
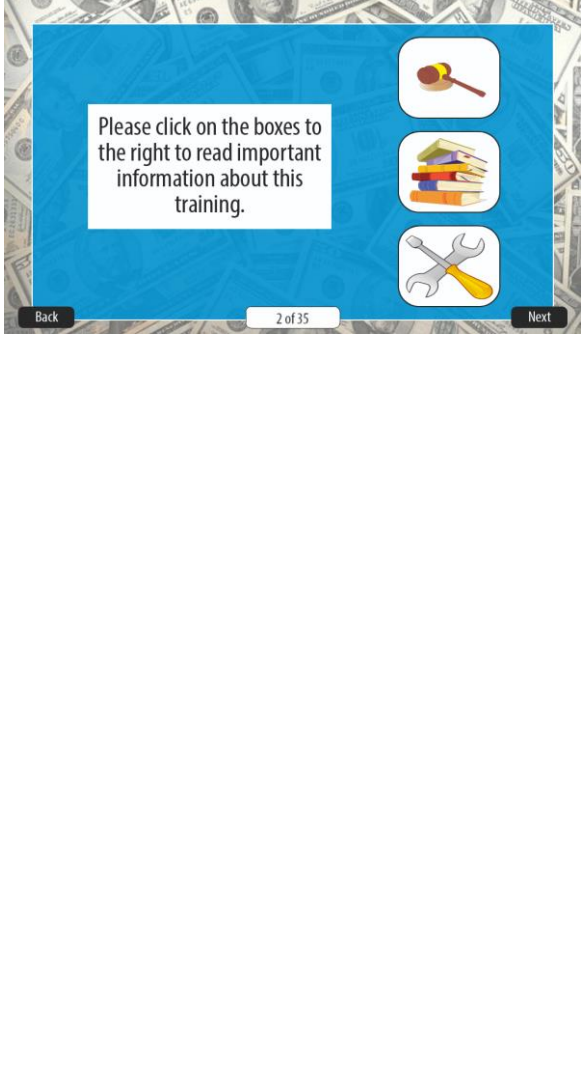
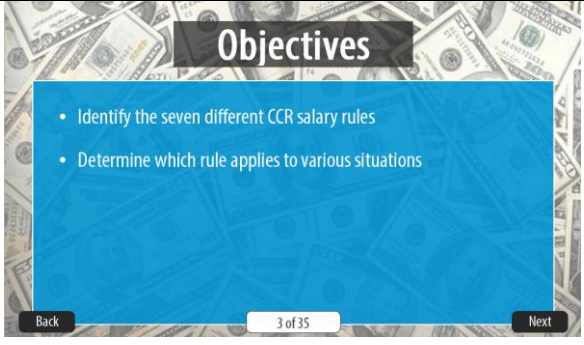
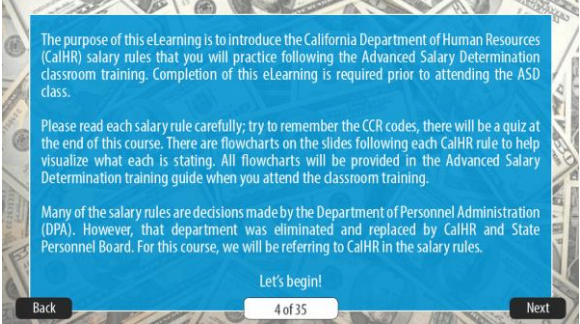
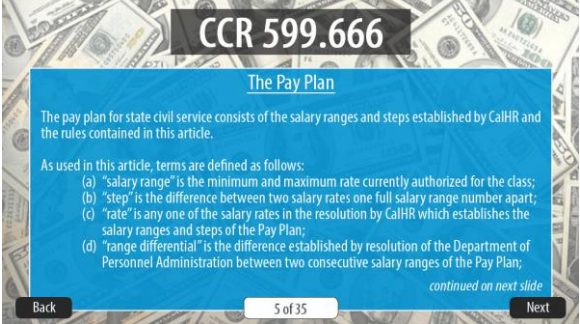
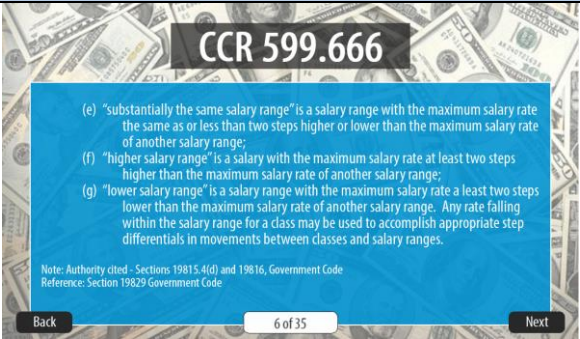
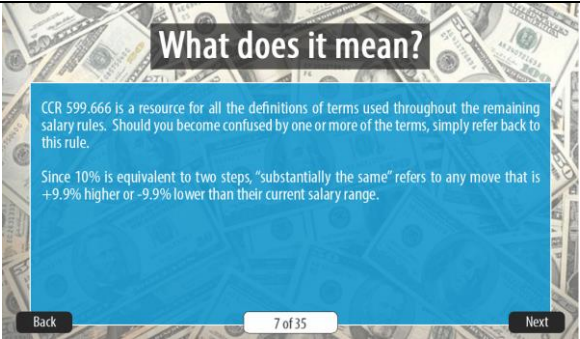
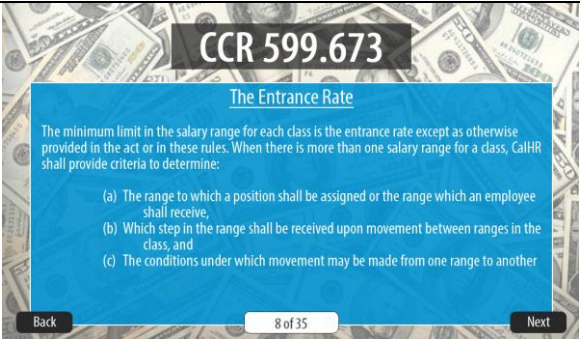
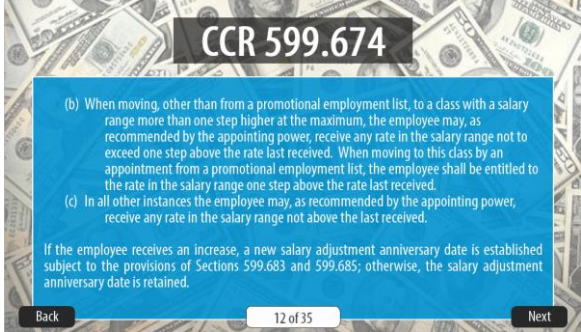
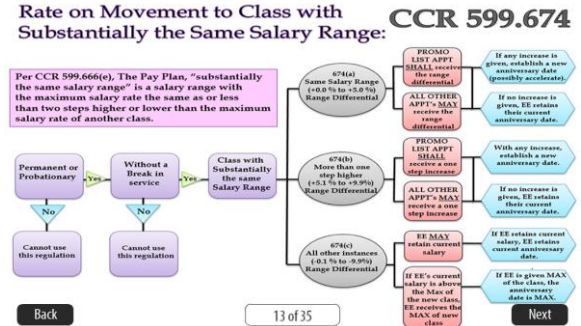


