

Article 27: Salary Placement

27.01 GENERAL INFORMATION

- A. **Salary Schedule Organization:** All faculty salary schedules consist of four (4) columns, each of which represents a salary "class". The column headings A, B, C, and D represent the class designations. The number of steps in different salary schedules varies (see [Article 26: Salary Schedule Development](#), paragraph 26.01).
- B. **Class Definitions and Class Placement:** The following describes the criteria used to place a faculty member into a salary class; these definitions are used to make initial placements and to determine when a faculty member would move from one class to another. Faculty with foreign degrees will be placed on Column A, Step 1 pending verification and documentation from the University of California or California State University according to the provisions of paragraph 27.01.D below. For the 2007-08 academic year, AFA and the District further agree to extend the timeframe outlined in 27.01.E, for providing the completed salary placement form to the Human Resources Department, to December 21, 2007 for faculty employed in the District prior to July 1, 2007. Compensation for step placement advancement for those employees only will be retroactive to the first day of the Fall semester 2007.
1. **Class A.** A faculty member will be placed on Class A when he/she possesses only the discipline-related minimum qualifications required to perform the designated assignment, the equivalent of only these minimum qualifications, or possesses only a valid credential in the designated subject.
 2. **Class B.** A faculty member will be placed on Class B when he/she possesses the discipline-related minimum requirements required to perform the designated assignment, or their equivalent, and he/she meets the provisions of one of the following:
 - a. Has completed at least fifty-five (55) upper division semester units but less than seventy-five (75) upper division semester units after receiving the bachelor's degree; or
 - b. Possesses a master's degree with at least twenty (20) upper division semester units but less than forty (40) upper division semester units after completing the master's degree.
 - c. Note: in both cases up to five (5) units of lower division credit may be included in the calculation subject to the provisions of 27.01.C.4.
 3. **Class C.** A faculty member will be placed on Class C when he/she possesses the discipline-related minimum requirements required to perform the designated assignment, or their equivalent, and he/she meets the provisions of one of the following:
 - a. Has completed seventy-five (75) upper division semester units or more after receiving the bachelor's degree; or
 - b. Possesses a master's degree with at least forty (40) upper division semester units after completing the master's degree.
 - c. Note: in both cases up to five (5) units of lower division credit may be included in the calculation subject to the provisions of 27.01.C.4.
 4. **Class D.** A faculty member will be placed on Class D when he/she possesses the discipline-related minimum requirements required to perform the designated assignment, or their equivalent, and has earned a doctorate degree.

27.01 C. Class Movement: Salary advancement is a means by which faculty may advance laterally, from class to class, on the salary schedule based on earned academic units beyond the initial salary placement.

1. One (1) semester unit of credit (upper division or graduate) from an accredited college or university equals one (1) unit 0.25 unit equals 0.666 of a semester unit). (Faculty will submit upper division or graduate unit transcripts directly to the Human Resources Department.)
2. All units and degrees presented for placement or advancement on the salary schedule must be from accredited collegiate institutions and shall be verified by transcripts.
3. All degrees (bachelor's, master's, doctorate) must be granted from an institution accredited by one of the six regional accrediting associations.
4. Lower division units taken in a faculty member's major field may not be counted as part of the units beyond the B.A. degree. With prior approval, lower division credit courses taken at SRJC or other recognized community colleges or four-year educational institutions, which have a direct and demonstrated relationship to the faculty member's assignment, may count as part of the units beyond the B.A./B.S. degree. Faculty members will apply to the Vice President of Academic Affairs outlining a rationale for the request and attach a course outline. The subject matter in question must be clearly identified with a course outline or job description for which the faculty member is responsible in his/her continuing professional assignment at SRJC. The Vice President of Academic Affairs may choose to consult with members of the Professional Growth Increments Committee seeking their recommendations regarding approval or disapproval of specific lower division courses. Lower division course work is limited to a maximum of five (5) units for each salary advancement.
5. SRJC sponsored in-service courses also are recognized as appropriate for salary schedule advancement. In the latter regard, issuance of the certificate recognizing course completion assumes regular attendance.

D. Verification of Educational Credit

1. Accredited Institution: All units and degrees presented for placement or advancement on the salary schedule must be from accredited collegiate institutions and shall be verified by transcripts. All degrees must be granted from an institution accredited by one of the six (6) regional accrediting associations.
2. Equivalency Evaluation:
 - a. Degrees and units from foreign institutions will be accepted by SRJC if they are verified as having been earned in an institution acceptable for either salary placement or acceptance into a graduate program at the University of California, Graduate Division, or any California State University.
 - b. It will be the responsibility of the faculty member to provide written documentation from a University of California or a California State University verifying the acceptability of the foreign degree. This documentation must be in the form of a signed letter from a department or program administrator on official institution stationery. The letter will serve as part of the documentation to be submitted to the credentials evaluation service.
 - c. Acceptance of units and degrees from foreign institutions are subject to a determination of equivalency by a credentials evaluation service jointly designated by the District and AFA. All costs associated with this evaluation shall be borne by the faculty member.

