: May 22, 2001, page 1 of 2. Add: June 12, 2002, page 1 of 2.

591

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

591

LAW AND RULES

(Reissue) July 7, 1993

A termination is irrevocable when it has gone into effect. Upon termination of a starred rate, the employee shall be placed on the highest step of the range or on the flat rate of the class, if applicable.

- F. When step advancement, reallocation, or reclassification of a class, promotion or demotion from or within such class become effective on the same date, incumbents affected by more than one action shall receive salary adjustment for each action in accordance with the following sequence.
1. Step advancement
 2. Increase or decrease based on reallocation or reclassification of the class.
 3. Increase or decrease based on promotion or demotion.

CHANGE:

Reissuance of page only.

Remove: July 7, 1993, page 2 of 2. Add: (Reissue) July 7, 1993, page 2 of 2.

Salary Allocation at Reclassification, Reallocation, or Demotion

591

Page 2 of 2