

## 7.1 SALARY SCHEDULES – CONTRACT YEAR

- 7.1.1 A. Effective 7/1/2013, the District shall increase all of the faculty salary schedules by 1.57%. For the 2013/14 school year, the District agrees to maintain not less than ninth (9<sup>th</sup>) in the relative rank of the tenth active step on Class VI. Relevant salary schedules will be reviewed by March 1 of each year to determine relative rank. Basic Aid districts shall be excluded from the ranking determination. Any additional compensation required to maintain relative rank will be paid on schedule effective on the subsequent July 1. The amount of the on-schedule payment shall be figured by determining the percent increase needed to maintain relative rank at the tenth active step on Class VI and applying that same percent to each class and step.
- A. For 2013-14, provide one step movement on the full-time salary schedules to all unit members who are entitled to step movement, retroactive to July 1, 2013.
- B. Provide step restoration by placing all eligible faculty at the step placement they would have reached if there had been no freeze of step movement in 2009-10 and 2010-11.
- C. The salary schedule for faculty on one hundred seventy-five (175) day contract is shown in Appendix E. The salary schedule for counselors and Health Services faculty on 192 day contracts is shown in Appendix F. The salary schedule for Public Safety Coordinator on 225 day contracts is shown in Appendix G.
- D. The dollar value of each Longevity Step (A, B, and C) for columns VI and VII on the full-time salary schedules shall be increased by 50%, effective July 1, 2013.
- E. Add one step the Part-time/Beyond Contract Salary Schedule. The hourly rate for the additional step will be 5% higher than the previous step.

### 7.1.2 Class Placement Requirements for Initial Placement and/or Class Changes

- Class I (a) Bachelor's Degree  
(b) Vocational Placement – Community College Credential
- Class II (a) Master's Degree  
(b) Bachelor's Degree plus 45 approved semester units earned after award of the degree  
(c) Vocational Placement – Appropriate Minimum Qualifications plus one of the following:  
(1) A.A. Degree or 65 approved semester units, plus six years approved work experience credit

- (2) Bachelor's Degree plus three years approved work experience credit

Class III (a) Master's Degree plus 15 approved

semester units earned after award of degree

- (b) Bachelor's Degree plus 49 approved semester units including a Master's Degree

- (c) Vocational Placement – Appropriate Minimum Qualifications plus one of the following:

- (1) A.A. Degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit.

- (2) Bachelor's Degree plus six years approved work experience credit

- (3) Completion of 15 approved semester units after initial placement on Class II

Class IV (a) Masters Degree plus 30 approved semester units earned after award of the degree

- (b) Bachelor's Degree plus 64 approved semester units including a Master's Degree

- (c) Vocational Placement – Appropriate Minimum Qualifications plus one of the following:

- (1) Bachelor's Degree plus nine years approved work experience credit

- (2) Completion of 15 approved semester units after initial placement on Class III

Class V (a) Master's Degree plus 45 approved semester units earned after award of the degree.

- (b) Bachelor's Degree plus 79 approved semester units including a Master's Degree

- (c) Vocational Placement – appropriate Minimum Qualifications plus one of the following:

- (1) Bachelor's Degree plus 45 approved semester units, plus nine years approved work experience credit.

- (2) Master's Degree plus nine years approved work experience credit.

- (3) Completion of 15 approved semester units after initial placement on Class IV

Class VI (a) Master's Degree plus 60 approved semester units earned after award of the degree.

- (b) Bachelor's Degree plus 94 approved semester units including a Master's Degree

- (c) Vocational Placement – Appropriate Minimum Qualifications plus one of the following:
  - (1) Master's Degree plus 15 approved semester units, plus nine years approved work experience credit
  - (2) Completion of 15 approved semester units or nine years of approved work experience credit after placement on Class V.

Class VII (a) Doctorate Degree

7.1.3 Initial Placement

A. Class Placement

All academic employees at the time of issuance of their first contract shall be placed in a class and step according to professional training and experience as established by the provisions of the schedule. All units taken after earned degrees must be related to the staff assignment to be approved. Supporting transcripts for placement beyond Class I must be submitted within forty-five (45) days after the effective date of the contract. No changes in class placement shall be made after December 31 of the employee's first contract year except through the provisions for vocational placement and/or change of classification.

This provision includes new employees hired as administrators. When an administrator returns to teaching, counseling, or other non-administrative assignment, the academic placement at the time of first employment will determine placement on the basic schedule. Similarly, all vocational instructors will be assigned initial academic placement to which they will revert from vocational placement if they change assignments.

An employee entering contract status for the first time may be granted a maximum of eight (8) years credit:

- 1) On a year-for-year basis for full-time teaching or other academic employment. Credit shall not be given for a year's experience unless the employee has served 75% or more of the school days of that year on a full-time teaching or other academic assignment.
- 2) On a basis of one (1) year for each twenty-four (24) lecture units or equivalent of part-time assignments. The number of years credit cannot exceed the number of years that the employee has served in part-time assignments. For Continuing Education instructors an accumulated 504 hours of instruction, which will equal one semester of experience credit (as verified by Human Resources).

- 3) On a basis of one (1) year for each two (2) years of full-time employment (non-academic) in an activity directly related to the assigned faculty service area.
- 4) Step placement credit required in 1), 2), and 3) above cannot be earned simultaneously.

B. Career Technical Educations (CTE)

The intent of CTE placement is to recognize the value of work experience as an alternative to course work for instructors of career technical education subjects. The work experience must be directly related to the teaching assignment.