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1.		<p>Welcome to the State Controller’s Office training</p> <p>Advanced Salary Determination: Introduction to the CalHR Rules</p>
2.		<p>Training course materials are the exclusive property of the State Controller's Office (SCO). Unauthorized copying and use of SCO's training materials, without the expressed written permission of the Personnel/Payroll Services Division's Statewide Training Unit, is prohibited.</p> <p>Please do not use training course materials in lieu of the appropriate legal and regulatory references. Memorandums of Understanding (MOU) shall supersede the government codes and laws/rules covered in eLearning and classroom training. All examples and scenarios are fictional. Any similarities between characters and agencies are purely coincidental</p> <p>This eLearning is a prerequisite for the Advanced Salary Determination classroom course. Please do not use this eLearning as a replacement for departmental or classroom training.</p> <p>It is recommended that you view the eLearnings on CCR 599.608, 599.609, 599.682 and 599.685 prior to viewing this eLearning.</p> <p>To advance through the course, click the "Next" button on each slide. To return to the pervious slide, click the “Back” button. If you are using a screen reader press Shift to continue and Control to return.</p> <p>Should you have problems viewing or playing this course, please contact the Personnel/Payroll Training Services Unit at ppsdtraining@sco.ca.gov to request assistance.</p>
3.		<p>Objectives</p> <ul style="list-style-type: none"> • Identify the seven different CCR salary rules • Determine which rule applies to various situations

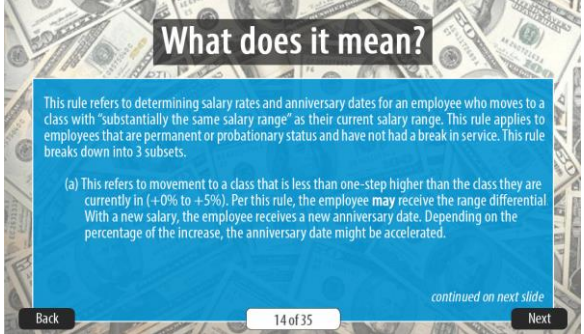
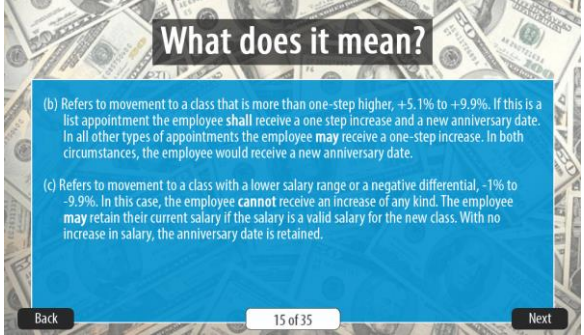
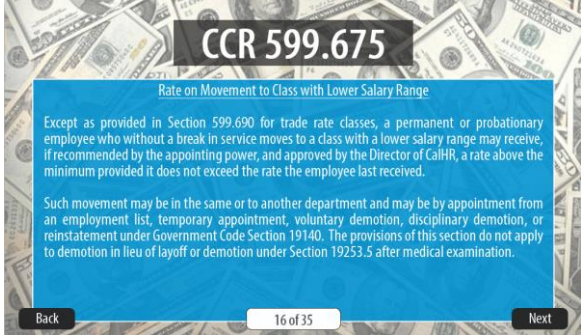
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4.		<p>The purpose of this eLearning is to introduce the California Department of Human Resources (CalHR) salary rules that you will practice following the Advanced Salary Determination classroom training. Completion of this eLearning is required prior to attending the ASD class.</p> <p>Please read each salary rule carefully; try to remember the CCR codes; there will be a quiz at the end of this course. There are flowcharts on the slides following each CalHR rule to help visualize what each is stating. All flowcharts will be provided in the Advanced Salary Determination training guide when you attend the classroom training.</p> <p>Many of the salary rules are decisions made by the Department of Personnel Administration (DPA). However, that department was eliminated and replaced by CalHR and State Personnel Board. For this course, we will be referring to CalHR in the salary rules.</p> <p>Let's begin!</p>
5.		<p style="text-align: center;">CCR 599.666 <u>The Pay Plan</u></p> <p>The pay plan for state civil service consists of the salary ranges and steps established by the CalHR and the rules contained in this article.</p> <p>As used in this article, terms are defined as follows:</p> <ul style="list-style-type: none"> (a) "salary range" is the minimum and maximum rate currently authorized for the class; (b) "step" is the difference between two salary rates one full salary range number apart; (c) "rate" is any one of the salary rates in the resolution by the CalHR which establishes the salary ranges and steps of the Pay Plan; (d) "range differential" is the difference established by resolution of the Department of Personnel Administration between two consecutive salary ranges of the Pay Plan;

