

APPENDIX A

Salary Schedules (Credit)

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
PART-TIME FACULTY ASSOCIATION SALARY SCHEDULE (Credit)**

Schedule A							
Lecture Rates - 4% COLA							
SPRING 2015 TERM							
STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V	COLUMN VI	COLUMN VII
1	43.99	47.36	48.80	51.23	53.79	56.48	59.88
2	46.13	49.55	51.04	53.56	56.25	59.06	62.62
3	48.28	51.68	53.22	55.88	58.67	61.59	65.30
4	50.38	53.78	55.40	58.16	61.07	64.15	67.35
5	52.60	55.96	57.65	60.52	63.58	66.72	70.74
6	54.74	58.13	59.88	62.85	66.04	69.35	73.48
7	56.71	60.20	62.02	65.11	68.37	71.78	76.11

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**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
PART-TIME FACULTY ASSOCIATION SALARY SCHEDULE (Credit)**

Schedule B							
Lab Rates - 4% COLA							
SPRING 2015 TERM							
STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V	COLUMN VI	COLUMN VII
1	38.30	41.26	42.49	44.63	46.84	49.18	52.16
2	40.16	43.15	44.43	46.64	48.99	51.43	54.52
3	42.05	45.00	46.36	48.66	51.08	53.64	56.87
4	43.88	46.83	48.26	50.65	53.18	55.83	58.65
5	45.82	48.74	50.18	52.70	55.34	58.10	61.60
6	47.63	50.63	52.16	55.09	57.50	60.36	63.98
7	49.37	52.44	54.00	56.69	59.51	62.52	66.27

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**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
PART-TIME FACULTY ASSOCIATION SALARY SCHEDULE (Credit)**

Schedule C							
Activity & Non-Classroom Rates - 4% COLA							
SPRING 2015 TERM							
STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V	COLUMN VI	COLUMN VII
1	28.30	30.79	30.79	31.40	33.66	36.74	39.80
2	29.67	32.20	32.20	32.82	35.08	38.18	41.26
3	31.06	33.60	33.60	34.24	36.51	39.62	42.75
4	32.41	34.99	34.99	35.64	37.92	41.06	44.19
5	33.86	36.41	36.41	37.10	39.34	42.53	45.67
6	35.21	37.80	37.80	38.51	40.77	43.96	47.12
7	36.48	39.17	39.17	39.90	42.22	45.54	48.80

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CLASS DEFINITIONS FOR SALARY PLACEMENT

COLUMN I (A) All credit Instructors who hold an appropriate and valid California community college life credential and who cannot qualify at a higher column level

COLUMN II (A) Associate degree from an accredited institution and 6 years of related professional experience and appropriate certification to practice or licensure if available

(B) Associate degree or high school diploma plus 30 semester units from an accredited institution of higher education and appropriate and valid California community college credential in a specific vocational subject matter

COLUMN III (A) Bachelor's degree from an accredited institution and 2 years of related professional experience and appropriate certification to practice or licensure if available

- (B) Bachelor's degree from an accredited institution and appropriate and valid California community college credential in a specific vocational subject matter

COLUMN IV (A) Master's degree from an accredited institution

- (B) Bachelor's degree from an accredited institution plus 30 upper division or graduate semester units from an accredited institution issued after bachelor's degree

- (1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available

OR

- (2) plus an appropriate and valid California community college credential in a specific vocational subject matter

COLUMN V (A) Master's degree from an accredited institution plus 18 upper division or graduate semester units from an accredited institution issued after master's degree

- (B) Bachelor's degree from an accredited institution plus 60 upper division or graduate semester units from an accredited institution issued after bachelor's degree

- (1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available

OR

- (2) plus an appropriate and valid California community college credential in a specific vocational subject matter

COLUMN VI (A) Master's degree from an accredited institution plus 36 upper division or graduate semester units from an accredited institution issued after master's degree

- (B) Bachelor's degree from an accredited institution plus 90 upper division or graduate semester units from an accredited institution issued after bachelor's degree

- (1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available

OR

- (2) plus an appropriate and valid California community college credential in a specific vocational subject matter

