

**CHAPTER 6**

**SALARIES**

**REVISED NOVEMBER 2018**

**TABLE OF CONTENTS**

SALARY RANGES..... 6-3

SALARY DEFINITIONS ..... 6-3

ALTERNATE SALARY RANGES..... 6-3

    Flight Duty Alternate Range Pay ..... 6-4

HOURLY RATES FOR OVERTIME PAY..... 6-4

    Nonrepresented Employees ..... 6-4

    Represented Employees ..... 6-4

APPOINTMENT RATES ..... 6-5

    General Information ..... 6-5

    Appointment from Promotional List..... 6-5

    Managerial Appointment and Relocation ..... 6-5

    Intradepartmental or Interdepartmental Transfer Without a Change in  
        Classification..... 6-6

    Intradepartmental or Interdepartmental Transfer With a Change in Classification ..... 6-6

    Permissive Reinstatement ..... 6-6

    Mandatory Reinstatement..... 6-6

SALARY INCREASES ..... 6-6

    Merit Salary Adjustment..... 6-6

    Special In-Grade Salary Adjustment..... 6-8

    Qualifying Service..... 6-9

    General Salary Increase ..... 6-10

    Salary Increase While Off Work for a Work-Related Injury ..... 6-10

THIS PAGE INTENTIONALLY LEFT BLANK

## CHAPTER 6

### SALARIES

1. SALARY RANGES. The salary range established for each classification consists of a minimum rate and a maximum rate. The minimum of the range serves as the normal entrance rate for new appointees to any position in a classification and represents the lowest rate to be paid to any employee who is considered qualified for appointment to or retention in a position. The maximum of the range represents the highest rate paid to employees in the classification. State civil service salaries are available from the California Department of Human Resources (CalHR) Web site at: <http://www.calhr.ca.gov/state-hr-professionals/Pages/pay-scales.aspx>.

2. SALARY DEFINITIONS.

a. "Salary range" is the minimum through maximum rates 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 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. Alternate range criteria for classifications more commonly used in the Department can be obtained from Selection Standards and Examinations Section (SSES).

b. Flight Duty Alternate Range Pay.

(1) Eligibility.

(a) Assignments to flight duty will be made in accordance with procedures outlined in Highway Patrol Manual (HPM) 100.7, Air Operations Manual.

(b) A sergeant or an officer assigned full-time as a pilot or flight officer shall be appointed to the appropriate alternate range and receive a higher salary rate in accordance with established California Code of Regulations (CCR) salary rules.

(2) Notification Required.

(a) Commanders shall notify Human Resources Section (HRS) and Fiscal Management Section (FMS) by memorandum or Communications Network (Comm-Net) message of the names of employees assigned to flight duty and the effective date of the assignment. Such notice should reach HRS and FMS prior to the 15th of the month to ensure proper payment. A copy of the memorandum or Comm-Net message shall be forwarded to the Office of Air Operations.

(b) Removal from flight duty is outlined in HPM 100.7. Upon removal from flight duty, the flight duty alternate range pay shall be deleted. The HRS and FMS shall be notified promptly when an employee is reassigned from flight duty and the effective date of the action. Such notice should reach HRS and FMS prior to the 15th of the month to ensure proper payment. A copy of the memorandum or Comm-Net message shall be forwarded to the Office of Air Operations.

(c) Information regarding removal for cause is contained in HPM 9.1, Employee Relations Manual, Chapter 14, Removal for Cause from Specialty Pay Positions. The HRS and FMS shall be notified of the removal for cause either by Comm-Net message or through receipt of a copy of the memorandum to the employee in accordance with the paragraphs above.

4. HOURLY RATES FOR OVERTIME PAY.

a. Nonrepresented Employees. Refer to HPM 10.3, Personnel Transactions Manual, Chapter 24, Overtime.

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

5. APPOINTMENT RATES.

a. General Information. The usual appointment rate is the minimum of the salary range for the classification, except as provided below.

b. Appointment from Promotional List. 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 salary rate by 1.05 (5 percent).

c. Managerial Appointment and Relocation. Under the provisions of CCR Section 599.676.1, managerial employees who are required to relocate upon promotion may receive two steps above the rate last received in accordance with the following guidelines:

(1) This provision of the rule applies only to managerial employees.