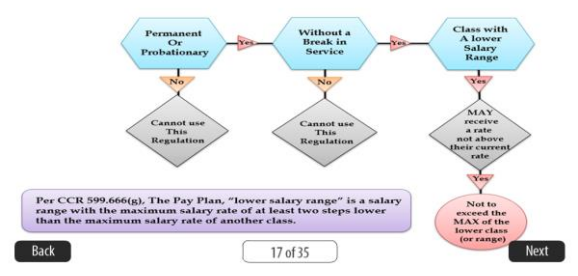
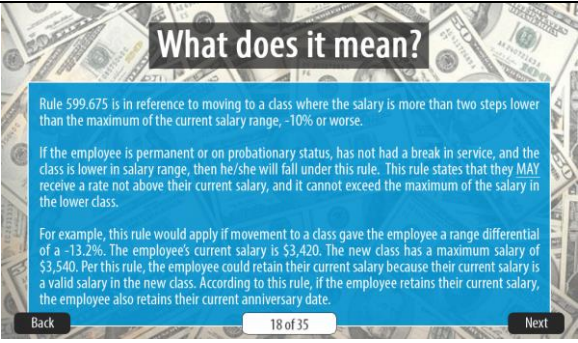
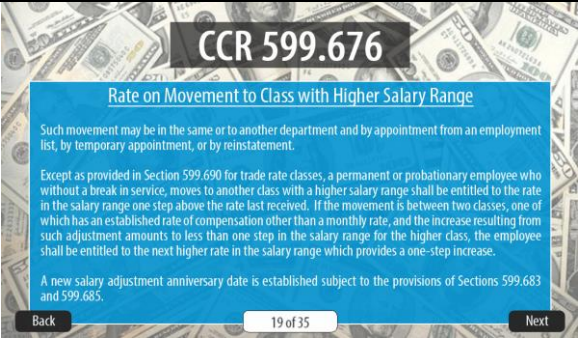
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6.	 <p>CCR 599.666</p> <p>(e) "substantially the same salary range" is a salary range with the maximum salary rate the same as or less than two steps higher or lower than the maximum salary rate of another salary range;</p> <p>(f) "higher salary range" is a salary with the maximum salary rate at least two steps higher than the maximum salary rate of another salary range;</p> <p>(g) "lower salary range" is a salary range with the maximum salary rate at least two steps lower than the maximum salary rate of another salary range. Any rate falling within the salary range for a class may be used to accomplish appropriate step differentials in movements between classes and salary ranges.</p> <p>Note: Authority cited - Sections 19815.4(d) and 19816, Government Code Reference: Section 19829 Government Code</p> <p>Back 6 of 35 Next</p>	<p><i>CCR 599.66 continued</i></p> <ul style="list-style-type: none"> (e) "substantially the same salary range" is a salary range with the maximum salary rate the same as or less than two steps higher or lower than the maximum salary rate of another salary range; (f) "higher salary range" is a salary with the maximum salary rate at least two steps higher than the maximum salary rate of another salary range; (g) "lower salary range" is a salary range with the maximum salary rate at least two steps lower than the maximum salary rate of another salary range. Any rate falling within the salary range for a class may be used to accomplish appropriate step differentials in movements between classes and salary ranges. <p>Note: Authority cited - Sections 19815.4(d) and 19816, Government Code Reference: Section 19829 Government Code</p>
7.	 <p>What does it mean?</p> <p>CCR 599.666 is a resource for all the definitions of terms used throughout the remaining salary rules. Should you become confused by one or more of the terms, simply refer back to this rule.</p> <p>Since 10% is equivalent to two steps, "substantially the same" refers to any move that is +9.9% higher or -9.9% lower than their current salary range.</p> <p>Back 7 of 35 Next</p>	<p>What does it mean?</p> <p>CCR 599.666 is a resource for all the definitions of terms used throughout the remaining salary rules. Should you become confused by one or more of the terms, simply refer back to this rule.</p> <p>Since 10% is equivalent to two steps, "substantially the same" refers to any move that is +9.9% higher or -9.9% lower than their current salary range.</p>
8.	 <p>CCR 599.673</p> <p><u>The Entrance Rate</u></p> <p>The minimum limit in the salary range for each class is the entrance rate except as otherwise provided in the act or in these rules. When there is more than one salary range for a class, CalHR shall provide criteria to determine:</p> <ul style="list-style-type: none"> (a) The range to which a position shall be assigned or the range which an employee shall receive, (b) Which step in the range shall be received upon movement between ranges in the class, and (c) The conditions under which movement may be made from one range to another <p>Back 8 of 35 Next</p>	<p>CCR 599.673</p> <p><u>The Entrance Rate</u></p> <p>The minimum limit in the salary range for each class is the entrance rate except as otherwise provided in the act or in these rules. When there is more than one salary range for a class, the CalHR shall provide criteria to determine:</p> <ul style="list-style-type: none"> (a) The range to which a position shall be assigned or the range which an employee shall receive, (b) Which step in the range shall be received upon movement between ranges in the class, and (c) The conditions under which movement may be made from one range to another

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9.	<p>The Entrance Rate : CCR 599.673</p> <p>Note: If the Regulation does not move the Employee EE to the minimum of the Alternate Range, the Entrance Rate (599.673) supersedes and the EE is entitled to receive the minimum of the class (or range).</p>	<p>The Entrance Rate: CCR 599.673 Flowchart</p> <p>Path 1:</p> <ol style="list-style-type: none"> 1. All employees are entitled to the minimum 2. CalHR shall provide the criteria to determine 3. (a) Alternate Range Placement <p>Path 2:</p> <ol style="list-style-type: none"> 1. All employees are entitled to the minimum 2. CalHR shall provide the criteria to determine 3. (b) Salary Movement of Alternate Ranges (from one range to another range, within the same class) <p>Path 3:</p> <ol style="list-style-type: none"> 1. All employees are entitled to the minimum 2. CalHR shall provide the criteria to determine 3. (c) Condition under which movement may be made <p>Note: If the regulation does not move the employee (EE) to the minimum of the Alternate Range, the entrance rate (599.673) supersedes and the EE is entitled to receive the minimum of the class (or range).</p>
10.	<p>What does it mean?</p> <p>The Entrance Rate states that an employee is entitled to receive at least the minimum of the class they are being appointed to. In the case of a promotion or transfer, if the increase the employee is given does not meet the minimum of the new salary range, then the employee is given the minimum of the new salary range.</p> <p>For example, an employee who is currently a Staff Services Analyst (Range C) is earning \$4,136, and accepts a promotion to an Associate Governmental Program Analyst. The range differential between the two classes is a +20.3%. This leads us to CCR 599.676, which states that the employee shall receive a one-step increase, or 5%. $4136 \times 1.05 (5\%) = 4343$. However, the minimum of the AGPA range A is \$4,975. Per CCR 599.673, the employee is entitled to the minimum of the new class (\$4,975) upon appointment.</p>	<p>What does it mean?</p> <p>The Entrance Rate states that an employee is entitled to receive at least the minimum of the class they are being appointed to. In the case of a promotion or transfer, if the increase the employee is given does not meet the minimum of the new salary range, then the employee is given the minimum of the new salary range.</p> <p>For example, an employee who is currently a Staff Services Analyst (Range C) is earning \$4,136, and accepts a promotion to an Associate Governmental Program Analyst. The range differential between the two classes is a +20.3%. This leads us to CCR 599.676, which states that the employee shall receive a one-step increase, or 5%. $4136 \times 1.05 (5\%) = 4343$. However, the minimum of the AGPA range A is \$4,975. Per CCR 599.673, the employee is entitled to the minimum of the new class (\$4,975) upon appointment.</p>
11.	<p>CCR 599.674</p> <p><u>Rate on Movement Between Classes with Substantially the Same Salary Range</u></p> <p>Such movement may be in the same or to another department and by transfer, appointment from an employment list, temporary appointment, or reinstatement other than mandatory and, in addition, under Paragraph (c), by either voluntary or disciplinary demotion. The provisions of this section do not apply to demotion in lieu or layoff or demotion under Section 19253.5 after medical examination.</p> <p>Except as provided in Section 599.690 for trade rate classes the salary rate payable to a permanent or probationary employee upon movement without a break in service between classes with substantially the same salary range shall be established as follows:</p> <p>(a) When moving to a class with the same salary range or a range not to exceed one-step higher at the maximum, the employee may, as recommended by the appointing power, receive any rate in the salary range not to exceed the total of the range differential between the maximum salary rates.</p> <p><i>continued on next slide</i></p>	<p>CCR 599.674</p> <p><u>Rate on Movement Between Classes with Substantially the Same Salary Range</u></p> <p>Such movement may be in the same or to another department and by transfer, appointment from an employment list, temporary appointment, or reinstatement other than mandatory and, in addition, under Paragraph (c), by either voluntary or disciplinary demotion. The provisions of this section do not apply to demotion in lieu or layoff or demotion under Section 19253.5 after medical examination.</p>