COLUMN VII (A) Doctoral degree from an accredited institution

PROCEDURES FOR INITIAL CREDIT COLUMN PLACEMENT

1. It shall be the responsibility of the faculty member at the time of initial date of hire by the college to present an official and complete transcript of all units successfully completed. It shall also be the responsibility of the faculty member at the time of initial date of hire to present verification of experience if appropriate and required. Salary schedule placement shall be based upon degrees, semester units and/or experience presented at that time and shall be final. All documents are subject to approval of the administration.
 - a. If appropriate documentation cannot be presented upon initial date of hire, the faculty member shall be placed at column 1, step 1. The faculty member must submit appropriate documentation within six (6) weeks of initial date of hire. If documentation cannot be presented in six weeks, an extension may be granted by the director, human resources, except that the extension cannot extend beyond the semester or summer term of initial employment.
 - b. If appropriate documents are submitted within the timeline, the faculty member will be placed on the appropriate column of the salary schedule with salary adjusted retroactive to initial date of hire.
 - c. If appropriate documentation cannot be submitted, the faculty member's employment with the district shall be terminated. In such case, the faculty member can only be reemployed if he/she submits all appropriate documentation by the new initial date of hire.
2. Initial date of hire as used herein shall mean the first day the faculty member is required by contract to perform services for the district.
3. Quarter units are multiplied by $\frac{2}{3}$ to determine semester unit equivalent.
4. Semester units credited for salary placement must be with a grade of "C" or better or pass/credit.
5. The faculty member will be notified by human resources of his/her initial salary placement. If all appropriate documentation for salary placement has been submitted and he/she believe his/her initial salary placement is in error, it is the faculty member's responsibility to notify human resources within 14 calendar days of notification to request a reevaluation of salary placement. Failure to notify shall cause salary placement to be final for the entire semester or summer session of service.

COLUMN ADVANCEMENT

1. Faculty who take course work in their field of authorized instructional or non-instructional assignment from an accredited college or university at the upper division or graduate level will be advanced into column III through VI without prior approval. The request for advancement should be submitted in writing directly to human resources. Verification shall be required prior to the beginning of the fall semester, and advancement will be effective only at the beginning of the fall semester.
2. All course work taken by faculty for advancement into column III through column VI which is lower division or outside of the faculty member's field of authorized instructional or non-instructional field must be approved in writing in advance of enrollment by the vice president, academic affairs, or the vice president, student development and services. It must be demonstrated that a lower level course or course work outside of the faculty member's authorized field will contribute to the improvement of the quality of the instructional or non-instructional area for the advancement to be granted.
3. Any course work under staff development/flex day activities does not count toward column advancement.
4. In all instances, it is assumed that courses offered for advancement are part of a program calculated to improve the effectiveness of the faculty member.
5. It is the responsibility of the faculty member to notify the director, human resources, in writing when he/she has met requirements to move to a higher pay class. Verification, official transcripts, and, when appropriate, written authorization from the vice president, academic affairs, or the vice president, student development and services, must be submitted prior to the beginning of the fall semester. Changes will be processed only at the beginning of each fall semester.

STEP PLACEMENT

1. 11.4.1 Initial Credit Step Placement: The district shall determine initial credit step placement up to step 4 of the credit part-time faculty association salary schedule. Credit for initial step placement beyond step 2 shall be based upon previous teaching experience in the discipline of assignment at an accredited institution. For initial placement, each step beyond step 1 represents a full year of teaching experience, the equivalent of 30 or more credit units. Initial placement at step 2 would require a minimum of 30 or more credit units of teaching in the discipline of assignment. Nothing herein shall change any bargaining unit employees' current placement.
2. 11.4.1.1. Initial Credit Step Placement: For non-teaching health services nurses, one step placement for every two years of occupational experience shall be given on the credit salary schedule up to step 4 upon employment.

STEP ADVANCEMENT

1. Bargaining unit employees shall advance to step 2 through step 7 when they have taught two years, summer included, in their current step level with Allan Hancock College. No more than one year's experience can be calculated during any one fiscal year. Such advancement will be granted at the beginning of fall or spring semester. One year equals four terms or two semesters. Summer intercessions count as a term. A fiscal year is from July 1 of the current year through June 30 of the succeeding year.
2. If the faculty member believes he/she has been inappropriately credited for step advancement, the faculty member shall contact human resources in writing and ask for a step advancement evaluation. If step advancement is in error, an adjustment shall be made. The District will review each case to determine whether retroactive pay is warranted.

ACTIVITY AND NON-CLASSROOM ASSIGNMENTS

- 1 Activity and non-classroom hourly faculty assignments are duties such as, but not limited to those of: librarian; counselor; mental health counselor; physical education activity instructor; instructors in skills labs such as writing, foreign language, disabled student services, nursing, other activity and skill lab courses and exercise, conditioning, and swimming class assignments; nurse; and academic specialist.