Only instructors meeting the Minimum Qualifications in designated community college CTE subjects and assigned at least 50% to CTE programs as defined in the State Plan for Career Technical Education are eligible for CTE placement.

Full-time work experience occurring within the last sixteen (16) years may be substituted for full-time teaching experience. Creditable years not used for class placement will be applied toward step placement on a one for one basis up to the maximum entry step allowable. Teaching experience shall not be combined with work experience.

C. Military Credit

Military service in the Armed Forces of the United States which is directly related to the teaching assignment may be applied toward placement.

D. Rehire Policy

Employees returning to the college after an absence of not more than thirty nine (39) months shall be placed on the schedule at the next highest step than that on which they served their last full year.

7.1.4 Change of Classification

A. Creditable Units

Credit accumulated after initial employment as a result of college level study may be used for transferring from one class to another across the salary schedule. Such credit must be for no fewer than nine (9) upper division or graduate level semester units and no more than six (6) lower division semester units except as stipulated in C.2. All units must be from a college or university that has regional accreditation. Lower division units taken by

instructors in disciplines in which they normally teach must be taken at colleges or universities other than Rancho Santiago Community College District. Units must be directly related to the improvement of the instructional programs.

B. Work Experience

Credit equivalency for work experience may be earned by instructors through approved employment, subject to administrative approval. The appropriate Department chair, where one is designated, will make initial review and approval prior to administrative review and approval. (See REGULATIONS, Item 7, below).

C. Regulations

Method and regulations governing such changes of salary class are as follows:

1. All work taken for change of salary class or vocational placement shall be completed by September 15 of the year in which the change becomes effective.
2. No more than six (6) lower division semester units may be used for each change of class including Rancho Santiago District Staff Development course units. The six (6) unit maximum for lower division course units may be waived (1) for vocational, computer applications, or foreign language programs in which upper division course work is not available or appropriate; (2) in approved retraining programs; or (3) when credit equivalency for work experience is applied. The waiver requires prior approval by the supervising administrator and the College President. The amount of credit for correspondence course, seminars, or any other course work of less duration than a regular semester, quarter, or summer session will be subject to the recommendation of the supervising administrator.
3. All transcripts showing evidence of work taken toward change of salary class must be on file with the Human Resources Office not later than October 15 of the year in which the change of salary class is to take place.
4. When an earned doctorate is involved, the degree shall be recognized for salary credit when the institution granting the degree certifies that all requirements were met prior to October 15 of the year in which the change of salary class is to take place, and such certification is on file in the Human Resources Office.
5. Changes of salary class shall be presented to the Board of Trustees not later than the second meeting in December.

6. A grade of C, or better, must be earned in all course work submitted for salary advancement.
7. Credit equivalency for work experience may be obtained on the basis of equating fifty four (54) hours of approved employment to one (1) semester unit of course credit. Such work experience credit must be combined with at least five (5) semester units of course credit to advance to a higher class.

D. Non-course Professional Work and Activity

Non-course professional work and activity, as defined below, may be used for advancement to Class II, III, IV, V, or VI on the current salary schedule, but may not be used for advancement to Class VII (Doctorate). Applications seeking credit for non-course professional work and activity is to be made within the time lines described in Section 7.1.4.C above. Non-course work shall apply for class advancement only and not for initial placement at time of hiring. In the areas to follow, all items are to be documented by the applicant on the District approved forms. Applications for credit are to be approved by the appropriate College President or designee. These units apply only to full-time credit or non-credit tenured faculty. A faculty member may accumulate a lifetime maximum of thirty (30) units for all research and creative activity and professional activities.

Applications for approval of non-course professional activity units will be returned to the Human Resources Office, which will forward the applications to the District Review Committee. The review committee comprised of one representative from the Association, one representative from the Academic Senate, and one representative from the administration shall review all applications and determine the number of units to be awarded for each activity.

1. Research and Creative Activity

- a. An original article in the faculty member's present job description or field of teaching that is published in a professional journal may earn 0.5 to 1.5 units, depending upon the scope. The journal must have an editorial board that reviews and selects articles for publications.
- b. An original published document or major revision of an original published document (e.g., textbook, workbook, or manual) for classroom use may earn one (1) to five (5) units, depending upon scope. This option does not apply to regular classroom materials such as course syllabi, outlines, and handouts.

- c. A book or text in the faculty member's present field may earn one (1) to five (5) units depending upon scope. Self-published books shall not be considered except where they have been in evident use and benefit to the students in the classroom.
- d. An original score and/or published lyrics may earn 0.5 to three (3) units depending upon scope. Such music should be of evident use in the classroom and must be copyrighted.
- e. Other products of research or creative activity which show evidence of professional growth on the part of the faculty member may earn from 0.5 to three (3) units depending upon scope.

2. Professional Activities

- a. The presentation of a scholarly paper or other original professional material relevant to the faculty member's present field of employment at a conference, workshop, seminar or gallery showing, which shows evident research and is not merely extemporaneous in nature, may earn 0.5 to one (1) units depending upon scope.
- b. Holding a position of leadership on the association's Executive Board or the Academic Senate or being chair or co-chair of District councils or committees for three (3) or more consecutive years may earn one (1) to three (3) units for each year.

7.1.5 Longevity Steps

Longevity steps will be awarded to eligible District faculty members. Eligibility for the steps will be based on the following:

Step A- Member is eligible after three (3) years on Class VI or Class VII at the maximum step 16.

Step B – Member is eligible three (3) years after placement on Step A.

Step C – Member is eligible three (3) years after placement on Step B.