



Policy on Salary Scales and Scale Placement

Legal Services of Northern California (LSNC) uses salary scales based on years of experience in the applicable position (or equivalent positions) when determining staff salaries. The only exception to the use of scales is for a few, usually temporary, part-time and at-will positions that have a set hourly rate of pay unrelated to years of experience.

LSNC's salary scales are capped and most scales end at step 25. (Employees who were on staff on the first day of 2021, have been continuously employed, and who have reached the capped salary receive a 1.45% pay increase on their employment anniversary date each year.) The anniversary date for purposes of salary increases, including annual step increases, is the date of hire or the first day in the employee's current position if the employee changed positions after the original date of hire.

Salary scale placement for new hires is determined by the Equity and Diversity officer (currently a deputy director), or, in her absence, by the Director of Finance. Experience noted in the candidate's application materials is counted by months of experience and only work experience that is the same or equivalent to the candidate's position is considered. Months are totaled to determine the total years of experience completed. For example, 48 months of experience would equal 4 years of experience and the candidate would begin at step 5. Similarly 42 months of experience would equal 3 years of experience and the candidate would begin at step 4. LSNC may verify work experience with prior employers. LSNC does not negotiate salaries with individual candidates and does not deviate from this salary placement procedure.

LSNC posts and advertises open positions with a pay scale (salary range) taken from the applicable salary scale for the position and ordinarily include steps 1 (no applicable experience) to 15 (14 years of experience completed). While the range will always begin at step 1, the top scale placement advertised varies based on the amount budgeted by LSNC for that position. However, LSNC will consider applicants of higher experience level and will provide a higher scale placement based upon a candidate's experience except when unable to do so for budgetary reasons.

Legal Graduate and Attorney Scale Placement - There is one fixed legal graduate salary because LSNC requires legal graduates to be admitted to the California Bar to continue employment. Legal graduates are permitted two attempts to pass the California Bar Exam. Legal graduates admitted to the Bar while employed by LSNC begin at step 1 of the staff attorney scale and move to step 2 on the anniversary of their Bar admission. Attorneys hired by LSNC are placed on the staff attorney scale based on years of

experience after their admission to the Bar of any state in the United States. Legal experience prior to admission to a state Bar is not considered experience for staff attorney scale placement.

Field office and project salary scales are established through LSNC's collective bargaining agreement with the Northern United Legal Assistance Workers (NULAW). LSNC uses the scales negotiated with NULAW for all positions NULAW represents, including those positions not covered (or not yet covered) by the agreement because they are temporary or specially funded. Managerial, finance and executive office positions also have established scales.

The full pay scale with all steps for any position is available to employees currently employed in that position upon request to the Equity and Diversity officer (Julie Aguilar Rogado, jaguilar@snc.net).

(Effective January 1, 2023)