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
PART-TIME FACULTY ASSOCIATION SALARY SCHEDULE (Credit)**

Schedule A							
Lecture Rates - 2% COLA							
FALL 2015 TERM							
STEP	COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V	COLUMN VI	COLUMN VII
1	44.87	48.31	49.78	52.25	54.87	57.61	61.08
2	47.05	50.54	52.06	54.63	57.38	60.24	63.87
3	49.25	52.71	54.28	57.00	59.84	62.82	66.61
4	51.39	54.86	56.51	59.32	62.29	65.43	68.70
5	53.65	57.08	58.80	61.73	64.85	68.05	72.15
6	55.83	59.29	61.08	64.11	67.36	70.74	74.95
7	57.84	61.40	63.26	66.41	69.74	73.22	77.63

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**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
PART-TIME FACULTY ASSOCIATION SALARY SCHEDULE (Credit)**

Schedule B							
Lab Rates - 2% COLA							
FALL 2015 TERM							
STEP	COLUM N I	COLUMN II	COLUM N III	COLUM N IV	COLUM N V	COLUMN VI	COLUM N VII
1	39.07	42.09	43.34	45.52	47.78	50.16	53.20
2	40.96	44.01	45.32	47.57	49.97	52.46	55.61
3	42.89	45.90	47.29	49.63	52.10	54.71	58.01
4	44.76	47.77	49.23	51.66	54.24	56.95	59.82
5	46.74	49.71	51.18	53.75	56.45	59.26	62.83
6	48.58	51.64	53.20	56.19	58.65	61.57	65.26
7	50.36	53.49	55.08	57.82	60.70	63.77	67.60

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02/10/15

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
PART-TIME FACULTY ASSOCIATION SALARY SCHEDULE (Credit)**

Schedule C							
Activity & Non-Classroom Rates - 2% COLA							
FALL 2015 TERM							
STEP	COLUM N I	COLUM N II	COLUM N III	COLUM N IV	COLUM N V	COLUM N VI	COLUM N VII
1	28.87	31.41	31.41	32.03	34.33	37.47	40.60
2	30.26	32.84	32.84	33.48	35.78	38.94	42.09
3	31.68	34.27	34.27	34.92	37.24	40.41	43.61
4	33.06	35.69	35.69	36.35	38.68	41.88	45.07
5	34.54	37.14	37.14	37.84	40.13	43.38	46.58
6	35.91	38.56	38.56	39.28	41.59	44.84	48.06
7	37.21	39.95	39.95	40.70	43.06	46.45	49.78

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02/10/15

CLASS DEFINITIONS FOR SALARY PLACEMENT

- COLUMN I** (A) All credit Instructors who hold an appropriate and valid California community college life credential and who cannot qualify at a higher column level
- COLUMN II** (A) Associate degree from an accredited institution and 6 years of related professional experience and appropriate certification to practice or licensure if available
- (B) Associate degree or high school diploma plus 30 semester units from an accredited institution of higher education and appropriate and valid California community college credential in a specific vocational subject matter
- COLUMN III** (A) Bachelor's degree from an accredited institution and 2 years of related professional experience and appropriate certification to practice or licensure if available

- (B) Bachelor's degree from an accredited institution and appropriate and valid California community college credential in a specific vocational subject matter

COLUMN IV (A) Master's degree from an accredited institution

- (B) Bachelor's degree from an accredited institution plus 30 upper division or graduate semester units from an accredited institution issued after bachelor's degree

- (1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available

OR

- (2) plus an appropriate and valid California community college credential in a specific vocational subject matter

COLUMN V (A) Master's degree from an accredited institution plus 18 upper division or graduate semester units from an accredited institution issued after master's degree

- (B) Bachelor's degree from an accredited institution plus 60 upper division or graduate semester units from an accredited institution issued after bachelor's degree

- (1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available

OR

- (2) plus an appropriate and valid California community college credential in a specific vocational subject matter

COLUMN VI (A) Master's degree from an accredited institution plus 36 upper division or graduate semester units from an accredited institution issued after master's degree

- (B) Bachelor's degree from an accredited institution plus 90 upper division or graduate semester units from an accredited institution issued after bachelor's degree

- (1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available

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2. Initial date of hire as used herein shall mean the first day the faculty member is required by contract to perform services for the district.
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4. Semester units credited for salary placement must be with a grade of "C" or better or pass/credit.
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COLUMN ADVANCEMENT

