

ARTICLE 21. SALARIES

21A. Salary Adjustment for Academic Years 2006-07 and 2007-08

21A.1 Academic Year 2006-07

For Academic Year 2006-07, the Salary Schedule for Regular, Contract and Temporary unit members shall reflect an eight percent (8%) increase over the salaries in 2005-06. This adjustment shall be applied no later than October 1, 2006, retroactive to July 1, 2006. Part time/overload hourly rates and stipends shall be as stipulated in [Section 21G](#) (See Appendices: [Salary Schedule: 2006-2007](#), [Salary Schedule: 2007-2008](#).)

21A.2 Academic Year 2007-08

For Academic Year 2007-08, the Salary Schedule for Regular, Contract and Temporary unit members shall reflect a six percent (6%) increase over the salaries in 2006-07. This adjustment shall be applied no later than October 1, 2007, retroactive to July 1, 2007. Part time/overload hourly rates and stipends shall be as stipulated in [Section 21G](#).

21B. Salary Adjustment After Academic Year 2007-08

The District and Faculty Association shall meet and agree to improvements and wages for Academic Year 2008-09 within 45 days from when the Governor of the State of California signs the State Budget for Fiscal Year 2008-09. The District and Faculty Association acknowledge the need to make improvements that impact both Full-time and Part-time (Adjunct) unit members.

At the meeting described above, the parties shall also determine the process and timeline for determining improvements to wages for Academic Year 2009-10.

21A. Salary Adjustment for Academic Years 2011-12, 2012-13 and 2013-14

The concessions described in Articles 21A.1 and 21A.2, below, presume that the budget shortfall in California exceeds \$2 billion, and the “Tier 2” reductions are triggered. In the event that the “Tier 2” reductions are not implemented, the salaries shall remain at the 2010-11 level, and the step increases shall occur as normally scheduled.

Hourly rates and payments stipulated in Articles 21C.1c through 21C.1g shall be unaffected by the reductions herein.

For unit members performing Part-Time (Adjunct) and overload service, it is understood that the pro-rata service rates defined in Article 21G are calculated on the basis of full-time salaries, and thus shall be affected by the same percentage reductions in effect to the full-time salary schedule. Such rates shall return commensurately to the 2010-11 levels on the same time-schedule. Other specific provisions are as follows:

- a. The office hour rate specified in Article 21G.1e shall remain constant at \$43.20 per hour;
- b. The F-Hour rates specified in Article 21G.2a shall be affected by the same percentage in effect for full full-time salaries, and return commensurately to 2010-11 levels on the same time-schedule;

- c. Coaching stipends published in the salary schedule shall be affected by the same percentage in effect for full-time salaries, and return commensurately to 2010-11 levels on the same time-schedule.

21A.1 Academic Year 2011-12 and 2012-13

For Academic Years 2011-12 and 2012-13, the Salary Schedule for Regular, Contract, Temporary and Part-time (Adjunct) unit members shall be adjusted as follows:

- a. Effective January 1, 2012, through June 30, 2012, the salary schedules shall reflect a two percent (2%) reduction from the salaries in effect for Academic Year 2010-11. It is understood that this reduction is equivalent to a one percent (1%) reduction for the entire Academic Year 2011-12.
- b. For Academic Year 2012-13, the Salary Schedule shall reflect a one percent (1%) reduction from the salaries in effect for Academic Year 2010-11. This adjustment shall be applied no later than October 1, 2012, retroactive to July 1, 2012.

21A.2 Academic Year 2013-14

For Academic Year 2013-14, step increases for Regular, Contract, Temporary, and Adjunct (part-time) unit members that would normally occur between July 1, 2013 and June 30, 2014 shall be canceled. This cancellation shall be limited to one year only, and no advancement credit shall accrue during Academic Year 2013-14. Notwithstanding, the Salary Schedule for Regular, Contract and Temporary unit members shall revert to the salaries in effect in 2010-11. This adjustment shall be applied no later than October 1, 2013, retroactive to July 1, 2013. Normal step advancement for all unit members shall resume, effective July 1, 2014.

21B. Salary Adjustment after Academic Year 2013-14

The District and Faculty Association shall meet and agree to improvements and wages for 2014-15 and any subsequent academic years within 45 days from when the Governor of the State of California signs the State Budget for the year in question. The District and Faculty Association acknowledge the need to make improvements that impact both Full-time and Part-time (Adjunct) unit members.