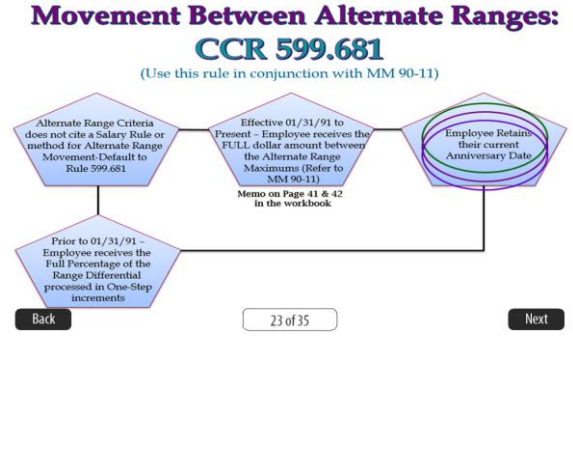
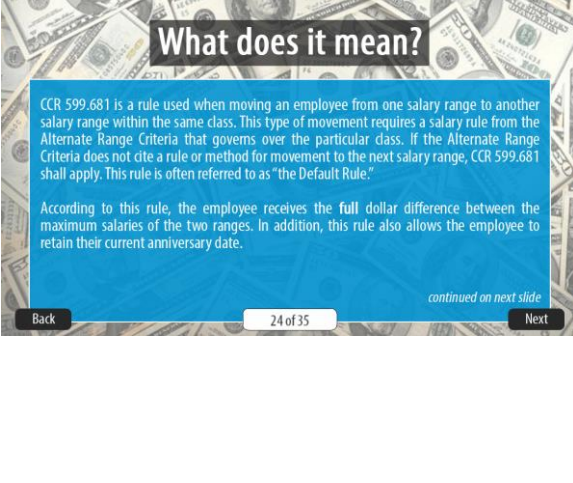
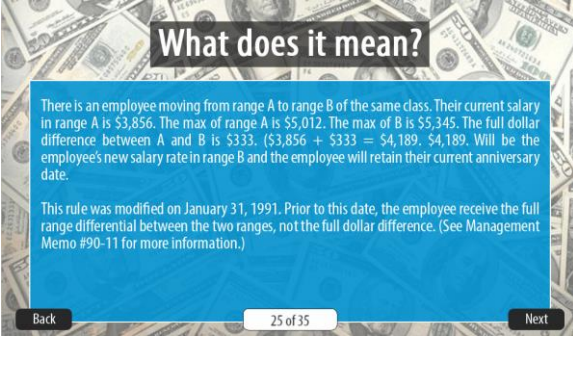
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		<p>Except as provided in Section 599.690 for trade rate classes the salary rate payable to a permanent or probationary employee upon movement without a break in service between classes with substantially the same salary range shall be established as follows:</p> <ul style="list-style-type: none"> (a) When moving to a class with the same salary range or a range not to exceed one-step higher at the maximum, the employee may, as recommended by the appointing power, receive any rate in the salary range not to exceed the total of the range differential between the maximum salary rates.
12.		<p><i>CCR 599.674 continued</i></p> <ul style="list-style-type: none"> (b) When moving, other than from a promotional employment list, to a class with a salary range more than one-step higher at the maximum, the employee may, as recommended by the appointing power, receive any rate in the salary range not to exceed one-step above the rate last received. When moving to this class by an appointment from a promotional employment list, the employee shall be entitled to the rate in the salary range one-step above the rate last received. (c) In all other instances the employee may, as recommended by the appointing power, receive any rate in the salary range not above the last received. <p>If the employee receives an increase, a new salary adjustment anniversary date is established subject to the provisions of Sections 599.683 and 599.685; otherwise, the salary adjustment anniversary date is retained.</p>
13.	<p>Rate on Movement to Class with Substantially the Same Salary Range: CCR 599.674</p> 	<p>Rate on Movement to Class with Substantially the Same Salary Range: CCR 599.674 Flowchart</p> <p>Permanent or Probationary? NO – Cannot use this regulation YES – Without a break in service NO – Cannot use this regulation YES – Class with substantially the same salary range</p> <p>If YES -</p> <p>Path 1:</p> <ol style="list-style-type: none"> 1. 674(a) Same Salary Range (+0.0% to +5.0%) Range Differential 2. Promo list appointment shall receive the range differential 3. If any increase is given, establish a new anniversary date (possibly accelerate) 4. If no increase is given, EE retains their current anniversary date <p>Path 2:</p> <ol style="list-style-type: none"> 1. 674(a) Same Salary Range (+0.0% to +5.0%) Range Differential