1. Faculty who take course work in their field of authorized instructional or non-instructional assignment from an accredited college or university at the upper division or graduate level will be advanced into column III through VI without prior approval. The request for advancement should be submitted in writing directly to human resources. Verification shall be required prior to the beginning of the fall semester, and advancement will be effective only at the beginning of the fall semester.
2. All course work taken by faculty for advancement into column III through column VI which is lower division or outside of the faculty member's field of authorized instructional or non-instructional field must be approved in writing in advance of enrollment by the vice president, academic affairs, or the vice president, student development and services. It must be demonstrated that a lower level course or course work outside of the faculty member's authorized field will contribute to the improvement of the quality of the instructional or non-instructional area for the advancement to be granted.
3. Any course work under staff development/flex day activities does not count toward column advancement.
4. In all instances, it is assumed that courses offered for advancement are part of a program calculated to improve the effectiveness of the faculty member.
5. It is the responsibility of the faculty member to notify the director, human resources, in writing when he/she has met requirements to move to a higher pay class. Verification, official transcripts, and, when appropriate, written authorization from the vice president, academic affairs, or the vice president, student development and services, must be submitted prior to the beginning of the fall semester. Changes will be processed only at the beginning of each fall semester.

STEP PLACEMENT

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2. 11.4.1.1. Initial Credit Step Placement: For non-teaching health services nurses, one step placement for every two years of occupational experience shall be given on the credit salary schedule up to step 4 upon employment.

STEP ADVANCEMENT

1. Bargaining unit employees shall advance to step 2 through step 7 when they have taught two years, summer included, in their current step level with Allan Hancock College. No more than one year's experience can be calculated during any one fiscal year. Such advancement will be granted at the beginning of fall or spring semester. One year equals four terms or two semesters. Summer intercessions count as a term. A fiscal year is from July 1 of the current year through June 30 of the succeeding year.
2. If the faculty member believes he/she has been inappropriately credited for step advancement, the faculty member shall contact human resources in writing and ask for a step advancement evaluation. If step advancement is in error, an adjustment shall be made. The District will review each case to determine whether retroactive pay is warranted.

ACTIVITY AND NON-CLASSROOM ASSIGNMENTS

- 1 Activity and non-classroom hourly faculty assignments are duties such as, but not limited to those of: librarian; counselor; mental health counselor; physical education activity instructor; instructors in skills labs such as writing, foreign language, disabled student services, nursing, other activity and skill lab courses and exercise, conditioning, and swimming class assignments; nurse; and academic specialist.

APPENDIX B

Salary Schedules (Non Credit)

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
PART-TIME FACULTY ASSOCIATION SALARY SCHEDULE (Noncredit)**

Instructional - 4% COLA					Activity & Non-Classroom - 4% COLA				
SPRING 2015 TERM					SPRING 2015 TERM				
Step	Column I	Column II	Column III	Column IV	Step	Column I	Column II	Column III	Column IV
1	39.45	41.45	43.46	45.46	1	28.30	30.31	32.31	34.32
2	41.36	43.37	45.38	47.37	2	29.67	31.68	33.69	35.69
3	43.30	45.30	47.31	49.31	3	31.06	33.07	35.08	37.09
4	45.17	47.17	49.18	51.18	4	32.41	34.41	36.42	38.43
5	47.17	49.19	51.20	53.20	5	33.86	35.87	37.88	39.88
6	49.06	51.07	53.08	55.08	6	35.21	37.22	39.23	41.24
7	50.82	52.85	54.86	56.86	7	36.48	38.49	40.50	42.50

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02/10/15

INITIAL PLACEMENT

- All new noncredit part-time faculty are placed on step one (1). Non-credit part-time faculty can be placed at step 2 with previous teaching experience in the discipline of assignment and at an accredited institution for initial placement. For initial placement, each step beyond step 1 represents a full year of teaching experience and/or the equivalent of teaching 30 or more credit units. Initial placement at step 2 would require a minimum of 30 or more credit units of teaching in the discipline of assignment. Nothing herein shall change any bargaining unit employees' current placement. Eligibility for step 2 placement for non-credit faculty shall begin fall semester 2006 and apply to all new hires and returning faculty at step 1 as of fall semester 2006.