27.01 E. Class Placement and Movement Data Verification

1. **New Faculty Hires:** Probationary and newly hired adjunct faculty members must provide the required verification needed to complete the salary verification form to the Human Resources Department within (4) weeks of the date of hire. Documentation received after that date will result in movement not taking effect until the beginning of the following semester.
2. **Continuing faculty:** In order to move to a new class placement, faculty members must provide the required verification needed to complete the salary placement form to the Human Resources Department by the first day of each semester. Adjustments are made at the start of each semester.

27.02 ANNUAL CONTRACT SCHEDULE—STEP PLACEMENT AND ADVANCEMENT

A. Explanation of Steps on the Salary Schedule

1. Each step equals a minimum of 75 percent full-time equivalent (FTE) experience at Santa Rosa Junior College or experience classified by the formulas provided for evaluation of previous experience.
2. Those faculty members with more than 67 percent but less than 75 percent FTE credit will accrue credit until one (1) FTE is reached; step advancement takes place annually at the start of the academic year.
3. Professional Growth advancement is explained in [Article 21: Professional Growth Increments \(PGI\)](#).

B. Initial Step Placement: Evaluation of Previous Experience

1. The total transferable placement credit from any combination of sources shall be six (6) steps effective Fall 2007, for placement at Step 7; and seven (7) steps effective Fall 2008, for placement at Step 8, except as modified in paragraph D below.
2. The total of previous faculty experience at the secondary level (High School grades 9, 10, 11 and 12) shall be rounded up to one (1) year's credit only if the part-time load was 75 percent FTE or greater. The total of previous faculty experience at the post-secondary level shall be evaluated on a pro rata basis and rounded upward at 75 percent FTE or greater. No more than one (1) year's credit may be earned in one (1) academic year.
3. Credit for industrial, technical, and professional experience. A newly hired faculty member shall be granted one (1) step on the salary schedule for each two (2) years of approved full-time occupational experience related to the faculty assignment of the new hire. Experience used to satisfy the minimum qualification for a discipline may not be used for step placement (effective Fall 1993).
4. Credit for part-time teaching experience. For each year of verified post-secondary part-time teaching experience equal to one (1) FTE load of a full-time instructor, a newly hired faculty member shall be granted one (1) step on the salary schedule (effective Fall 1993).

- C. Step Credit for Adjunct Faculty in Temporary Regular Assignment:** Adjunct faculty accepting a temporary regular assignment will receive two (2) semesters credit for placement on the hourly salary schedules for each semester served of a temporary regular assignment.

27.02 D. Step Placement for Probationary Faculty Members with a Prior Temporary Assignment at SRJC:

1. Service performed at SRJC as a temporary faculty member shall be added to the initial temporary faculty step placement, according to the terms of paragraph 27.02.B.1 and 2. This will create the subsequent initial step placement for service as a probationary faculty member or later temporary faculty assignment. This may exceed Step 7, effective Fall 2007, and Step 8, effective Fall 2008, by the amount of the temporary faculty service if initial, or subsequent, step placement as a temporary faculty member was at, or had reached, Step 7, effective Fall 2007, and Step 8, effective Fall 2008.
2. Adjunct service performed between assignments as a temporary faculty member and a probationary faculty member does not accrue additional placement credit, except to bring the initial probationary faculty step placement to Step 6 as described in paragraph 27.02.B.1 and 2.

- E. Overload Assignment Step Placement:** Regular, probationary and temporary faculty overload assignment step placement shall be based on the number of full-time semesters taught as reflected in the step placement on Schedule I: Annual Contract, or, if previously an adjunct faculty member at SRJC, the final attained step placement if it is higher, not to exceed Step 9 on any hourly assignment schedule.

27.03 HOURLY ASSIGNMENT SCHEDULES—PLACEMENT AND ADVANCEMENT

A. Initial Class and Step Placement

1. For class placement, the conditions of paragraph 27.01.B shall apply.
2. Evaluation of previous experience shall be undertaken according to the provisions of paragraphs 27.02.B.2, 3 and 4 and 27.02.D to determine placement credit:
 - a. Maximum one (1) year of credit for placement at Step 2, effective Spring semester 2008.
 - b. Maximum two (2) years of credit for placement at Step 3, effective Spring semester 2010.
 - c. Maximum three (3) years of credit for placement at Step 4, effective Spring semester 2012.
3. Qualified continuing adjunct faculty members may apply for advanced step placement not to exceed placement at the maximum step permitted at each effective date.
4. New adjunct faculty initially shall be placed according to paragraph 27.03.A.2. However, an adjunct faculty member performing an assignment after a break in service of greater than two (2) years will retain his/her last column and step placement, with credit toward future step movement to the extent that records are available to document prior service.
5. For regular, probationary, and temporary faculty performing hourly assignments, see 27.02.E.