21C. General Provisions of the Faculty Salary Schedule

21C.1 Procedures

- a. **Full-Time Unit Members.** Unit members with Contract, Regular or Temporary status employed with a 100% contract shall be paid an annual salary based on education and experience as further defined below. Unit members with Contract, Regular or Temporary status employed for less than a 100% contract shall be paid a proportionate annual salary.
- b. **Part-Time (Adjunct) Unit Members.** Part-time (Adjunct) unit members shall be paid according to the Schedule of Part-Time (Adjunct) Service Rates established in [Article 21G](#).
- c. **Substitute Rates Instructional Assignments.** ~~Effective Fall Semester, 2006, for instructional assignments~~ Substitute service up to ten percent

(10%) of the semester equivalent hours for a course shall be paid at the prevailing substitute rate of fifty four dollars (\$54) per hour. Substitute hours exceeding an aggregate ten percent (10%) of the semester equivalent hours for a course shall be paid at the instructor's prevailing lecture or laboratory rate.

- d. **Substitute Rate Non-Instructional Assignments.** Substitute service for non-instructional hours shall be paid at forty-five dollars (\$45) per hour.
- e. **Coordinator, Alternate Duty and Special Assignment.** Coordinator, alternate duty, and special assignment work on an adjunct/ overload basis shall be paid by the hour or by CAH (where applicable, as described in [Article 21F.4d](#)) in accordance with the rates defined in [Article 21G.2](#).
- f. **Payment to Evaluate Part-Time (Adjunct) Faculty.** Full-time unit members may elect to evaluate Part-time (Adjunct) unit members for pay. Such evaluation, consisting of observation of instruction (or counseling or librarian, or special assignment duties), plus the completion of the observation and student response forms as required, and conference with the Part-time (Adjunct) unit member, shall be compensated at a flat rate of One hundred thirty five dollars (\$135).
- g. **Pay for online course evaluation and training.**

- (1) The pay for an online course evaluation shall be a flat rate of \$225, which presumes five (5) hours including a tour of the course, evaluation of class, report writing, and meeting with the evaluatee.
- (2) By the end of the second week of the semester, the Vice President of Academic Services at each college shall identify a list of the online faculty to be evaluated and the evaluators and provide the list to the college Deans and the Faculty Association for implementation. The faculty to be evaluated should include untenured faculty (if one of the courses their tenure team chooses to evaluate is online), tenured faculty due for a review (if one of the courses in tenure team chooses to evaluate is online), and all instructors teaching online for the first time.
- (3) Qualifications as an evaluator is dependent upon participation in evaluation training. Training sessions for performing evaluations shall be conducted each semester by the District and the Faculty Association.

21C.2 Column Definition for Placement on the Full-Time Salary Schedule

Note: All degrees to be counted toward salary placement must have been earned at an institution that is regionally accredited.

General Provisions of the Faculty Salary Schedule ~~(struck)~~**

- 1. Full-time unit members with Contract, Regular or Temporary status shall be paid an annual salary based on education and experience as further defined below.
- 2. Column Definition ~~(** struck)~~ [Asterisks adjusted accordingly]

- II. A) Bachelor’s Degree, or
 - ** B) Bachelor’s Degree plus two (2) years experience in occupation*** or
 - ** C) Associate’s Degree [or sixty (60) Semester Units] plus six (6) years experience in occupation***
- III. A) Master’s Degree, or
 - ** B) Bachelor’s Degree plus four (4) years experience in occupation*** or
 - ** C) Associate’s Degree plus eight (8) years experience in occupation***
- IV. A1) Master’s Degree with sixty (60) Upper Division or Graduate Semester Units beyond those normally required for the Bachelor’s Degree, or
 - A2) Master’s Degree plus thirty (30) additional Graduate Semester Units subsequent to the date of the Master’s Degree, or
 - ** B) Bachelor’s Degree plus six (6) years experience in occupation*** or
 - ** C) Master’s Degree plus two (2) years experience in occupation***
- V. A) Doctorate (The term “Doctorate” refers to a degree earned in an accredited university in the United States. Examples of such degrees are: Ph.D., Ed.D., M.D., D.D.S., J.D. Degrees earned in universities outside the United States may be considered for this classification if such degrees are found by a competent authority recognized by the University of California (or the State Department of Education) to be equivalent to the Doctorate earned in the United States.)

~~(** struck) A technical-vocational instructor must satisfy all the full-time life credential and special qualifications for State Plan (VTEA) reimbursement within two (2) years.~~

** Categories “B” and “C” apply to faculty in technical-vocational subjects. Experience in the occupation substitutes for education.

