CHAPTER 6

SALARIES

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CHAPTER 6

SALARIES

1. SALARY RANGES. The salary range established for each classification consists of a minimum rate and a maximum rate. The minimum rate serves as the standard entrance rate for new appointees and represents the lowest salary rate paid to an employee considered qualified for appointment to or retention in a position. The maximum rate represents the highest salary rate authorized for a specific classification. California civil service pay scales are available on the California Department of Human Resources (CalHR) website at www.calhr.ca.gov/state-hr-professionals/Pages/pay-scales.aspx.

2. SALARY DEFINITIONS.

   a. "Salary range" is the ranges between, and including, the minimum and maximum rate currently authorized for a classification.

   b. "Step" for employees compensated on a monthly basis is a 5 percent differential above or below a salary rate rounded to the nearest dollar. Step for employees compensated on a daily or hourly basis is a 5 percent differential above or below a rate rounded to the nearest dollar and cents amount.

   c. "Rate" for employees compensated on a monthly basis is any one of the full dollar amounts found within the salary range. Rate for employees compensated on a daily or hourly basis is any one of the dollar and cents amounts found within the salary range.

3. ALTERNATE SALARY RANGES.

   a. Alternate salary ranges are based on educational, professional, special skill, or experience qualifications of the employee, or on conditions or location of employment. An employee must meet the criteria established before being appointed or moved between alternate salary ranges for a classification. Contact Selection Standards and Examinations Section (SSES) to obtain alternate range criteria for classifications more commonly used in the Department.

   b. Flight Duty Alternate Range Pay. Refer to Highway Patrol Manual (HPM) 100.7, Air Operations Manual, Chapter 3, Personnel Transactions, paragraphs 6.a. and 6.b.

4. HOURLY RATES FOR OVERTIME PAY.

a. Nonrepresented Employees. Refer to Chapter 24, Overtime, of this manual.

b. Represented Employees. Refer to the appropriate bargaining unit agreement.

5. APPOINTMENT RATES.

a. General Information. Appointments of nonuniformed employees new to state service shall be made at the minimum salary rate for the classification involved, unless the SSES determines that the requirements for offering a higher salary have been met. More information can be found in Chapter 2, Nonuniformed Hiring and Appointments, of this manual.

b. Appointment From a Promotional List. Under the provisions of Title 2, Section 599.676 of the California Code of Regulations (CCR), when an employee is appointed from a promotional list to a new classification, and the maximum salary range is at least one step higher than the employee's previous classification, the appointment rate shall be one step above the rate last received; however, the new rate may not exceed the maximum of the new range. One step higher is calculated by multiplying the employee's current salary rate by 1.05 (5 percent).

c. Managerial Appointment and Relocation. Under the provisions of Title 2, Section 599.676.1 CCR, managerial employees who are required to relocate upon promotion may receive a salary increase of two steps above the rate last received. Managerial relocation salary adjustments shall be granted upon verification of the following:

(1) The employee is appointed to a managerial classification.

(2) The employee is required to relocate or establish a secondary residence in the geographical location of the new command as determined by the Department.

(a) In order for the relocation to be approved, the distance between the old residence and the new residence must be greater than the number of miles between the old residence and the old headquarters plus 50. For example, if the distance between the old residence and the old headquarters is 15 miles, the distance between the old residence and the new residence must be 65 (15+50) miles or more to justify relocation pay. Residence is defined as the actual dwelling place of the employee which bears the most logical relationship to the employee's headquarters and shall be determined without regard to any other legal or mailing address.

(3) The assignment is for a minimum of one year unless terminated earlier by the Department.

(4) Employees shall submit a memorandum to request managerial relocation compensation, through their Division, for the appropriate Commissioner approval.

d. Intradepartmental or Interdepartmental Transfer Without a Change in Classification. The appointment rate is the same salary step the employee has been receiving.

e. Intradepartmental or Interdepartmental Transfer With a Change in Classification. The SSES will determine the appointment rate in accordance with CalHR salary regulations.

f. Permissive Reinstatement. A salary rate higher than the minimum rate may be appropriate when an applicant has prior state service, regardless of whether a break in service occurred. When determining the appropriate salary rate to offer, the SSES shall determine whether the applicant meets the requirements outlined in the applicable salary regulations for appointment at a salary rate above the minimum for the classification. Salary shall be discussed with the reinstating employee at the time of the interview.

(1) Nonuniformed Employees. Refer to Chapter 2 of this manual.

(2) Uniformed Employees. Refer to Chapter 3, Reinstatements, of this manual.

g. Mandatory Reinstatement. Under the provisions of Title 2, Section 599.678 CCR, employees shall receive the same salary step they were receiving prior to the temporary separation, adjusted to reflect any salary changes to the classification that occurred during the period of separation.

6. SALARY INCREASES.

a. Merit Salary Adjustment. Title 2, Section 599.683 CCR authorizes departments to grant employees a Merit Salary Adjustment (MSA) when the employee has met the standards of efficiency required for the position. An MSA is an increase equal to one step in the salary range which may be granted annually, provided the new rate does not exceed the maximum rate for their specific classification.

(1) The normal anniversary date for an MSA is the first day of the pay period following the completion of 12 pay periods of qualifying service after an employee's:

(a) Appointment.

(b) Last MSA or Special In-grade Salary Adjustment (SISA).