STEP ADVANCEMENT

- Bargaining unit employees shall advance to step 2 through step 7 when they have taught two years, summer included, in their current step level with Allan Hancock College. One year equals two semesters or one semester plus a summer session. Advancement is granted at the beginning of each fall and spring semester, and no more than one year's experience can be calculated during any one fiscal year. A fiscal year is from July 1 of the current year through June 30 of the succeeding year.
- If the faculty member believes he/she has been inappropriately credited for step advancement, the faculty member shall contact human resources in writing and ask for a step advancement evaluation. If step advancement is in error, an adjustment shall be made. The District will review each case to determine whether retroactive pay is warranted.

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
PART-TIME FACULTY ASSOCIATION SALARY SCHEDULE (Noncredit)**

Instructional - 2% COLA					Activity & Non-Classroom - 2% COLA				
FALL 2015 TERM					FALL 2015 TERM				
Step	Column I	Column II	Column III	Column IV	Step	Column I	Column II	Column III	Column IV
1	40.24	42.28	44.33	46.37	1	28.87	30.92	32.96	35.01
2	42.19	44.24	46.29	48.32	2	30.26	32.31	34.36	36.40
3	44.17	46.21	48.26	50.30	3	31.68	33.73	35.78	37.83
4	46.07	48.11	50.16	52.20	4	33.06	35.10	37.15	39.20
5	48.11	50.17	52.22	54.26	5	34.54	36.59	38.64	40.68
6	50.04	52.09	54.14	56.18	6	35.91	37.96	40.01	42.06
7	51.84	53.91	55.96	58.00	7	37.21	39.26	41.31	43.35

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02/10/15

INITIAL PLACEMENT

1. All new noncredit part-time faculty are placed on step one (1). Non-credit part-time faculty can be placed at step 2 with previous teaching experience in the discipline of assignment and at an accredited institution for initial placement. For initial placement, each step beyond step 1 represents a full year of teaching experience and/or the equivalent of teaching 30 or more credit units. Initial placement at step 2 would require a minimum of 30 or more credit units of teaching in the discipline of assignment. Nothing herein shall change any bargaining unit employees' current placement. Eligibility for step 2 placement for non-credit faculty shall begin fall semester 2006 and apply to all new hires and returning faculty at step 1 as of fall semester 2006.

STEP ADVANCEMENT

1. Bargaining unit employees shall advance to step 2 through step 7 when they have taught two years, summer included, in their current step level with Allan Hancock College. One year equals two semesters or one semester plus a summer session. Advancement is granted at the beginning of each fall and spring semester, and no more than one year's experience can be calculated during any one fiscal year. A fiscal year is from July 1 of the current year through June 30 of the succeeding year.
2. If the faculty member believes he/she has been inappropriately credited for step advancement, the faculty member shall contact human resources in writing and ask for a step advancement evaluation. If step advancement is in error, an adjustment shall be made. The District will review each case to determine whether retroactive pay is warranted.

NONCREDIT ASSIGNMENTS

1. Noncredit class assignments will be placed in the appropriate column of the instructional rate with the exception of exercise, conditioning, swimming class assignments, and skills labs, which will be placed at the activity and non-classroom rate. Noncredit non-classroom assignments shall be paid at the activity rate.

COLUMN DEFINITIONS FOR INSTRUCTIONAL SALARY PLACEMENT

1. Column I - All non-credit instructors who do not qualify for Column II
2. Column II - Bachelor's degree or higher from an accredited institution in a discipline specific to the teaching assignment.
3. Column III – Master's degree from an accredited institution in a discipline specific to the teaching assignment.
4. Column IV- Doctoral degree from an accredited institution in a discipline specific to the teaching assignment

PROCEDURES FOR INITIAL INSTRUCTIONAL COLUMN PLACEMENT

1. All new part time faculty are placed on step one (1) of the appropriate column.
2. It shall be the responsibility of the faculty member at the time of initial date of hire by the college to present an official and complete transcript of all degrees successfully completed. Salary schedule placement shall be based upon degrees presented at that time and shall be final. All documents are subject to approval of the administration.
 - a. If appropriate documentation cannot be presented upon initial date of hire, the faculty member shall be placed at column I, step 1. The faculty member must submit appropriate documentation within six (6) weeks of initial date of hire. If documentation cannot be presented in six weeks, an extension may be granted by the director, human resources, except that the extension cannot extend beyond the semester or summer term of initial employment.
 - b. If appropriate documents are submitted within the timeline, the faculty member will be placed on the appropriate column of the salary schedule with salary adjusted retroactive to initial date of hire.
3. Initial date of hire as used herein shall mean the first day the faculty member is required by contract to perform services for the district.
4. The faculty member will be notified by human resources of his/her initial salary placement. If all appropriate documentation for salary placement has been submitted and he/she believe his/her initial salary placement is in error, it is the faculty member's responsibility to notify human resources within 14 calendar days of notification to request a reevaluation of salary placement. Failure to notify shall cause salary placement to be final for the entire semester or summer session of service.