(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) Employees shall submit a memorandum to request managerial relocation compensation to the appropriate Commissioner. Upon verification of the requirements listed above, the employee will receive managerial relocation compensation.

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

(5) The appropriate Commissioner will make the determination whether or not an employee is eligible and may receive the two-step increase as outlined above.

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. Employees reinstated following a permanent separation are entitled, as a matter of right, only to the minimum salary for the classification. Salary must be discussed with the reinstatee at the time of the interview.

(1) Before an offer of reinstatement at a salary above the minimum is made to a nonuniformed employee, clearance for such an offer must be secured through SSES. (Refer to HPM 10.3, Chapter 2, Nonuniformed Hiring and Appointments.)

(2) Reinstatement of a uniformed employee will normally be approved only to the classification of Officer, California Highway Patrol (CHP), regardless of the rank from which the employee resigned or retired. Reinstatement will normally be at one salary step below the maximum in the range for Officer, CHP. Exceptions to this policy may be granted by the Commissioner based upon the needs of the Department. (Refer to HPM 10.3, Chapter 3, Reinstatements.)

g. Mandatory Reinstatement. Employees will receive the same step of the salary range which they were receiving before their temporary separation.

## 6. SALARY INCREASES.

a. Merit Salary Adjustment. Merit salary adjustments (MSA) are increases equal to one step in the salary range which may be granted to employees annually, if they meet the standards of efficiency required for their position. The salary rate cannot exceed the maximum rate of the range for the classification.

(1) When an employee has received an MSA and the new salary is \$25.00 or less from the maximum rate of the classification, the salary will be increased to the maximum rate effective the same date as the MSA.

(2) 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 the employee's appointment, last MSA, or Special In-grade Salary Adjustment (SISA).

(a) In accordance with CCR 599.687, 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 Personnel and Payroll Services Division (PSD) 609, Supervisor Certification of Salary Adjustment, is automatically sent to the employee's commander for recommendation to grant or deny a salary adjustment. The PSD 609 must be completed and returned to HRS promptly to ensure that it is processed and submitted to the State Controller's Office before 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 for 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 kind of work.

(b) When a supervisor recommends denial of an employee's salary adjustment, 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 Memorandum of Understanding. 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.

1 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 a copy 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.

2 The denial of an MSA may be appealed through the grievance process. Represented employees shall follow the procedures in their bargaining unit agreement. Nonrepresented employees shall follow the procedures in HPM 9.1.

b. Special In-Grade Salary Adjustment. Employees appointed at the minimum salary step of some entry level classifications are eligible for a SISA on the first of the pay period following completion of six months of qualifying service.

(1) An increase from the first step to the second step of a salary range is authorized for those employees in the classifications listed below who have received (a) a permanent appointment, (b) a permanent appointment immediately following a limited term (LT) or temporary authorization (TAU) appointment at the same or higher salary, or (c) an LT or TAU appointment when filling a permanent position.

- (a) Account Clerk II
- (b) Commercial Vehicle Inspection Specialist I
- (c) Cook Specialist I
- (d) Cook Specialist II
- (e) Custodian
- (f) Food Service Technician I
- (g) Graduate Student Assistant
- (h) Groundskeeper
- (i) Maintenance Worker, Department of the California Highway Patrol
- (j) Office Assistant (General)
- (k) Office Assistant (Typing)
- (l) Program Technician
- (m) Public Safety Operator, California Highway Patrol
- (n) Skilled Laborer
- (o) Stock Clerk
- (p) Student Assistant
- (q) Warehouse Worker

(2) The procedures outlined under paragraph 6.a.(4) are followed in making recommendations to grant or deny a SISA. However, 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 because of holidays, sick leave, vacation, compensating time off, or personal leave shall be considered as time worked by the employee.

(2) Absence from state service resulting from a temporary or permanent separation as defined in HPM 10.3, Chapter 9, Separations, for more than 10 working days in a 21-day pay period, or 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 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. 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 the employee would have received.