*** Not counted as experience in step placement on salary schedule.

Note: All degrees to be counted toward salary placement must have been earned at an institution regionally accredited.

Reference: Column Definition: Article 21C.

21D. Placement on Salary Schedule For New Contract or Temporary Faculty

Newly hired faculty shall receive the information below in Article 21D.1 with their offer of employment. Credit for previous experience shall, for placement purposes, be granted within one hundred twenty (120) calendar days from date of hire, as determined by the Chancellor or Director of Human Resources as follows:

21D.1 Initial Placement

(See Appendix: [Experience: Verification For Full Time and Part Time Faculty.](#))

(Note: Available online only; no hard copy in this printing.)

~~Effective the 2006-07 academic year~~ Step credit shall be applied on the following basis:

- a. Entering faculty may be placed as high as step seven (7) on the salary schedule;
- b. Full-time teaching, counseling, library or special assignment experience in an accredited school (K-12) or college, including temporary leave replacement employment, shall be credited at the rate of one (1) step for each full year of experience;
- c. Part-time teaching counseling, library or special assignment experience in an accredited school (K-12) or college, including summer work, and verified long-term substitute service (defined as over 50% of a course), shall be aggregated into full-time equivalent years up to a limit of four (4) years;
- d. Credit for full-time work experience, in an occupation directly related to the assignment, shall be allowed at the rate of one (1) step for each full year of experience. The applicant bears the burden of proving a nexus between his/her work experience and the proposed assignment;
- e. Fractional years shall be carried through as the results from parts b through d above are added. The resulting sum will be truncated to the highest whole number, in order to determine the step credit for entering faculty;
- f. Experience as a teaching or laboratory assistant shall not be considered;
- g. For unit members teaching technical-vocational subjects, only occupational experience beyond that which is used to qualify for column placement may be applied towards step placement.

21D.2 Placement Challenge Deadline

- a. The Office of Human Resources will notify the Faculty Association of all new faculty hires. A unit member who believes he or she has been improperly placed may appeal that placement via the Faculty Association.
- b. A new full-time unit member may file a challenge to his/her placement for the purposes of receiving retroactive pay to the date of hire. This challenge is subject to statutory guidelines and applicable timelines. If documentation submitted after this time results in a change of initial placement, the resulting change in the member's current placement shall be effective beginning with the member's next ~~Semester and/or Summer Session or Inter-session assignment~~ pay warrant. Notwithstanding, errors in placement due to factors other than the unit member's failure to provide necessary documentation shall not be subject to this timeline governing retroactivity.
- c. **District Response Deadline for Placement Challenge**
The District shall respond to a placement challenge within thirty (30) days of the challenge and shall have a definitive answer for the unit member within thirty (30) days of receipt of all verifying documents.

21D.3 Placement of Management Transfers

a. Faculty Who Became Managers and Transferred Back To Faculty

These individuals, who were hired initially by the District to perform faculty tasks, shall retain their number of original placement years and number of accumulated years as a faculty member. The number of years of working as a manager within the District shall be added to the number of years as a faculty member for re-placement on the Faculty Salary Schedule for Contract, Regular and Temporary Faculty. These individuals also shall re-earn their prior highest placement step earned on the Schedule of Part-Time (Adjunct) Service Rates.

b. Managers Who Transfer Into the Faculty

These individuals, who were hired initially by the District to perform administrative tasks as managers, shall be placed on the Faculty Salary Schedule for Contract, Regular and Temporary Faculty according to the following factors:

- (1) Placement Factors allowable to new Contract unit members including the number of Placement Steps; and
- (2) Number of years working full-time as a manager in the District.

21D.4 Part-Time (Overload) Service Placement

Any full-time unit member who also performs part-time (overload) service during the regular school year shall be paid on the Schedule of Part-Time (Adjunct) Service Rates. This provision shall be limited to the maximum number of steps on the Part-Time (Adjunct) Service Rates, as determined by [Article 21G.1](#) of this Agreement.

For hourly and overload service:

- a. Placement of Contract ~~or Temporary~~ unit members currently in their second (2nd) year of full-time service shall be no lower than Step 2 on the Schedule of Part-Time (Adjunct) Service Rates;
- b. Placement of Contract ~~or Temporary~~ unit members currently in their third (3rd) year of full-time service shall be no lower than Step 3;
- c. Placement of Contract ~~or Temporary~~ unit members currently in their fourth (4th) year of full-time service shall be no lower than Step 4;
- d. Placement of Regular and Emeritus faculty members shall be no lower than Step 4.

