

Personnel – Series 4000

4400 The Merit System

4490 Wage and Salary Provisions

4491 Application of Salary Schedules

**4491.2 Step Advancement**

- A. Non-management classified employees serving an initial or promotional probationary period shall be advanced to the next higher step in the salary range for their job class on the first day of the pay period following the successful completion of the probationary period (130 paid days of service). The effective date of the salary step advancement upon completion of the probationary period shall become the employee's new anniversary date for purposes of future salary step advancements. In order to be eligible for such future salary step advancements on the anniversary date, a classified employee must be continuously employed (in paid status) for the year preceding the anniversary date. An unpaid leave of absence for 30 days or more shall cause the anniversary date to be adjusted for purposes of eligibility for salary step advancement.
  
- B. For classified management employees, July 1 is the anniversary date for purposes of salary step advancement. In order to be eligible for salary step advancement, a probationary classified management employee must be continuously employed (in paid status) for 75 percent or more of the number of work days regularly assigned to the position in the fiscal year immediately preceding the anniversary date.

Reference: Education Code 45260-45261 and 45301

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