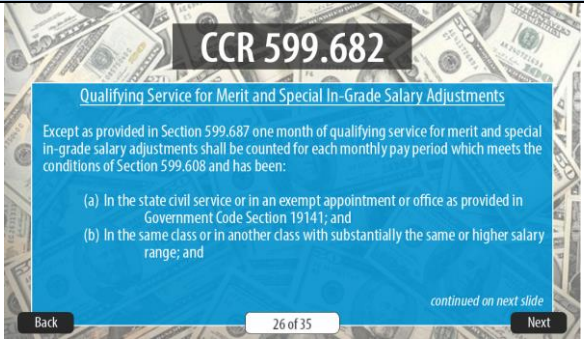
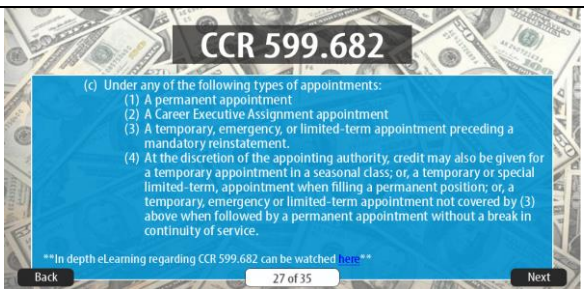
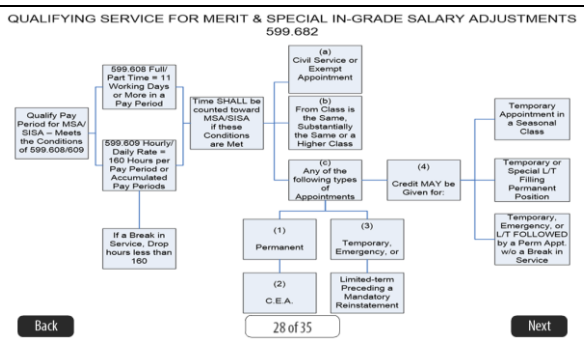
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		<ol style="list-style-type: none"> 2. All other appointments may receive the range differential 3. If any increase is given, establish a new anniversary date (possibly accelerate) 4. If no increase is given, EE retains their current anniversary date <p>Path 3:</p> <ol style="list-style-type: none"> 1. 674(b) More than one-step higher (+5.1% to +9.9%) Range Differential 2. Promo list appointment shall receive a one-step increase 3. With any increase, establish a new anniversary date 4. If no increase is given, EE retains their current anniversary date. <p>Path 4:</p> <ol style="list-style-type: none"> 1. 674(b) More than one-step higher (+5.1% to +9.9%) Range Differential 2. All other appointments may receive a one-step increase 3. With any increase, establish a new anniversary date 4. If no increase is given, EE retains their current anniversary date. <p>Path 5:</p> <ol style="list-style-type: none"> 1. 674(c) All other instances (-0.1% to -9.9%) Range Differential 2. EE may retain current salary 3. If EE retains current salary, EE retains current anniversary date 4. If EE is given max of the class, the anniversary date is max <p>Path 6:</p> <ol style="list-style-type: none"> 1. 674(c) All other instances (-0.1% to -9.9%) Range Differential 2. If EE's current salary is above the max of the new class, EE receives the max of new class 3. If EE retains current salary, EE retains current anniversary date 4. If EE is given max of the class, the anniversary date is max <p>Per CCR 599.666(e), The Pay Plan, "substantially the same salary range" is a salary range with the maximum salary rate the same as or less than two steps higher or lower than the maximum salary rate of another class.</p>

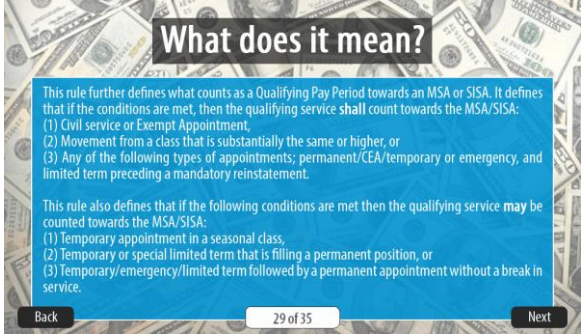
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14.		<h3 style="text-align: center;">What does it mean?</h3> <p>This rule refers to determining salary rates and anniversary dates for an employee who moves to a class with “substantially the same salary range” as their current salary range. This rule applies to employees that are permanent or probationary status and have not had a break in service. This rule breaks down into 3 subsets.</p> <p>(a) This refers to movement to a class that is less than one-step higher than the class they are currently in (+0% to +5%). Per this rule, the employee may receive the range differential. With a new salary, the employee receives a new anniversary date. Depending on the percentage of the increase, the anniversary date might be accelerated.</p>
15.		<p><i>What does it mean continued</i></p> <p>(b) Refers to movement to a class that is more than one-step higher, +5.1% to +9.9%. If this is a list appointment the employee SHALL receive a one-step increase and a new anniversary date. In all other types of appointments the employee may receive a one-step increase. In both circumstances, the employee would receive a new anniversary date.</p> <p>(c) Refers to movement to a class with a lower salary range or a negative differential, -1% to -9.9%. In this case, the employee cannot receive an increase of any kind. The employee may retain their current salary if the salary is a valid salary for the new class. With no increase in salary, the anniversary date is retained.</p>
16.		<h3 style="text-align: center;">CCR 599.675</h3> <h4 style="text-align: center;"><u>Rate on Movement to Class with Lower Salary Range</u></h4> <p>Except as provided in Section 599.690 for trade rate classes, a permanent or probationary employee who without a break in service moves to a class with a lower salary range may receive, if recommended by the appointing power, and approved by the Director of the CalHR, a rate above the minimum provided it does not exceed the rate the employee last received.</p> <p>Such movement may be in the same or to another department and may be by appointment from an employment list, temporary appointment, voluntary demotion, disciplinary demotion, or reinstatement under Government Code Section 19140. The provisions of this section do not apply to demotion in lieu of layoff or demotion under Section 19253.5 after medical examination.</p>