21E. Advancement on the Salary Schedule for Contract and Regular Faculty

21E.1 Normal Step Advancement

Continuing unit members with Contract or Regular status who complete an average of fifty six percent (56%) or more service assignment for a full academic year will advance one (1) step for each such completed year of service in the District.

a. Normal Advancement of Mid-Year Hires

Continuing Contract or Regular status unit members whose service began in the Spring Semester of an academic year shall henceforth advance one (1) step at the middle of the each year, as opposed to the beginning of each academic year. Completion of at least fifty six percent (56%) or more of a full year's service assignment over the previous two regular semesters is required for step advancement.

21E.2 Provision for Unpaid Leaves of Educational Benefit

Unpaid Leaves of Absence (other than Sabbatical) granted to unit members for experiences which may be presumed to be of educational benefit to the students and the District, as determined by the Sabbatical Leave Committee, shall result in service credit on the Salary Schedule up to one year. Application for this credit must be made in advance to the Sabbatical Leave Committee.

21E.3 Column Advancement

Column changes following initial placement of a unit member will be determined by the Chancellor or designee according to the person's unit member's qualifications as of September 15 of each year determined by documentation received from the unit member. Documentation must be received by the Chancellor or designee by October 1 in order for that year's salary to be adjusted. Column changes are to be made and effective within 60 days of receipt of official documentation.

21E.4 Equivalent Units for Column Advancement

Work experience, travel-study and educational training conducted by business and industry may be equated as college or university units for Column advancement when all of the following conditions have been met:

- a. All such activity must be directly and clearly related to the applicant's teaching assignment;
- b. Such activity must be performed or conducted without remuneration to the applicant except in the instance of work experience;
- c. No more than one semester unit may be granted for:
 - (1) Every twenty (20) hours of formal class instruction;
 - (2) Every sixty (60) hours of work experience;
 - (3) Every three (3) weeks of travel-study.
- d. Equivalent units earned in this manner may not exceed a total of fifteen (15) per instructor within any ten (10) year period;
- e. An application for equivalent credit must be approved in advance on an individual basis by a faculty-management committee on Equivalent Credit established by the Chancellor; and
- f. Only activities undertaken subsequent to employment in the District are eligible for consideration.

21F. Payment of Salaries

Pursuant to Education Code Section 87821, salary payments made on the last working day of the month shall be paid no later than the fifth (5th) day of the next month.

21F.1 Faculty Hired Prior to 1991-92.

Returning faculty hired prior to 1991-92 receive their salary in twelve (12) equal payments; the first on or about July 31, the last on or about June 30.

21F.2 Faculty Hired Beginning 1991-92.

Beginning in 1991-92, new faculty and faculty returning from unpaid Leave receive their salary no earlier than when it has been earned in ten (10) or twelve (12) equal payments; the first on August 31, the last on July 31.

21F.3 Repayment of Unearned Salary.

Any unit member who terminates his/her employment before the end of the school year will be paid as stated herein. In some instances due to early termination/separation from employment, a unit member may be required to repay his/her unearned salary to the District. Unit members (hired prior to 1991-92) are paid one-twelfth (1/12) of their annual salary on July 31 before they have rendered any service to the District. Unit members (hired beginning 1991-92) are paid one-tenth (1/10) of their annual salary on August 31 before they have rendered a full month service to the District. Unit members are required to sign an agreement authorizing the District to deduct money owed from their paychecks.

- a. **Termination by Death of the Unit Member.** In the event of a unit member's death, the salary warrant for the month in which the unit member dies will be issued to the survivor entitled to it. Repayment of the unearned salary by the survivor will be deferred until the receipt of the District-paid life insurance proceeds and then shall be promptly paid to the District. In any event, repayment shall be made within six (6) months of the date of the unit member's death. If a unit member, who is otherwise eligible for medical benefits upon retirement (as per [Article 20B.1-20B.7](#)) dies before retirement, his/her spouse may purchase medical benefits from the District at the prevailing group rate.
- b. **Other Employment Termination.** If employment is terminated by causes other than death, the unit member shall promptly repay the unearned portion of his/her salary to the District. The payroll office may withhold the unearned portion of such unit member's salary from any money which would otherwise be paid by the District to the unit member.
- c. **Repayment in Case of Overpayment.** If an overpayment of salary has occurred, the unit member shall be notified in writing before any attempt is made by the District to retrieve the overpayment via Payroll deductions. Said monthly payroll deductions shall not exceed 10% of the initial total debt unit member's regular salary, minus mandatory withholdings (Federal

and state taxes, Medicare, union dues, etc.) unless the unit member authorizes a higher monthly amount.

d. Load Residuals on Termination of Employment.

