

# AP 7130 Compensation

Reference:

*Education Code Sections 87801; 88160; Government Code Section 53200*

## **All Employees - Health & Welfare Benefits**

1. Employees' selection will be made from the approved plans available.
2. Employees' selection will be made on an annual basis. Withdrawal from any plan may be made at any time; additions may be made annually only.
3. Employees who wish dependent or other coverage's, the cost of which is in excess of the District contribution, will authorize payroll deductions to cover such costs.
4. The employee bears the responsibility for meeting all requirements for eligibility in any plans provided by the District and for properly completing enrollment and/or application forms.
5. Employees eligible to participate in the employees fringe benefit plans and to receive District contributions toward these benefits are those employed under contract during the regular college year on at least a half-time basis. Please see appropriate bargaining unit contract or employment contract for further details.

## **Academic Faculty – Tenure Track and Tenured**

### **Initial Salary Placement**

A newly employed full-time faculty member shall be placed by the District on the appropriate salary schedule subject to the following provisions:

1. Class placement will be determined based on official transcripts submitted to the District in conformance with the Collective Bargaining Agreement.
2. Step placement will be determined by the District based on (1) year of previous full-time professional experience in academic institution as equal to one step, subject to the provisions of this section and not to exceed a maximum of nine (9) years.
3. Step placement for part-time professional experience shall be determined by granting one step for each thirty (30) semester units, or forty-five (45) quarter units, of part-time teaching or twelve (12) months of relevant work experience. A maximum of nine (9) steps shall be allowed including steps earned in Section 2. The maximum credit for any calendar year is one (1) step.
4. At the time the successful candidate is notified of his/her selection, the CIO will explain both class and step placement to the candidate.

### **Step Advancement on Salary Schedule**

1. To qualify for advancement of one step on the salary schedule, academic faculty must have been employed 75 percent or more of the school days in the school year as defined by the education code.
2. The Board of Trustees reserves the right to retain at the present salary and/or withhold a salary increment to any academic employee who fails to make satisfactory professional improvement after having been notified in writing of areas needing improvement.

## **Class Advancement on Salary Schedule**

- A. Advanced Degree and Graduate Courses
  - 1. If an academic employee is anticipating a class change, the employee must notify the Chief Instructional Officer (CIO) prior to April 15 of the year the change is requested. To qualify for class advancement on the salary schedule, the employee will submit evidence of an advanced degree from an accredited college or university as evidence of a sufficient number of units to meet requirements for class advancement on the salary schedule. As proof of completion, official transcripts must be submitted prior to September 15 of the year for which the change in salary placement is requested. If the notifications indicated above are not submitted by the dates shown, no classification change will be made.
  - 2. For units to be used for advancement on the salary schedule, the following policies and procedures will apply:
    - a. Without obtaining prior approval, the employee may submit the following for use in advancement on the salary schedule:
      - 1. Upper division and graduate units, offered by accredited colleges and universities, relevant to the employee's area of assignment.
      - 2. Education courses required to meet minimum qualifications or degree appropriate to the employee's field in community college teaching.
    - b. Other courses must be approved by the CIO. Prior approval on courses in which an employee plans to enroll should be obtained in order to be assured that the units will be applicable for advancement on the salary schedule. Such requests for prior approval will be submitted to the CIO. The CIO will then approve or disapprove, in full or in part, and so inform the employee and the immediate supervisor.
- B. Non-Graduate Courses/Activities
  - 1. Salary schedule advancement for non-graduate course activities may include, but not be limited to:
    - a. Classes, seminars, workshops, and symposia
    - b. In-service training programs
    - c. Mentored training activities
    - d. Internships
    - e. Collaborative job-sharing projects
    - f. Industry training experiences
  - 2. Qualifying activities should be of a substantial nature both in terms of the quality of the experience and length of commitment. In general, activities of less than 48 hours or classes less than 16 hours duration are best supported through regular staff development programs.
  - 3. Qualifying activities should clearly be related to the employee's assigned area of teaching or service, or be related to an emerging area of responsibility assigned by the District. Activities may include areas such as training in pedagogy, updating subject matter, teaching technologies, improving student retention and success, new programmatic developments, and acquiring new skills needed by the District. The goals of the activity should also have a clear relationship to the District's Educational Master Plan, program goals, and identified institutional objectives.
  - 4. Activities for which semester unit value is not attached will be evaluated on the basis of 48 hours of activity as equivalent to one (1) semester unit of salary schedule credit, and 16 hours of classroom activity requiring preparation equivalent to one (1) semester unit of salary schedule credit.

5. Faculty shall make a written application to undertake an activity for salary advancement at least 30 days prior to the start of the activity after discussing the proposed activity with the CIO. The application should be made to the CIOt according to the following format:
  - a. Name
  - b. Brief description of current assignment
  - c. Dates, duration, and proposed unit value for activity
  - d. Description of proposed activity
  - e. Description of relevance to current assignment
  - f. Description of outcome of activity including a notation of what documentation will be produced for successful completion (e.g., certificate, letter from employer, etc.)
6. Prior to approving the application, the CIO shall consult with the Academic Senate President or designee.
7. Activities approved and completed prior to April 15 of each year will be credited on the coming year's salary schedule.

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