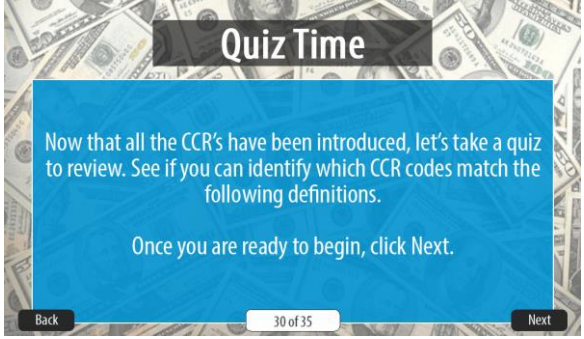
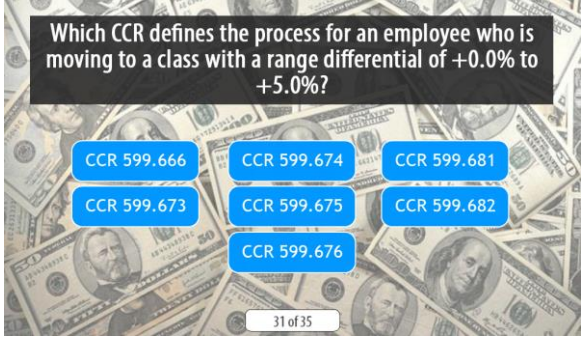
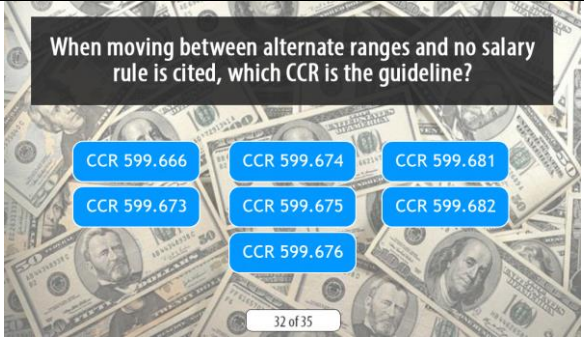
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17.	<p>Rate on Movement to a Class with a Lower Salary Range: CCR 599.675</p>  <p>Per CCR 599.666(g), The Pay Plan, “lower salary range” is a salary range with the maximum salary rate of at least two steps lower than the maximum salary rate of another class.</p>	<p>Rate on Movement to a Class with a Lower Salary Range: CCR 599.675 Flowchart</p> <p>Permanent or Probationary? NO – Cannot use this regulation YES – Without a break in service? NO – Cannot use this regulation YES – Class with a lower salary range YES – May receive a rate not above their current rate YES – Not to exceed the max of the lower class (or range)</p> <p>Per CCR 599.666(g), The Pay Plan, “lower salary range” is a salary range with the maximum salary rate of at least two steps lower than the maximum salary rate of another class.</p>
18.	<p>What does it mean?</p>  <p>Rule 599.675 is in reference to moving to a class where the salary is more than two steps lower than the maximum of the current salary range, -10% or worse.</p> <p>If the employee is permanent or on probationary status, has not had a break in service, and the class is lower in salary range, then he/she will fall under this rule. This rule states that they MAY receive a rate not above their current salary, and it cannot exceed the maximum of the salary in the lower class.</p> <p>For example, this rule would apply if movement to a class gave the employee a range differential of a -13.2%. The employee's current salary is \$3,420. The new class has a maximum salary of \$3,540. Per this rule, the employee could retain their current salary because their current salary is a valid salary in the new class. According to this rule, if the employee retains their current salary, the employee also retains their current anniversary date.</p>	<p>What does it mean?</p> <p>Rule 599.675 is in reference to moving to a class where the salary is more than two steps lower than the maximum of the current salary range, -10%, or worse.</p> <p>If the employee is permanent or on probationary status, has not had a break in service, and the class is lower in salary range, then they will fall under this rule. This rule states that they may receive a rate not above their current salary, which cannot exceed the maximum of the salary in the lower class.</p> <p>For example, this rule would apply if movement to a class gave the employee a range differential of -13.2%. The employee’s current salary is \$3,420. The new class has a maximum salary of \$3,540. Per this rule, the employee could retain their current salary because their current salary is a valid salary in the new class. According to this rule, if the employee retains their current salary, the employee also retains their current anniversary date.</p>
19.	<p>CCR 599.676</p> <p><u>Rate on Movement to Class with Higher Salary Range</u></p>  <p>Such movement may be in the same or to another department and by appointment from an employment list, by temporary appointment, or by reinstatement.</p> <p>Except as provided in Section 599.690 for trade rate classes, a permanent or probationary employee who without a break in service, moves to another class with a higher salary range shall be entitled to the rate in the salary range one step above the rate last received. If the movement is between two classes, one of which has an established rate of compensation other than a monthly rate, and the increase resulting from such adjustment amounts to less than one step in the salary range for the higher class, the employee shall be entitled to the next higher rate in the salary range which provides a one-step increase.</p> <p>A new salary adjustment anniversary date is established subject to the provisions of Sections 599.683 and 599.685.</p>	<p>CCR 599.676</p> <p><u>Rate on Movement to Class with Higher Salary Range</u></p> <p>Such movement may be in the same or to another department and by appointment from an employment list, by temporary appointment, or by reinstatement.</p> <p>Except as provided in Section 599.690 for trade rate classes, a permanent or probationary employee who without a break in service, moves to another class with a higher salary range shall be entitled to the rate in the salary range one step above the rate last received. If the movement is between two classes, one of which has an established rate of compensation other than a monthly rate, and the increase resulting from such adjustment</p>

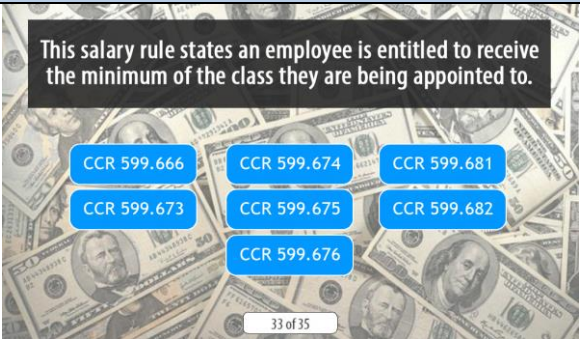
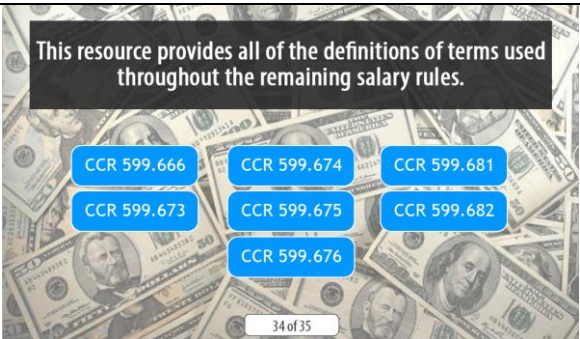
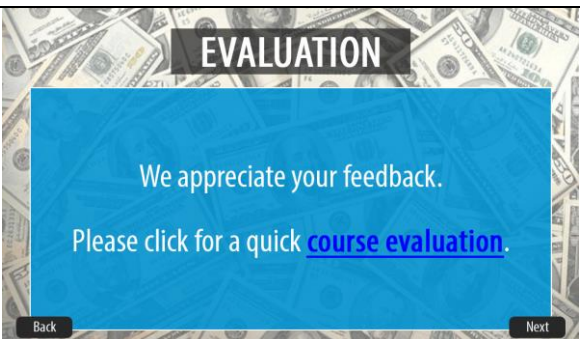