See [Article 10D.9](#).

If there is a positive load residual upon termination of employment it will be compensated to the unit member. If there is a negative load residual upon termination of employment, the unit member will reimburse the District. In each instance, for load accumulation prior to July 1, 2002, the remuneration will be computed at the current lecture pro-rata in [Article 21G](#) at the unit member's current step on the Full-Time Salary Schedule, up to Step 14. Unit members are required to sign an agreement authorizing the District to deduct money owed from their paychecks.

21F.4 Pay Method for Part-Time (Adjunct) Faculty and Courses Taught for Overload

a. **Part-Time (Adjunct) Faculty.** Part-time (Adjunct) and Contract, Regular and Temporary unit members teaching overload shall be paid by the course, except for assignments as a counselor, librarian, instructor substitute, or team-taught courses, or courses where the catalogue hour-rating cannot be easily broken down in terms of contact hours required for the Part Time Hourly Personnel Service Report.

b. ~~The pay for a course shall be computed as follows:~~

Pay-by-Course, Hourly Method:

For lecture courses, or the part of the class assignment that consists of lecture hours

$$\text{Pay} = (\text{Lecture Unit Rating}) \times (\text{Hourly Lecture Rate}) \times \del{47.3} \underline{17.5}$$

PLUS/OR

For laboratory courses, or the part of the class assignment that consists of laboratory hours that carry load factor 0.75

$$\text{Pay} = (\text{Weekly Laboratory Hours}) \times (\text{Hourly Laboratory Rate}) \times \del{47.3} \underline{17.5}$$

Instructional Hourly Rates are defined in Article 21G.1.

c. **Pay-by-Course, CAH Method:**

By Fall Semester, 2012, the District will move to paying for instructional assignments in terms of the load value of the assignment. For this provision,

$$\text{Pay} = (\text{Assignment Load Value in CAH}) \times (\text{Instructional CAH Rate})$$

It is understood that if the CAH method is used to compute the pay for an assignment that includes composition load defined by Faculty Hour C.1 or C.2 (See Article 10D.1c), which carry load factors 1.17 or 1.25, the load factor for pay purposes is 1.0.

The instructional CAH Rate is defined in Article 21G.1.

- d. **Number of Payments.** Service paid by the course for courses of semester length duration shall be made in five equal installments each semester, with payments starting at the end of the first month of service. For service paid for courses of shorter duration than a semester the amount of payments and the number of payments will depend upon the length of the course and the start and end date. If services terminate for any reason, the amount to be paid will be based upon the actual number of hours served.
- e. **Coordinator or Alternate Duty Assignments.** Unit members performing coordinator or alternate duty assignments on an adjunct or overload basis may be paid by the assignment in a manner similar to pay by the course as described above, if the assignment is for a full semester and/or can be expressed in terms of CAH value. In such case,

Pay = (CAH value) × (“F-Hour” CAH pay rate)

“F-Hour” pay rates are defined in [Article 21G.2](#).
- e. **Reporting of Other Services.** Any service that is not paid by the course or assignment shall be reported on official service forms that document hours of service. (See Appendix: [Service Report: Part Time Faculty](#).)

21G. Compensation for Eligible Part-Time and Overload Service

21G.1 Schedule of Part-time (Adjunct) Service Rates

Unit members performing eligible Part-time (Adjunct) and Overload service during the academic year shall be paid on a Schedule consisting of eight (8) steps and based upon a negotiated percentage of the pro-rata calculation of the appropriate full-time faculty salary in [Column III, Steps 1-8](#).

~~For the 2006-07 academic year, the equivalent Hourly rates shall be determined as follows:~~

- ~~a. Effective Lecture Hour Rate = 70% of Annual Salary ÷ 525
This rate shall be paid for “A” and “C” Hours.~~
- ~~b. Effective Laboratory Hour Rate = 70% of Annual Salary ÷ 700
This rate shall be paid for “B” Hours.~~
- ~~c. Effective Counseling/Librarian Hourly Rate = 95% of Annual Salary divided by 1050. This rate shall be paid for “D” and “E” Hours.~~
- ~~d. Office Hour Rate = \$43.20 per hour.~~

~~For the 2007-08 academic year, The equivalent Hourly rates shall be determined as follows:~~

- a. Effective Lecture Hour Rate = 70% of Annual Salary ÷ 525
This rate shall be paid for “A” and “C” Hours.
- b. Effective Laboratory Hour Rate = 70% of Annual Salary ÷ 700
This rate shall be paid for “B” Hours.
- c. [\(Effective Fall Semester, 2012\)](#)

