

**PROPOSAL FROM THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT
TO THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, AND ITS PASADENA CHAPTER 777**

October 14, 2026

ARTICLE 8 - SALARY, CAREER ADVANCEMENT, AND CLASSIFICATION

8.1 Promotion-Career Advancement

8.1.1 All job opportunities are posted on the District's Human Resources webpage. Any employee has the opportunity to compete for higher-level positions if the minimum qualifications of education and experience are possessed. Employees interested in such advancements should arrange to complete the minimum requirements so that they will be prepared for future examinations. When making final appointment decisions, skill and ability being equal, a current permanent employee will be given preference over external applicants. Ties between current employees will be determined by seniority.

8.2 Acting Appointments

8.2.1 Appointments on an "acting" basis may be made in certain emergency situations such as:

8.2.1.1 If an employee is on sick leave for more than five working days or has been granted an unpaid leave of absence, a District employee familiar with the duties of the position may be appointed on an "acting" basis to perform the duties.

8.2.1.2 If an employee is granted an extended leave because of illness or for personal reasons and it is not in the best interest of the department to reassign another employee on an "acting" basis, a qualified applicant may be appointed on an "acting" basis to serve until the employee returns from the leave of absence.

8.2.1.3 If a position becomes vacant and the distinct nature of the position requires that there should be no interruption in the performance of duties, a qualified applicant may be appointed to that position on an "acting" basis pending the completion of

29 **8.3 Vacancies and Shift Changes**

30 **8.3.1 Applicability**

31 The District retains the sole right to determine whether, when, and how to fill any position. When the
32 District determines to fill a vacancy in a bargaining-unit classification, the procedures in this Section shall
33 apply. Nothing in this Section obligates the District to fill any vacancy.

34 **8.3.2 Definitions**

35 8.3.2.1 *Vacancy*. A vacancy exists when (a) the District creates a new bargaining-unit position, or (b) an
36 existing bargaining-unit position is vacated because the incumbent promotes, demotes, resigns, retires,
37 or otherwise separates from District employment, and the District authorizes the position to be filled. A
38 position temporarily unoccupied due to a leave of absence or an acting appointment under Section 8.2 is
39 not a vacancy.

40 8.3.2.2 *Lateral Shift Change*. A lateral shift change is the voluntary movement of a permanent unit
41 member to a vacant position in the same classification, at the same salary range, on a different shift. A
42 lateral shift change does not include movement to a different classification or salary range.

43 8.3.2.3 *Classification Seniority*. Classification seniority is the length of continuous service in the
44 classification. Ties shall be broken by bargaining-unit seniority as defined in Section 26.2, and any
45 remaining tie by lot.

46 **8.3.3 Order of Filling Vacancies**

47 A vacancy shall be filled in the following order. Steps One and Two shall each be completed before the
48 District proceeds to the next step.

49 8.3.3.1 *Step One – Reemployment*. By offering the position to a laid-off unit member on the
50 reemployment list for the same classification, in accordance with Article 27 (Effects of Layoffs and
51 Reemployment), Section 27.6, provided the unit member accepts within the time limits in Section 27.6.1.

52 8.3.3.2 *Step Two – Lateral Shift Change*.

53 (a) The District shall post notice of the vacant shift on Facilities bulletin boards. Permanent unit members
54 in the classification of the vacancy may submit a written statement of interest in moving to the vacant
55 position to Facilities management within seven (7) calendar days of the posting date. Late statements
56 shall not be considered for that vacancy.

57 (b) A unit member serving a probationary period, whether initial or following promotion or demotion into
58 the classification, is not eligible for a lateral shift change under this Section.

59 (c) If more than one eligible unit member submits a timely statement, the lateral shift change shall be
60 granted in order of classification seniority. If no eligible unit member submits a timely statement, the
61 District shall proceed to Step Three.

62 (d) The District shall set the effective date of the lateral shift change based on operational needs, not to
63 exceed thirty (30) calendar days after the selection, unless mutually agreed otherwise.

64 (e) A unit member who receives a lateral shift change shall remain on the new shift for at least twelve (12)
65 months from the effective date before becoming eligible for another lateral shift change under this
66 Section. This limitation does not apply to involuntary reassignments, reasonable accommodations, or
67 changes mutually agreed to in writing by the District and the unit member.

68 (f) A position vacated as the result of a lateral shift change shall be filled under Step Three and shall not
69 be subject to Step Two.