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		<p>amounts to less than one step in the salary range for the higher class, the employee shall be entitled to the next higher rate in the salary range which provides a one-step increase.</p> <p>A new salary adjustment anniversary date is established subject to the provisions of Sections 599.683 and 599.685.</p>
20.	<p>Rate on movement to a class with a Higher Salary Range: CCR 599.676</p>	<p>Rate on Movement to a class with a Higher Salary Range: CCR 599.676 Flowchart</p> <p>Must be permanent or probationary NO – Cannot use this regulation YES – Without a break in service NO – Cannot use this regulation YES – Class with a higher salary range (+10% or higher) YES – EE shall receive one-step (+5.0%) increase from current rate</p> <ul style="list-style-type: none"> Establish a new anniversary date according to 599.683/599.685 <p>If between two classes and one is not a monthly rate and increase did not result in a one-step increase, the EE shall receive the next higher rate resulting in a one-step increase. Establish a new anniversary date according to 599.683/599.685.</p>
21.	<p>What does it mean?</p>	<p>What does it mean?</p> <p>This rule refers to movement to a class with a higher salary range (+10% or higher). If an employee is permanent or on probationary status, with no break in service moving to a class with a higher salary range, this rule would apply. According to this rule, the employee shall receive a one-step increase (5%), and a new anniversary date will be established.</p> <p>For example, if the range differential for an employee’s movement is +14.6%, and their current salary is \$3,250, then they shall be given a one-step (5%) increase. $\\$3,250 \times 5\% = \\$3,412$. If \$3,412 is a valid salary for the new class, the employee will receive \$3,412. With this increase, the employee would receive a new anniversary date.</p>
22.	<p>CCR 599.681</p> <p><u>Movement Between Alternate Ranges</u></p>	<p>CCR 599.681</p> <p><u>Movement Between Alternate Ranges</u></p> <p>Unless otherwise authorized by the Director of the CalHR when an employee qualifies under established criteria and moves from one alternate range to another alternate range of a class, the employee shall receive an increase or a decrease equivalent to the total of the range differential between the maximum salary rates of the alternate ranges and shall retain the salary adjustment anniversary date.</p>

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		<p>Remember to use this rule in conjunction with Management Memo #90-11 dated January 31, 1991)</p>
23.	 <p>Movement Between Alternate Ranges: CCR 599.681 (Use this rule in conjunction with MM 90-11)</p> <p>Alternate Range Criteria does not cite a Salary Rule or method for Alternate Range Movement-Default to Rule 599.681</p> <p>Effective 01/31/91 to Present - Employee receives the FULL dollar amount between the Alternate Range Maximums (Refer to MM 90-11). Memo on Page 41 & 42 in the workbook.</p> <p>Employee Retains their current Anniversary Date</p> <p>Prior to 01/31/91 - Employee receives the Full Percentage of the Range Differential processed in One-Step increments</p> <p>Back 23 of 35 Next</p>	<p>Movement Between Alternate Ranges: CCR 599.681 (Use this rule in conjunction with MM 90-11) Flowchart</p> <ol style="list-style-type: none"> 1. Alternate Range criteria does not cite a salary rule or method for alternate range movement – default to rule 599.681 2. Effective 01/31/91 to present – Employee receives the full dollar amount between the alternate range maximums (refer to MM 90-11) 3. Employee retains their current anniversary date <p>Prior to 01/31/91 – Employee receives the full percentage of the range differential processed in one-step increments</p>
24.	 <p>What does it mean?</p> <p>CCR 599.681 is a rule used when moving an employee from one salary range to another salary range within the same class. This type of movement requires a salary rule from the Alternate Range Criteria that governs over the particular class. If the Alternate Range Criteria does not cite a rule or method for movement to the next salary range, CCR 599.681 shall apply. This rule is often referred to as "the Default Rule."</p> <p>According to this rule, the employee receives the full dollar difference between the maximum salaries of the two ranges. In addition, this rule also allows the employee to retain their current anniversary date.</p> <p>continued on next slide</p> <p>Back 24 of 35 Next</p>	<p>What does it mean?</p> <p>CCR 599.681 is a rule used when moving an employee from one salary range to another salary range within the same class. This type of movement requires a salary rule from the Alternate Range Criteria that governs over the particular class. If the Alternate Range Criteria does not cite a rule or method for movement to the next salary range, CCR 599.681 shall apply. This rule is often referred to as "the Default Rule."</p> <p>According to this rule, the employee receives the full dollar difference between the maximum salaries of the two ranges. In addition, this rule also allows the employee to retain their current anniversary date.</p>
25.	 <p>What does it mean?</p> <p>There is an employee moving from range A to range B of the same class. Their current salary in range A is \$3,856. The max of range A is \$5,012. The max of B is \$5,345. The full dollar difference between A and B is \$333. (\$3,856 + \$333 = \$4,189. \$4,189 will be the employee's new salary rate in range B and the employee will retain their current anniversary date.</p> <p>This rule was modified on January 31, 1991. Prior to this date, the employee receive the full range differential between the two ranges, not the full dollar difference. (See Management Memo #90-11 for more information.)</p> <p>Back 25 of 35 Next</p>	<p>There is an employee moving from range A to range B of the same class. Their current salary in range A is \$3,856. The max of range A is \$5,012. The max of B is \$5,345. The full dollar difference between A and B is \$333. (\$3,856 + \$333 = \$4,189.) \$4,189 will be the employee's new salary rate in range B and the employee will retain their current anniversary date.</p> <p>This rule was modified on January 31, 1991. Prior to this date, the employee received the full range differential between the two ranges, not the full dollar difference. (See Management Memo #90-11 for more information.)</p>

