

SALARY SCHEDULE STEP PLACEMENT PROCEDURE **(Adjunct Faculty)**

The AFA contract has recently changed Article 27 to allow work experience to count towards step movement. Adjunct faculty are allowed to submit verifications of outside work experience to a "Maximum one year of credit for placement at step 2, effective Spring 2008." Adjunct Faculty that are currently at **Step 1** may complete one or both of the attached forms for credit towards step movement. **Requests for work experience credit must be received by the Human Resources Department on January 14, 2008 by 5:00 p.m. Late submissions will not be applied until the next available semester. There is no retroactivity.**

Part-Time Teaching Experience at other colleges

If you wish to take advantage of this advanced step placement opportunity, the Santa Rosa Junior College Human Resources Department needs to verify your previous part-time teaching experience outside of the SRJC in order to give you step credit. It is your responsibility to send the attached form to the college(s) that can verify your teaching experience load. Additional forms can be found at:

<http://www.santarosa.edu/hr/forms-linked/FacultTeachingVerificationForm.doc>

Full-Time Related Work Experience

If you have Full-Time related work experience (Industrial, technical and professional) you can complete this part of the form and submit to Human Resources for consideration. This only applies to full time work.

2 years Related Experience = 1 year salary credit

Full-Time Teaching Experience

If you have Full-Time Teaching Experience (High School grades 9,10, 11, 12 or higher only) you can complete this part of the form and submit to Human Resources for consideration.

1 year Full-time teaching = 1 year salary credit. Additional forms can be found at:

<http://www.santarosa.edu/hr/forms-linked/FacultyWorkExperienceVerificationForm.doc>

The maximum step placement, regardless of experience, will be at Step 2 for the 07/08 year.

Class movement

If you have taken additional upper division coursework from an accredited college you can submit those official transcripts to Human Resources to be added into your unit total. They must be official transcripts in a sealed envelope and they also must be received by Human Resources by no later than January 14th 2008, by 5:00 p.m.

You may contact Gina Waggoner at (707) 527-4786 or gwaggoner@santarosa.edu if you have any questions regarding this process.

Additional information can be found on the AFA website: www.santarosa.edu/afa.