COLUMN ADVANCEMENT

1. Faculty who receive a bachelor's degree, master's degree, or doctorate degree in his/her field of authorized instructional or non-instructional assignment from an accredited college or university will be advanced into the appropriate column without prior approval. The request for advancement should be submitted in writing directly to human resources. Verification shall be required prior to the beginning of the fall semester, and advancement will be effective only at the beginning of the fall semester.
2. It is the responsibility of the faculty member to notify the director, human resources, in writing when he/she has met requirements to move to a higher pay class. Verification, official transcripts, and, when appropriate, written authorization from the vice president, academic affairs, or the vice president, student development and services, must be submitted prior to the beginning of the fall semester. Changes will be processed only at the beginning of each fall semester.

ACTIVITY AND NON CLASSROOM ASSIGNMENTS

- 1 Activity and non-classroom hourly faculty assignments are duties such as, but not limited to those of: librarian; counselor; mental health counselor; physical education activity instructor; instructors in skills labs such as writing, foreign language, disabled student services, other activity and skill lab courses and exercise, conditioning, and swimming class assignments; nurse; and academic specialist.

NONCREDIT ASSIGNMENTS

1. Noncredit class assignments will be placed in the appropriate column of the instructional rate with the exception of exercise, conditioning, swimming class assignments, and skills labs, which will be placed at the activity and non-classroom rate. Noncredit non-classroom assignments shall be paid at the activity rate.

COLUMN DEFINITIONS FOR INSTRUCTIONAL SALARY PLACEMENT

1. Column I - All non-credit instructors who do not qualify for Column II
2. Column II - Bachelor's degree or higher from an accredited institution in a discipline specific to the teaching assignment.
3. Column III – Master's degree from an accredited institution in a discipline specific to the teaching assignment.
4. Column IV- Doctoral degree from an accredited institution in a discipline specific to the teaching assignment

PROCEDURES FOR INITIAL INSTRUCTIONAL COLUMN PLACEMENT

1. All new part time faculty are placed on step one (1) of the appropriate column.
2. It shall be the responsibility of the faculty member at the time of initial date of hire by the college to present an official and complete transcript of all degrees successfully completed. Salary schedule placement shall be based upon degrees presented at that time and shall be final. All documents are subject to approval of the administration.
 - a. If appropriate documentation cannot be presented upon initial date of hire, the faculty member shall be placed at column I, step 1. The faculty member must submit appropriate documentation within six (6) weeks of initial date of hire. If documentation cannot be presented in six weeks, an extension may be granted by the director, human resources, except that the extension cannot extend beyond the semester or summer term of initial employment.
 - b. If appropriate documents are submitted within the timeline, the faculty member will be placed on the appropriate column of the salary schedule with salary adjusted retroactive to initial date of hire.
3. Initial date of hire as used herein shall mean the first day the faculty member is required by contract to perform services for the district.
4. The faculty member will be notified by human resources of his/her initial salary placement. If all appropriate documentation for salary placement has been submitted and he/she believe his/her initial salary placement is in error, it is the faculty member's responsibility to notify human resources within 14 calendar days of notification to request a reevaluation of salary placement. Failure to notify shall cause salary placement to be final for the entire semester or summer session of service.

COLUMN ADVANCEMENT

1. Faculty who receive a bachelor's degree, master's degree, or doctorate degree in his/her field of authorized instructional or non-instructional assignment from an accredited college or university will be advanced into the appropriate column without prior approval. The request for advancement should be submitted in writing directly to human resources. Verification shall be required prior to the beginning of the fall semester, and advancement will be effective only at the beginning of the fall semester.
2. It is the responsibility of the faculty member to notify the director, human resources, in writing when he/she has met requirements to move to a higher pay class. Verification, official transcripts, and, when appropriate, written authorization from the vice president, academic affairs, or the vice president, student development and services, must be submitted prior to the beginning of the fall semester. Changes will be processed only at the beginning of each fall semester.

ACTIVITY AND NON CLASSROOM ASSIGNMENTS

- 1 Activity and non-classroom hourly faculty assignments are duties such as, but not limited to those of: librarian; counselor; mental health counselor; physical education activity instructor; instructors in skills labs such as writing, foreign language, disabled student services, other activity and skill lab courses and exercise, conditioning, and swimming class assignments; nurse; and academic specialist.