Non-Credit Hourly Rate = 56% of Lecture Hour Rate above

d. As an equivalent alternative to the hourly rates defined in items (a), (b) and (c) above, pay for an adjunct/overload instructional assignment may be made in terms of the CAH value of the instructional assignment, in accordance with Article 21F.4c. For this provision,

Effective Instructional CAH Rate = 70% of Annual Salary ÷ 30

e. Effective Counseling/Librarian Hourly Rate = 92% of Annual Salary divided by 1050. This rate shall be paid for “D” and “E” Hours.

f. Office Hour Rate = \$43.20 per hour.

g. It is agreed that if the State’s Part-Time Faculty allocation is increased such that the District receives annual funding beyond the current level the distribution of such monies shall be negotiated.

~~f. Effective the beginning of Spring Semester 2008, an Integrated Learning Center (ILC) Hour will apply at Las Positas College (see Appendix: [MOU: ILC Hour](#) online only).~~

21G.2 Pay Rates for Adjunct/Overload Coordinator, Special Assignments or Alternate Duty

a. ~~Effective Fall Semester 2007,~~ Compensation for coordinator or alternate duty or special assignment work (F-Hour Assignments) on an adjunct/hourly basis shall be as follows:

\$2,053 per CAH or \$46.92 per hour.

b. Part-time (Adjunct) faculty performing approved incidental hourly work (e.g., program or professional development, attending meetings, etc.) shall be paid at \$46.92 per hour. (See Appendix: [Service Report Academic Non-Instruction](#).)

Note: The CAH and hourly “F-Hour” rates above may be subject to the salary adjustment procedures in Articles 21A and 21B.

21H. Initial Placement on the Salary Schedule of Part-Time (Adjunct) Faculty

21H.1 Initial Step Credit

(See Appendix: [Experience: Verification For Full Time and Part Time Faculty](#).)

(Note: Available online only; no hard copy in this printing.)

a. Entering Part-time (Adjunct) faculty may be placed as high as step four (4) on the Schedule of Part-Time (Adjunct) Service Rates. Initial Step placement shall be effective for their initial term of service, whether it be Summer, Spring or Fall.

b. Full-time teaching, counseling, library or special assignment experience in an accredited school (K-12) or college including Temporary Leave Replacement work, shall be credited at the rate of one (1) step for each year of experience.

- c. Part-time teaching, counseling, library or special assignment experience in an accredited school (K-12) or college, including Summer Session work, and verified long-term substitute service (defined as over 50% of a course), shall be aggregated into full-time equivalent years.
- d. Credit for full-time work experience in an occupation directly related to the assignment shall be allowed at the rate of one (1) step for every two (2) years of experience. The applicant bears the burden of proving a nexus between his/her work experience and proposed assignment.
- e. Fractional years shall be carried through as the results from parts b through d above are added. The resulting sum will be truncated to the highest whole number, which will determine the step credit for entering faculty.
- f. Work experience other than that listed above, including experience as a teaching assistant, shall not be considered.

21H.2 Recalculation of Initial Step Placement

- a. Any unit member at Step 1, 2 or 3 on the Schedule of Part-Time (Adjunct) Service Rates may request a recalculation of initial Step placement, if experience attained subsequent to date of hire (including service both within and outside the District) results in a higher step placement, as calculated in accordance with Article 21H.1 above, than would be afforded by normal advancement according to [Article 21I.1](#). Within forty-five (45) days of the beginning of the semester in which such a revised placement would take effect, the unit member must submit a request in writing to the Human Resources Office that details the request. The unit member must also submit verification, consistent with Article 21H.3b, below, of any relevant experience outside the District that was gained subsequent to his/her current initial Step placement.

21H.3 Verification of Experience

In order to verify Step placement, it is the responsibility of the unit member to request submission of verification letters to the District Human Resources Office.

- a. Within forty-five (45) days of Board approval of hire, the District Human Resources office shall send the negotiated form to new faculty member (See Appendix: [Experience: Verification For Full Time and Part Time Faculty](#).) (Note: Available online only; no hard copy in this printing.) The form shall include Articles 21H.1, 21H.2 above, and 21H.3, and stipulate the timeline for verification documents to be submitted in order for the initial placement to be effective. This includes retroactive placement for Fall, Spring, or Summer term of initial service.
- b. Letters for this purpose must be on official letterhead and or other documents signed by the appropriate authority of the verifying institution. Copies of employment contracts issued from the Human Resources Office(s) of local educational institutions may serve in lieu of narrative letters, as long as such documents contain detailed enough information from

which service credit can be calculated. Additional requirements may apply, as agreed by the District and Faculty Association.

