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### 1.0 Salary Placement Upon Promotion

- 1.1 When an employee is promoted to a position which is allocated to a higher salary range, the individual will be placed on the new range at a level which provides a salary increase of one (1) step above present placement. Under extenuating circumstances, the Chancellor/Superintendent or designee may authorize a higher step.
- 1.2 If the employee being reassigned is eligible for a service increment, such increment will be granted on the old range before the placement change is made.

### 2.0 Salary Placement Upon Demotion

- 2.1 When an employee is reassigned to a regular position at a lower salary range, the person will be assigned to the appropriate range and step nearest the person's present rate of pay without exceeding it. In no case will the person's salary exceed the last step of the appropriate range. (Applicable to voluntary/administration demotion as well as demotion resulting from reduction in force.)

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LRCCD

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