1. The rules of computing the salary amounts are as follows:
   a. Each salary step, 1 through 5, shall increase by 5%. A change in step placement through step 5 shall be provided annually to employees on their anniversary date.

2. The month in which a change of salary step placement is effective shall be in accordance with the provisions of Section II, 100, of the Classified Employees Handbook.

3. Eligibility for longevity steps shall be as follows:
   a. Employees who have completed 10 years of service in the District shall be eligible for Step LS-1. Such step to be 2 1/2% above step 5.
   b. Employees who have completed 14 years of service in the District shall be eligible for Step LS-2. Such step to be 2 1/2% above LS-1.
   c. Employees who have completed 19 years of service in the District shall be eligible for Step LS-3. Such step to be 2 1/2% above LS-2.
   d. Employees who have completed 25 years of service in the District shall be eligible for Step LS-4. Such step to be 2 1/2% above LS-3.

Approved on February 20, 2018 by the Board of Trustees
Rev. 06/2019