- c. Each letter must clearly state the term of the teaching employment or work experience. In addition, if this prior teaching experience was not full-time, the verification letters must evidence details as to the equivalent units taught for each semester or quarter.
- d. Step placement shall not occur until verifying documentation is received. If documentation received more than ninety (90) days after notification in accordance with part a, above, results in a change of initial placement, and the unit member is retained to work subsequent semesters, the resulting change shall be effected beginning with the unit member's next Semester and/or Summer or Inter-session assignment. Notwithstanding, errors in placement due to factors other than the unit member's failure to provide necessary documentation shall not be subject to this timeline governing retroactivity.
- e. A newly hired Part-time (Adjunct) unit member who believes he or she has been improperly placed may appeal that placement via the Faculty Association.

21I. Advancement on the Schedule of Part-Time (Adjunct) Service Rates

21I.1 Normal Step Advancement

After initial placement on the Schedule of Part-Time (Adjunct) Service Rates is established, the next Step, and all subsequent Steps, shall be earned by aggregating at least nine (9) Faculty A Hours (CAH equivalents) of full-time teaching load at the current Step. This load will carry over from term to term (Fall Semester, Inter-session, Spring Semester, Summer Session) until nine (9) equivalent Faculty A Hours are achieved. Step advancement shall be effective the academic term (Fall, Inter-session, Spring or Summer) immediately following the academic term in which an aggregated total of nine (9) Faculty A Hours (CAH equivalents) is earned; any residual overage of load (or hours) above the aggregated nine (9) Faculty A Hour (CAH equivalents) shall not carry over to the next term. A unit member may advance a maximum of one (1) Step per year. For purposes of this Section only, a year is defined as a twelve month period comprised of the four academic terms. It is understood that the year shall begin at the term where the individual unit member is advanced a Step and shall continue for the four terms thereafter. It is understood that a unit member does not have to serve each term of the year to be advanced, and that the aggregated total of nine (9) Faculty A Hour (CAH equivalents) shall determine eligibility for advancement.

For counselors, librarians and special assignment faculty, all hours earned up until the last work day immediately prior to a new academic term will count for aggregating hours toward achieving Step advancement. ~~Two hundred and eighty three and a half (283.5) counseling hours equals nine (9) Faculty A Hours (CAH~~

~~equivalents). Three hundred forty one and a quarter (341.25) librarian and special assignment hours equals nine (9) Faculty A Hours (CAH equivalents).~~

For non-instructional hours, nine (9) Faculty A Hours (9 CAH) is equivalent to the following: 262.5 cumulated counseling faculty hours; or 315 cumulated librarian faculty hours; or 341.25 cumulated special assignment hours. If hour types commingle, eligibility for step advancement shall be computed in terms of CAH, based on the hour definitions specified in ~~Section~~ Article 10D.12.

For laboratory assignments equivalent to 75% of an A hour, 210 hours equals 9 CAH.

21I.2 Application of Long-Term Substitute Service for Step Advancement

Substitute service shall be included in the foregoing if the Part-time (Adjunct) unit member has taught more than fifty percent (50%) of a course. All such substitute work shall be pro-rated based on the portion of the course taught, to determine the CAH value. Placement on the higher Steps of the Schedule is understood to provide no expectation of tenure or permanence of employment.

21I.3 Banked Units Not Eligible for Step Advancement

For full-time unit members, any full or partial assignment credited to the member's load sheet, including CAH units designated for work load banking, shall not count for Step credit for advancement on the Schedule of Part-time (Adjunct) Service Rates. Notwithstanding, any CAH overage paid out to a full-time unit member on the basis of his/her current Step on the Schedule of Part-time (Adjunct) Service Rates shall count for Step credit at the time it is paid.