APPENDIX C

Service Faculty Salary Schedule (Credit)

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
PART-TIME FACULTY ASSOCIATION SALARY SCHEDULE (Credit)**

Schedule D							
Service Faculty Rates							
SPRING 2015 TERM							
STEP	COLUM N I	COLUM N II	COLUM N III	COLUM N IV	COLUM N V	COLUM N VI	COLUM N VII
1	33.96	36.95	36.95	37.68	40.39	44.09	47.76
2	35.60	38.64	38.64	39.38	42.10	45.82	49.51
3	37.27	40.32	40.32	41.09	43.81	47.54	51.30
4	38.89	41.99	41.99	42.77	45.50	49.27	53.03
5	40.63	43.69	43.69	44.52	47.21	51.04	54.80
6	42.25	45.36	45.36	46.21	48.92	52.75	56.54
7	43.78	47.00	47.00	47.88	50.66	54.65	58.56

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CLASS DEFINITIONS FOR SALARY PLACEMENT

- COLUMN I** (A) All credit Instructors who hold an appropriate and valid California community college life credential and who cannot qualify at a higher column level
- COLUMN II** (A) Associate degree from an accredited institution and 6 years of related professional experience and appropriate certification to practice or licensure if available
- (B) Associate degree or high school diploma plus 30 semester units from an accredited institution of higher education and appropriate and valid California community college credential in a specific vocational subject matter
- COLUMN III** (A) Bachelor's degree from an accredited institution and 2 years of related professional experience and appropriate certification to practice or licensure if available

- (B) Bachelor's degree from an accredited institution and appropriate and valid California community college credential in a specific vocational subject matter

COLUMN IV (A) Master's degree from an accredited institution

- (B) Bachelor's degree from an accredited institution plus 30 upper division or graduate semester units from an accredited institution issued after bachelor's degree

- (1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available

OR

- (2) plus an appropriate and valid California community college credential in a specific vocational subject matter

COLUMN V (A) Master's degree from an accredited institution plus 18 upper division or graduate semester units from an accredited institution issued after master's degree

- (B) Bachelor's degree from an accredited institution plus 60 upper division or graduate semester units from an accredited institution issued after bachelor's degree

- (1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available

OR

- (2) plus an appropriate and valid California community college credential in a specific vocational subject matter

COLUMN VI (A) Master's degree from an accredited institution plus 36 upper division or graduate semester units from an accredited institution issued after master's degree

- (B) Bachelor's degree from an accredited institution plus 90 upper division or graduate semester units from an accredited institution issued after bachelor's degree

- (1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available

OR

- (2) plus an appropriate and valid California community college credential in a specific vocational subject matter

COLUMN VII (A) Doctoral degree from an accredited institution

PROCEDURES FOR INITIAL CREDIT COLUMN PLACEMENT

1. It shall be the responsibility of the faculty member at the time of initial date of hire by the college to present an official and complete transcript of all units successfully completed. It shall also be the responsibility of the faculty member at the time of initial date of hire to present verification of experience if appropriate and required. Salary schedule placement shall be based upon degrees, semester units and/or experience presented at that time and shall be final. All documents are subject to approval of the administration.
 - a. If appropriate documentation cannot be presented upon initial date of hire, the faculty member shall be placed at column 1, step 1. The faculty member must submit appropriate documentation within six (6) weeks of initial date of hire. If documentation cannot be presented in six weeks, an extension may be granted by the director, human resources, except that the extension cannot extend beyond the semester or summer term of initial employment.
 - b. If appropriate documents are submitted within the timeline, the faculty member will be placed on the appropriate column of the salary schedule with salary adjusted retroactive to initial date of hire.
 - c. If appropriate documentation cannot be submitted, the faculty member's employment with the district shall be terminated. In such case, the faculty member can only be reemployed if he/she submits all appropriate documentation by the new initial date of hire.
2. Initial date of hire as used herein shall mean the first day the faculty member is required by contract to perform services for the district.
3. Quarter units are multiplied by $2/3$ to determine semester unit equivalent.
4. Semester units credited for salary placement must be with a grade of "C" or better or pass/credit.
5. The faculty member will be notified by human resources of his/her initial salary placement. If all appropriate documentation for salary placement has been submitted and he/she believe his/her initial salary placement is in error, it is the faculty member's responsibility to notify human resources within 14 calendar days of notification to request a reevaluation of salary placement. Failure to notify shall cause salary placement to be final for the entire semester or summer session of service.