70 8.3.3.3 *Step Three – Other Means*. If the vacancy is not filled under Steps One or Two, the District may fill
71 it, at its discretion and concurrently if it chooses, by voluntary demotion, promotion under Section 8.1, or
72 open recruitment.

73 **8.3.4 Notice of Vacancies**

74 When the District proceeds to Step Three, notice of the vacancy shall be sent to all unit members by
75 District email and posted on the District's Human Resources webpage. Email distribution shall constitute
76 sufficient notice. The notice shall include the job title, job description, shift and work schedule, salary
77 range, and application deadline.

78 **8.3.5 Relationship to Other Provisions**

79 This Section does not limit the District's right to establish or change work schedules or shifts under Article
80 10, including emergency changes, or to reassign unit members within their classification to meet
81 operational needs. Section 26.1 shall not apply to vacancies filled under Steps One or Two.

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83 ~~Employees under certain conditions may transfer to a position with the same~~
84 ~~classification in another department. If an employee wishes to transfer, the~~
85 ~~matter should be discussed with the Vice President of Human Resources.~~
86 ~~Supervisors frequently transfer employees to the other comparable work assign~~
87 ~~ments within the department to broaden the employee's knowledge and skills and~~
88 ~~increase flexibility of staff.~~

89 **8.4 Pay Days**

90 Pay days are on the 10th and the 25th of each month. The check issued on the 25th represents
91 earnings for the 1st through the 15th of that month. The pay warrant issued on the 10th
92 represents earnings for the 16th through the last day of the preceding month. Each pay warrant is
93 accompanied by an earnings statement listing gross earnings and all voluntary and involuntary
94 deductions. Deductions are divided between the two semi-monthly pay warrants. If the 10th or the
95 25th falls on a Saturday, Sunday, or a holiday, employees are paid on the preceding work day.

96 **8.5 Entering Salaries**

97 Entering salaries depend upon the experience level of the persons being hired, based on the
98 following table:

99	Less than three years applicable experience	Step A
100	Three to five years applicable experience	Step B

101 More than five years applicable experience Step C

102 8.6 Anniversary Date: Step Adjustment

103 On the first of the month following the initial six months of employment, subject to satisfactory
104 performance evaluation, the employee will receive a salary adjustment of one step above the
105 hiring rate. The first month of employment will be included in the probationary period if the
106 employee was in paid status at least 15 working days. The date of this adjustment is known as
107 the "anniversary date." Step increases occur on this same date each year, subject to favorable
108 performance evaluation, until the employee reaches the maximum step in the salary range.

109 Ordinarily, an employee advances from the first to the sixth step in 4 ½ years. If an employee
110 advances to a higher position in a higher classification, the salary will be adjusted to the first step
111 in that range or to a salary in the new range which is at least one step above the present salary,
112 whichever is more. If an employee is promoted before reaching the fifth step of the current range,
113 the anniversary date remains unchanged. If an employee has reached the sixth step of the
114 assigned range, a new anniversary date is established which would be twelve (12) months from
115 the date of the promotion.

116 8.7 *Personal/Professional Growth Benefit*

117 Bargaining unit members will be eligible for a Personal/Professional Growth Benefit when three
118 (3) or more semester units are completed at a school accredited by a regional accrediting
119 association. The benefit will consist of ~~\$175.00~~ **\$500.00** for completing three (3) or more
120 semester units of lower-division credit or ~~\$425.00~~ **\$850.00** for completing three (3) or more
121 semester units of upper-division or graduate credit with a grade of "C" or better.

122 Only one of the above benefits may be earned each year. Application for the
123 Personal/Professional Growth Benefit must be submitted within one (1) semester following the
124 same year that course work is completed. Transcript must accompany application. The form for
125 claiming this benefit is attached as Appendix "B".

126 **8.8 Payroll Errors / Corrections**

Whenever it is determined by the District that an error has been made in the calculation or reporting in any bargaining unit employee's salary, the District shall, within five (5) working days following such determination, initiate correction of the error and provide the employee with a supplemental pay warrant for any amount owed to the employee. consistent with the provision set forth in Education Code 45167.

In the case where a bargaining unit employee is incorrectly overpaid, the bargaining unit employee shall be notified by the District within five (5) working days when the overpayment was found and when it occurred and afford the employee an opportunity to respond and [negotiate a payment plan](#) before commencing recoupment actions. If a school employee disputes the existence or amount of the employer's claimed overpayment, the District shall inform the school employee of their rights specified in paragraph 4 of Education Code 44042.5.