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26.		<p align="center">CCR 599.682</p> <p align="center"><u>Qualifying Service for Merit and Special In-Grade Salary Adjustments</u></p> <p>Except as provided in Section 599.687, one month of qualifying service for merit and special in-grade salary adjustments shall be counted for each monthly pay period which meets the conditions of Section 599.608 and has been:</p> <ul style="list-style-type: none"> (a) In the state civil service or in an exempt appointment or office as provided in Government Code Section 19141; and (b) In the same class or in another class with substantially the same or higher salary range; and
27.		<p><i>CCR 599.682 continued</i></p> <p>(c) Under any of the following types of appointments:</p> <ul style="list-style-type: none"> (1) A permanent appointment (2) A Career Executive Assignment appointment (3) A temporary, emergency, or limited-term appointment preceding a mandatory reinstatement. (4) At the discretion of the appointing authority, credit may also be given for: a temporary appointment in a seasonal class; or, a temporary or special limited-term, appointment when filling a permanent position; or, a temporary, emergency or limited-term appointment not covered by (3) above when followed by a permanent appointment without a break in continuity of service. <p>*In depth eLearning regarding CCR 599.682 can be watched here**</p>
28.		<p align="center">Qualifying Service for Merit & Special In-Grade Salary Adjustments: CCR 599.682 Flowchart</p> <p>Path 1:</p> <ol style="list-style-type: none"> 1. Qualify Pay Period for MSA/SISA – Meets the conditions of 599.608/599.609 2. 599.608 Full/Part-Time = 11 working days or more in a pay period 3. Time shall be counted toward MSA/SISA if these conditions are met <ul style="list-style-type: none"> a. (a) Civil service or exempt appointment b. (b) From class is the same, substantially the same or a higher class c. (c) Any of the following types of appointments <ul style="list-style-type: none"> i. (1) Permanent ii. (2) C.E.A. iii. (3) Temporary, emergency, or limited-term preceding a mandatory reinstatement

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		<ul style="list-style-type: none"> iv. (4) Credit may be given for: <ul style="list-style-type: none"> 1. Temporary appointment in a seasonal class 2. Temporary or special L/T filling permanent position 3. Temporary, emergency, or L/T followed by a permanent appointment w/o a break in service <p>Path 2:</p> <ul style="list-style-type: none"> 1. Qualify Pay Period for MSA/SISA – Meets the conditions of 599.608/599.609 2. 599.609 Hourly/Daily Rate = 160 hours per pay period or accumulated pay periods <ul style="list-style-type: none"> a. If a break in service, drop hours less than 160 3. Time shall be counted toward MSA/SISA if these conditions are met: <ul style="list-style-type: none"> a. (a) Civil service or exempt appointment b. (b) From class is the same, substantially the same or a higher class c. (c) Any of the following types of appointments <ul style="list-style-type: none"> i. (1) Permanent ii. (2) C.E.A. iii. (3) Temporary, emergency, or limited-term preceding a mandatory reinstatement iv. (4) Credit may be given for: <ul style="list-style-type: none"> 1. Temporary appointment in a seasonal class 2. Temporary or special L/T filling permanent position 3. Temporary, emergency, or L/T followed by a permanent appointment without a break in service
29.	 <p>What does it mean?</p> <p>This rule further defines what counts as a Qualifying Pay Period towards an MSA or SISA. It defines that if the conditions are met, then the qualifying service shall count towards the MSA/SISA:</p> <ul style="list-style-type: none"> (1) Civil service or Exempt Appointment, (2) Movement from a class that is substantially the same or higher, or (3) Any of the following types of appointments; permanent/CEA/temporary or emergency, and limited term preceding a mandatory reinstatement. <p>This rule also defines that if the following conditions are met then the qualifying service may be counted towards the MSA/SISA:</p> <ul style="list-style-type: none"> (1) Temporary appointment in a seasonal class, (2) Temporary or special limited term that is filling a permanent position, or (3) Temporary/emergency/limited term followed by a permanent appointment without a break in service. <p>Back 29 of 35 Next</p>	<p style="text-align: center;">What does it mean?</p> <p>This rule further defines what counts as a Qualifying Pay Period towards an MSA or SISA. It defines that if the conditions are met, then the qualifying service shall count towards the MSA/SISA:</p> <ul style="list-style-type: none"> (1) Civil service or Exempt Appointment, (2) Movement from a class that is substantially the same or higher, or (3) Any of the following types of appointments; permanent/CEA/temporary or emergency, and limited term preceding a mandatory reinstatement.

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		<p>This rule also defines that if the following conditions are met then the qualifying service may be counted towards the MSA/SISA:</p> <ul style="list-style-type: none"> (1) Temporary appointment in a seasonal class, (2) Temporary or special limited term that is filling a permanent position, or (3) Temporary/emergency/limited term followed by a permanent appointment without a break in service.
30.		<p style="text-align: center;">Quiz Time</p> <p>Now that all the CCR's have been introduced, let's take a quiz to review. See if you can identify which CCR codes match the following definitions.</p> <p>Once you are ready to begin, click Next.</p>
31.		<p>Which CCR defines the salary rule for an employee who is moving to a new class with a range differential of +0.0% to +5.0%?</p> <p>CCR 599.666 CCR 599.673 CCR 599.674 CCR 599.675 CCR 599.676 CCR 599.681 CCR 599.682</p> <p>Answer; CCR 599.674</p>
32.		<p>When moving between alternate ranges and no salary rule is cited, which CCR is the guideline?</p> <p>CCR 599.666 CCR 599.673 CCR 599.674 CCR 599.675 CCR 599.676 CCR 599.681 CCR 599.682</p> <p>Answer; CCR 599.681</p>

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33.		<p>This salary rule states an employee is entitled to receive the minimum of the class they are being appointed to.</p> <p>CCR 599.666 CCR 599.673 CCR 599.674 CCR 599.675 CCR 599.676 CCR 599.681 CCR 599.682</p> <p>Answer; CCR 599.673</p>
34.		<p>This resource provides all of the definitions of terms used throughout the remaining salary rules.</p> <p>CCR 599.666 CCR 599.673 CCR 599.674 CCR 599.675 CCR 599.676 CCR 599.681 CCR 599.682</p> <p>Answer; CCR 599.666</p>
35.		<p style="text-align: center;">Evaluation</p> <p>We appreciate your feedback. Please click for a quick course evaluation.</p>
36.		<p style="text-align: center;">Thank You</p> <p>Congratulations! You have completed the CalHR Laws and Rules course and are now ready to delve further into Advanced Salary Determination.</p> <p>Please open the certificate and type your name in the open field. Then, print it out and bring it to your class so the instructor knows you have completed this course.</p>