(c) Range change.

(d) Movement between classifications that resulted in a salary increase of one or more steps.

(e) Movement between classifications that results in a salary increase of less than one step based on the number of months qualifying service as provided by CalHR.

(2) In accordance with Title 2, Section 599.687 CCR, monthly pay periods of qualifying service which immediately precede and follow a return from a permanent separation from service may be added together for an MSA only at the discretion of the appointing authority.

(3) An employee whose salary is reduced by adverse action will retain the normal anniversary date for an MSA.

(4) Approximately four weeks before an employee's normal anniversary date, a PSD - 609, Supervisor Certification of Salary Adjustment, is sent to the employee's commander for recommendation to grant or deny a salary adjustment. The PSD - 609 must be completed and returned to the Human Resources Section (HRS) promptly to ensure that it is processed, and the employee's salary is adjusted prior to the effective date.

(a) The recommendation should be based on the supervisor's judgment of the employee's work performance. Salary adjustments are based on the belief that the skill and productivity of most employees increases significantly over a period of time on any job. While it is not necessary that an employee's performance be exceptional for the employee to receive a salary adjustment, an adjustment should not be recommended unless the employee's work meets the normal standards expected of employees with equal experience in the same line of work.

(b) When a supervisor recommends denial of an employee's salary adjustment, the employee shall be informed, in writing, of the denial within the time frame noted in the employee's bargaining unit (BU) agreement. Excluded employees must be informed, in writing, of the denial 10 working days prior to the effective date of the adjustment.

1 The supervisor shall prepare a memorandum informing the employee of the reason(s) for the denial and the right to appeal the action before completing the certification. The employee, issuing supervisor, and employee's commander shall sign the memorandum. A copy of the memorandum shall be provided to the employee and a copy placed in the employee's field folder. The original memorandum shall be attached to the PSD - 609 and forwarded to HRS immediately in accordance with the appropriate BU agreement. If the memorandum is not attached to the PSD - 609, the HRS shall return the PSD - 609 to the command with a request for the appropriate documentation.

a Employees shall also be informed that their salary adjustment will not be processed until the action causing the denial is completed and will not normally be considered again in less than three months. Upon conclusion of the action causing denial, the commander shall notify HRS, by memorandum, certifying that the employee now meets the standards of efficiency required for the position and the pay period in which the increase is to be effective. A copy of the memorandum shall be provided to the employee and placed in the employee's field folder. A new salary anniversary date will be established for the employee 12 months after the effective date of the increase.

b The denial of an MSA may be appealed through the grievance process. Represented employees shall follow the procedures in their respective BU agreement. Nonrepresented employees shall follow the procedures in HPM 9.1, Employee Relations Manual, Chapter 8, Excluded Employee Grievance and Appeal Procedures.

b. Special In-Grade Salary Adjustment. Under Title 2, Section 599.685 CCR, employees appointed at the minimum salary step of designated entry level classifications are eligible for a SISA on the first of the pay period following completion of six months of qualifying service. Classifications eligible for a SISA can be located on CalHR pay scales at www.calhr.ca.gov/state-hr-professionals/Pages/pay-scales.aspx.

(1) Refer to paragraph 6.a.(4) for instructions on making recommendations to grant or deny a SISA.

(2) Denial of a SISA may not be appealed beyond the Department level for either represented or nonrepresented employees.

c. Qualifying Service. Qualifying service for either an MSA or SISA is determined according to the following:

(1) An employee who has 11 or more working days of service in a monthly pay period shall be considered as having a complete pay period of service, or continuous service. When determining working days of service, time which an employee is absent due to holidays, sick leave, vacation, compensating time off, or personal leave shall be considered as time worked by the employee.

(2) Absence due to a temporary or permanent separation in state service as, defined in Chapter 9, Separations, of this manual, for more than 10 working days in a 21-day pay period, more than 11 working days in a 22-day pay period, or 11 consecutive working days which fall in two consecutive qualifying pay periods shall disqualify one pay period of service. A Notice of Personnel Action will be sent to the employee advising that the absence disqualified one pay period.

(3) Any pay period in which an employee has been absent as a result of a temporary separation of 11 working days or less may disqualify an employee from a salary adjustment if the absence affected the employee's ability to meet the standard of efficiency required for the position during the month. To disqualify a pay period of service, the supervisor shall certify by memorandum that the absence affected the employee's performance. The memorandum shall include an explanation of the manner in which the performance was adversely affected and shall be submitted through channels to HRS by the 15th day of the month following the pay period to be disqualified. A copy of the memorandum must also be provided to the employee.

(4) Time during which an employee is receiving temporary disability compensation for a work-related injury or illness or time spent on a military leave of absence, including temporary military leave, is considered as time spent in state service for the purpose of determining an employee's salary adjustment date.

d. General Salary Increase. General salary increases (GEN) in salary ranges are adopted as a result of negotiations with the exclusive representative for represented employees and as established by CalHR for nonrepresented

employees. A GEN is contingent upon legislative appropriations and approval of the state budget.

e. Salary Increase While Off Work for a Work-Related Injury or Illness. Employees receiving workers' compensation benefits (e.g., temporary disability, industrial disability insurance, or Labor Code 4800.5) shall continue to receive all employee benefits which they would have received had they not been injured. These benefits include any MSA, SISA, or GEN salary increases.

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