B. Class and Step Advancement

1. For class advancement, the conditions of paragraph 27.01.C. shall apply.

- 27.03** B. 2. After initial placement on Step 1, step advancement from Step 1 to Step 2 is based solely on completing semester instructional loads of greater 6.7 percent. After initial placement on Step 2 (effective Spring 2008), Step 3 (effective Spring 2010), or Step 4 (effective Spring 2012), step advancement is based solely on completing semester instructional loads of greater than 13 percent FTE, or on submission of documentation for additional step credit at each effective date identified in paragraph 27.03.A.2 and 3. Otherwise, each step beyond Step 2 requires completion of four (4) qualifying semesters. Step placement takes place at the start of each semester.

27.04 WORK EXPERIENCE

- A. **Basis of Pay:** Pay for Work Experience coordinators will consist of two (2) components. One component will provide for pay for the student contact/instruction portion of the assignment. The second component will pay for the transportation portion of the assignment. For both portions of the assignment, pay will be calculated on a per-student basis. In addition, an expenses category will pay mileage fees, at the current District rate, for use of the instructor’s vehicle for travel.
- B. **Student Contact/Instruction Component:** The rate of pay for this portion of the job will be: $(2.16667 \text{ hours}) \times (\text{base hourly rate}) \times (\text{number of students})$
 The 2.16667 hours allocated for the student contact/instruction portion of the assignment will include time the instructor spends engaged in the following activities: preparation, including the initial assignment of student; initial meeting with student; initial jobsite visit; evaluation jobsite visit; student evaluation; and record keeping.
- C. **Transportation Component:** The rate of pay for this portion of the job will be:
 $(\text{Zone Travel Time/Student}) \times (\text{Work Experience Travel Rate*})$
 $\times (\# \text{ of Students per Zone})$

*Note: The Work Experience travel rate is set at Step 1, Class B of the Base Hourly Assignment Schedule.

The chart below identifies the zones and the time allocated for travel per student in each zone. (Note: Every effort will be made to encourage instructors to schedule visits to job sites in the same zone during the same trip.)

<u>Zone</u>	<u>Workplace Location</u>	<u>Travel Time/Student</u>
Zone 1	Santa Rosa and environs	0.50 hour
Zone 2	Sebastopol/Cotati/Windsor/Kenwood	0.75 hour
Zone 3	Petaluma/Healdsburg/Guerneville/Sonoma	1.00 hour
Zone 4	Napa/Bodega/San Rafael	1.50 hours
Zone 5	Others Beyond	2.00 hours

- D. **Expenses:** Actual mileage will be recorded and submitted. Pay will be established at the current District mileage rate.

27.05 SRJC RETIRED FACULTY WITH ADJUNCT ASSIGNMENTS: Effective July 1, 1990, any regular faculty member who has retired from SRJC and subsequently accepts an hourly assignment will be paid at the column and step placement equal to that last attained as a regular faculty member (limited to the highest step on the hourly schedule).

27.06 ADMINISTRATORS WHO RETREAT TO FACULTY POSITIONS

A. Administrators Who Have Been Faculty at SRJC

1. Grant past status – i.e. retain step placement at time administrative assignment was made.
2. Allow additional years of step placement credit at the rate of one (1) year of administrative experience at SRJC for one (1) year of faculty salary schedule placement credit.
3. The combination of credit from both measures above shall not exceed placement at Step 16, except if prior faculty placement exceeded Step 16. In that case no credit would be given for administrative service, since further advancement must be earned via established PGI procedures.

B. Administrators Who Have Been Faculty Elsewhere

1. Grant credit for previous teaching experience as would be applied to initial step placement for a probationary faculty member – not to exceed six (6) years of credit to permit placement at Step 7, effective Fall 2007, or seven (7) years of credit to permit placement at Step 8, effective Fall 2008.
2. Allow additional years of step placement credit at the rate of one (1) year of administrative experience at SRJC for one (1) year of faculty salary schedule placement credit
3. The combination of credit from both measures above shall not exceed placement at Step 16.

C. Administrators Who Have Never Been Faculty

1. Allow years of step placement credit at the rate of one (1) year of administrative experience at SRJC for one (1) year of faculty salary schedule placement credit.
2. The total of credit shall not exceed placement at Step 16.

27.07 SALARY PLACEMENT—OTHER: Faculty assignment and placement on a salary schedule for assignments not directly covered by the definitions in each category will be jointly determined by AFA and the District.