

PLACEMENT PROCEDURES - FACULTY **APPENDIX B-8 (Formerly B-6)**

COLUMN A:

- B.A., or
- Completed full-time Vocational/Community College Credential secured through vocational experience, or
- A.A., at least 6 years experience in discipline and any certificate/license required to teach in the discipline.

COLUMN B:

- M.A., or
- Completed full-time Vocational/Community College Credential secured through vocational experience and B.A., or
- B.A., at least 2 years experience in discipline and any certificate/license required to teach in the discipline.

COLUMN C:

- B.A. + 45 units and M.A., or
- Completed full-time Vocational/Community College Credential secured through vocational experience and B.A.+ 15 units, or
- B.A., at least 2 years experience in discipline and any certificate/license required to teach in the discipline and 15 units.

COLUMN D:

- B.A. + 60 units and M.A., or
- Completed full-time Vocational/Community College Credential secured through vocational experience and B.A.+ 30 units, or
- B.A., at least 2 years experience in discipline and any certificate/license required to teach in the discipline and 30 units.

COLUMN E:

- B.A. + 75 units and M.A., or
- Completed full-time Vocational/Community College Credential secured through vocational experience and B.A.+ 45 units + M.A., or
- B.A., at least 2 years experience in discipline and any certificate/license required to teach in the discipline and 45 units and M.A.

COLUMN F:

- B.A. + 90 units and M.A., or
- Completed full-time Vocational/Community College Credential secured through vocational experience, B.A.+60 units+M.A., or
- B.A., at least 2 years experience in discipline and any certificate/license required to teach in the discipline and 60 units and M.A.

COLUMN G:

- Completion of a Ph.D., Ed.D., or JD.

(Credit placement for a full-time Vocational Credential secured through vocational experience or for meeting minimum qualifications with vocational experience and a certificate/license, shall be granted to faculty who teach exclusively in vocational education areas.)

Salary Placement Criteria - Regular and Temporary Faculty

A. Placement on the salary schedule shall be based on:

Earned Degrees.

Acceptable graduate semester units (each graduate unit earned on a quarter basis shall be calculated as two-thirds [2/3] of a semester unit).*

Prior teaching and/or trade or professional experience.

Proper certification.

Other semester units or continuing education work subject to administrative approval.**

*Acceptable graduate units shall be those which are acceptable by a university or college for credit toward a Master's or Doctor's degree and/or credit toward certification, or graduate units of work which lead to professional improvement and/or increased proficiency in major or minor fields. Graduate units taken prior to the completion of the requirements for a Bachelor's degree will be accepted only if they were a requirement in completing the work for the Master's or Doctor's degree. No units shall be counted for both a Bachelor's degree and a higher degree.

**Units taken after the Bachelor's degree has been earned which are not of graduate level are acceptable at the discretion of the Superintendent/President upon demonstration that such courses contribute to the professional growth of the instructor or are within his/her major or minor area. Continuing education work taken after the Bachelor's degree which is not of graduate level but was acceptable for schedule placement at former school districts will be subject to review.

Salary Placement Procedures - Regular and Temporary Faculty

B. A newly employed faculty member shall be placed on the appropriate column and step no lower than step 3 of the applicable faculty salary schedule in effect at the commencement of the individual's employment pursuant to the following provisions:

1. Column placement shall be established by the individual's certified and acceptable graduate work completed in accredited institutions or by the appropriate vocational experience upon which issuance of the credential was based, or based upon hours completed in workshops/training that leads to certification in the discipline.
2. For regular faculty and, effective July 1, 2000, for full-time temporary faculty, initial step placement on the full-time salary schedule for an individual who has prior full-time faculty experience at another educational facility or related occupational experience that exceeds credential requirements shall be determined by the following guideline (a or b) which grants the greater step credit:
 - a. **Beginning Fall 2019**, the step determined by allowing one step for each two full years of related experience and/or one step for completion of four semesters and a minimum of ~~45~~ **10** semester units (or equivalent for service faculty) during that interval as a temporary faculty member. Maximum placement shall be at the **eighth** step.
 - b. The step representing the amount next greater than the individual's last annual basic ten month faculty or occupational salary.
3. Initial step placement for an individual who is hired into a temporary faculty position and who has prior full-time faculty experience or related occupational experience that exceeds credential requirements on the temporary lab/lecture salary schedules, as appropriate, shall be determined by the following guidelines (a or b) which grants the greater step credit:

- a. The step determined by allowing one step for two complete years of academic experience or the step determined by allowing one step for each two full years of related experience, whichever yields the higher placement. Maximum placement shall be at the ~~fifth~~ eighth step.
 - b. The step representing the amount next greater than the individual's last annual basic ten month faculty or occupational salary, prorated to the level of the current assignment.
4. Placements in exception to these requirements may be made by the Superintendent/President, within the following limitations, provided that such proposed exceptions are submitted to the Board of Trustees for final approval. Such exceptions may be made when:
 - a. A lack of available qualified personnel makes it mandatory to waive some requirements;
 - b. The position to be filled requires supervisory or administrative duties and responsibilities;
 - c. Compelling reasons require employment of a particular candidate not otherwise available to the college.