21J. Extra Hours Compensation—Intercollegiate Athletics, Forensics and Newspaper Production Advisor

~~Full-time Contract and Regular unit members assigned to coaching positions in the Intercollegiate Athletics, Forensics Programs, and supervising newspaper production shall exercise Option 1 or Option 2, as set forth in the most recent separately printed Salary Schedule based on this Agreement. The exercise of any option is subject to approval and agreement by the District. The exercise of any option must be made by December 30 of the year preceding the next Fall Semester. Part-time (Adjunct) unit members will be paid at twice the Option 2 dollar amount. Either Option 1 or Option 2 is to be considered all-inclusive concerning all duties, responsibilities and activities relating to the coaching of the assigned sport, forensics activity, or newspaper production. (See Appendix: [MOU: Coaching](#).)~~

Extra Hours Compensation Study. The District and Faculty Association agree to work jointly to study the compensation for coaching, music performance, forensics and newspaper production, and to develop a plan to address any deficiencies identified, by Fall Semester, 2013 in the compensation as set forth below. The parties agree that any new provisions will modify or replace the procedures described below:

 [Language below is from MOU of January 16, 2008]

Full-time Contract and Regular unit members assigned to coaching positions in the Intercollegiate Athletics, Forensics Programs, and supervising newspaper production shall exercise Option 1 or Option 2, as set forth in the most recent separately printed Salary Schedule based on this Agreement. The exercise of any option is subject to approval and agreement by the District. The exercise of any option must be made by

December 30 of the year preceding the next Fall Semester. Part-time (Adjunct) unit members will be paid at twice the Option 2 dollar amount. Either Option 1 or Option 2 is to be considered all-inclusive concerning all duties, responsibilities and activities relating to the coaching of the assigned sport, forensics activity, or newspaper production.

In order to clarify the compensation for coaching duties, the District and the Faculty Association agree to modify Part D of the Salary Schedule as follows:

1. The existing “Category B” shall be re-designated as “Associate Head Coach,” and shall be assignable if appropriate and if resources permit only in Baseball, Football, Soccer, and Track. It is understood that these sports typically draw an especially large number of student athletes, and thus have need of assistants with greater responsibilities than a typical Assistant Coach.
2. The Salary Schedule shall also indicate a “Category C” designated “Assistant Coach” which shall include a flat-rate payment equal to the amount shown under “Option 2” under Category B, but with no load credit. This payment shall be the same for all unit members, and shall not be subject to doubling. It is understood that sports having an Associate Head Coach assigned under Category B may, in addition, have one or more Assistant Coaches assigned under Category C. It is further understood that an Assistant Coach, though typically assigned in Baseball, Basketball, Cross Country, Football, Soccer and Track, may be assigned in other sports as resources permit.
3. Diving shall be listed as a Head Coach under Category C.

21K. Large Enrollment Classes

(See [Article 10E.3.](#))

21L. Summer/Inter-Session Wage Rates

(See [Article 17.](#))

21L.1 — Summer and Inter-session Rates for Regular and Contract Instructional Faculty

Contract and Regular unit members who have completed at least one (1) year of full-time service with the District, who render instructional service in the Summer Sessions and Inter-session, shall be compensated on the basis of the Summer Rates for Contract and Regular Faculty Salary Schedule. This Schedule shall have all the columns of the Full Time Salary Schedule, and Contract and Regular unit members shall be placed at the Column/Step, up to Step 14, that coincides with the unit member's current placement on the Full Time Salary Schedule. The methodology for computing hourly rates shall be as described in [Section 21G.1](#), including the same pro-rata percentage set forth for lecture and laboratory hours.

21L.2 — Provision for Regular and Contract Non-Instructional Faculty

Provision for Regular and Contract Librarians, Counselors, Athletic Trainers, and the Director of Nursing and the Nursing Clinical Skills Laboratory Instructor who have at least one (1) year of full-time service. These unit members shall be paid for Summer Session service at the rate of ten percent (10%) of their annual wage, up to Step 14, for one (1) month's full-time service consisting of twenty-one (21) working days of six and a half (6½) hours each. Hours in excess of, or less than, a full month's service shall be paid in accordance with the hourly rates specified in [Section 21G.1](#). (See Appendix: [Summer Assignment: Verification of Completion Director of Nursing](#).)

21L.3 — Summer Session Office Hours

Summer Session Office Hours: Contract, Regular, Temporary and Part-time (Adjunct) unit members teaching Summer Session classes may elect to serve one (1) weekly office hour to be paid in accordance with [Section 21G.1d](#).

~~21L.4 Summer Rates for Adjunct and Temporary Unit Members, Including Contract Unit Members with Less Than One Full Year of Service~~

~~Unit members who have completed less than one year of full time service with the District, including unit members with no full time status, shall be compensated in accordance with [Section 21G.1](#).~~

21L.1 Pay for Part-time (Adjunct) Faculty to Participate in New Faculty Orientation.

Part-time (Adjunct) faculty shall be paid for up to two hours of participation in orientation as new faculty regardless of whether this orientation is face to face or online. See Section 18U.