Salary Step Advancement and Column Changes:

C. Step advancement for regular faculty shall be implemented at the beginning of each fiscal year. Step advancement for temporary faculty shall be based upon the completion of a minimum of four semesters and/or summer sessions of teaching/service experience and a minimum of 15 semester units of teaching (or equivalent for service faculty) with the District and shall become effective the next semester or summer session.

1. If courses of study are to be used for a salary column change upon their completion, prior approval of the courses must be obtained from the Assistant Superintendent/Vice President, Instruction . He/she must be notified no later than June 1 of the intent to change a column and The course work must be completed and reported to his/her office by September 1 or February 1 in order to be included that school year.
2. The burden of proof for identifying the date of the completion of the requirements for all degrees, graduate units, a credential, acceptable work, and correct schedule placement shall be with the employee.

Division Chairs:

1. Division Chairs will be paid beginning the 2017-2018 academic year using the Instructional Division Chair Salary Schedule or the Service Faculty Chair Schedule.

North County Campus Division Coordinators:

1. North County Campus Cluster Coordinators will be paid beginning with the 2017-2018 academic year using the North County Coordinator Salary Schedule.

Salary Adjustments for Absences:

G. Salary adjustments shall be made for regular academic faculty who work fewer days than their specified contract period pursuant to Education Code sections 87780 and 87815.

1. Any salary adjustment shall be determined by deducting the day or days not worked in the contract year on a per diem basis.
2. Per diem salary shall be computed by dividing the annual total salary by the total number of days in that contract year (total salary includes responsibility and time factors and extra duty remuneration but excludes extra remuneration for overload teaching or counseling). The per diem calculation for temporary faculty shall be based on the number of days in the applicable semester.

EXTRA DUTY COMPENSATION -- APPENDIX B-9 (Formerly B-7)

A. The stipend of extra duty compensation for faculty who are assigned as performing arts instructors, coaches, and project journalism instructors shall be as listed below in 1, 2 and 3. **Stipends for regular faculty shall be paid over 5 or 10 months by employee request. Stipends for temporary faculty shall be paid over 5 months.**

1. Performing Arts: The flat stipend for the duties performed by the designated instructor are based upon performance and completion of the duties specified for the respective position. The stipend for each position shall be as follows:

Choreography and Performance - **\$3,350** per semester

Drama - **\$3,350** per semester

Instructional Music - **\$3,350** per semester

Vocal Music - **\$3,350** per semester

2. Intercollegiate Athletics Classes (Coaches): The stipend for a head coach shall be as set forth in paragraphs 2.a & 2.b.

a. Stipends for each position shall be as follows:

~~\$6,405/semester~~ **\$7,680** - baseball, cross country, softball, swimming & diving, track & field, water polo, women's soccer, women's tennis, women's volleyball, wrestling.

~~\$7,206/semester~~ **\$8,600**- men's basketball, women's basketball.

b. The coach of a team whose schedule requires that practice must be held on days outside of the normal fall and spring schedule of classes (including finals) shall receive a stipend of one-tenth of one percent (.10%) per day, excluding Saturdays, Sundays, and Holidays. (Based on Column E-14)

3. Specialized Lead: The flat stipend for the duties performed by the designated instructor are based upon performance and completion of the duties specified for the respective position. The stipend for each position shall be as follows:

\$6000/semester - Personal Development Studies/Career Planning, Cooperative Work Experience, Agriculture Plant Science, and Journalism

4. Project Journalism: The stipend for the school newspaper production assignment is ~~\$2,803~~ **\$3,350** per semester.

B. The stipend of extra duty compensation for temporary faculty who are assigned as lead faculty in occupational programs (disciplines) which have no full-time faculty shall be ~~\$2,402~~ \$2,880 per semester.

1. The stipend shall be applied to the following programs (disciplines): Addiction Studies, Agricultural Technology, Architectural Technology, College Success Studies, Cooperative Work Experience, Criminal Justice, Emergency Medical Technology, Fashion Design/Merchandising, Interior Design, Legal Office Specialist, Medical Assistant, Personal Development Studies, Professional Development Studies, Public Health Sciences, and WEDCP Work Experience.

2. When the District creates a new lead faculty position consistent with the limitations set forth in paragraph B (above), the District will negotiate with the Exclusive Representative on the job description for the position.

3. When a full-time faculty member is assigned to a program listed in this paragraph, the lead designation made pursuant to this paragraph shall be terminated.

C. A faculty member who is assigned by the District to perform work in addition to regular assigned duties shall be compensated at 2/3 of the faculty member's laboratory rate for all authorized hours.

D. The hourly rate for substitute teaching shall be based on Step/Column A-4 of the temporary (part-time) laboratory hourly faculty salary schedule per compensated classroom hour of instruction.

D.1 Regular and part-time faculty will be deemed long-term substitutes when they are required to provide instruction for ten percent (10%) or more of the hours of the same class and section in any given academic semester; paid on either the Temporary, part-time/Full-time Overload lecture or Lab Hourly faculty Salary Schedule (Appendix B-3) as determined by the designation of the class the faculty member is a substitute.