COLUMN ADVANCEMENT

1. Faculty who take course work in their field of authorized instructional or non-instructional assignment from an accredited college or university at the upper division or graduate level will be advanced into column III through VI without prior approval. The request for advancement should be submitted in writing directly to human resources. Verification shall be required prior to the beginning of the fall semester, and advancement will be effective only at the beginning of the fall semester.
2. All course work taken by faculty for advancement into column III through column VI which is lower division or outside of the faculty member's field of authorized instructional or non-instructional field must be approved in writing in advance of enrollment by the vice president, academic affairs, or the vice president, student development and services. It must be demonstrated that a lower level course or course work outside of the faculty member's authorized field will contribute to the improvement of the quality of the instructional or non-instructional area for the advancement to be granted.
3. Any course work under staff development/flex day activities does not count toward column advancement.
4. In all instances, it is assumed that courses offered for advancement are part of a program calculated to improve the effectiveness of the faculty member.
5. It is the responsibility of the faculty member to notify the director, human resources, in writing when he/she has met requirements to move to a higher pay class. Verification, official transcripts, and, when appropriate, written authorization from the vice president, academic affairs, or the vice president, student development and services, must be submitted prior to the beginning of the fall semester. Changes will be processed only at the beginning of each fall semester.

STEP PLACEMENT

1. 11.4.1 Initial Credit Step Placement: The district shall determine initial credit step placement up to step 4 of the credit part-time faculty association salary schedule. Credit for initial step placement beyond step 2 shall be based upon previous teaching experience in the discipline of assignment at an accredited institution. For initial placement, each step beyond step 1 represents a full year of teaching experience, the equivalent of 30 or more credit units. Initial placement at step 2 would require a minimum of 30 or more credit units of teaching in the discipline of assignment. Nothing herein shall change any bargaining unit employees' current placement.
2. 11.4.1.1. Initial Credit Step Placement: For non-teaching health services nurses, one step placement for every two years of occupational experience shall be given on the credit salary schedule up to step 4 upon employment.

STEP ADVANCEMENT

1. Bargaining unit employees shall advance to step 2 through step 7 when they have taught two years, summer included, in their current step level with Allan Hancock College. No more than one year's experience can be calculated during any one fiscal year. Such advancement will be granted at the beginning of fall or spring semester. One year equals four terms or two semesters. Summer intercessions count as a term. A fiscal year is from July 1 of the current year through June 30 of the succeeding year.
2. If the faculty member believes he/she has been inappropriately credited for step advancement, the faculty member shall contact human resources in writing and ask for a step advancement evaluation. If step advancement is in error, an adjustment shall be made. The District will review each case to determine whether retroactive pay is warranted.

ACTIVITY AND NON-CLASSROOM ASSIGNMENTS

1. Activity and non-classroom hourly faculty assignments are duties such as, but not limited to those of: librarian; counselor; mental health counselor; physical education activity instructor; instructors in skills labs such as writing, foreign language, disabled student services, nursing, other activity and skill lab courses and exercise, conditioning, and swimming class assignments; nurse; and academic specialist.

**ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
PART-TIME FACULTY ASSOCIATION SALARY SCHEDULE (Credit)**

Schedule D							
Service Faculty Rates - 2% COLA							
FALL 2015 TERM							
STEP	COLUM N I	COLUM N II	COLUM N III	COLUM N IV	COLUM N V	COLUM N VI	COLUM N VII
1	34.64	37.69	37.69	38.43	41.20	44.97	48.72
2	36.31	39.41	39.41	40.17	42.94	46.74	50.50
3	38.02	41.13	41.13	41.91	44.69	48.49	52.33
4	39.67	42.83	42.83	43.63	46.41	50.26	54.09
5	41.44	44.56	44.56	45.41	48.15	52.06	55.90
6	43.10	46.27	46.27	47.13	49.90	53.81	57.67
7	44.66	47.94	47.94	48.84	51.67	55.74	59.73

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02/10/15

CLASS DEFINITIONS FOR SALARY PLACEMENT

COLUMN I (A) All credit Instructors who hold an appropriate and valid California community college life credential and who cannot qualify at a higher column level

COLUMN II (A) Associate degree from an accredited institution and 6 years of related professional experience and appropriate certification to practice or licensure if available

(B) Associate degree or high school diploma plus 30 semester units from an accredited institution of higher education and appropriate and valid California community college credential in a specific vocational subject matter

COLUMN III (A) Bachelor's degree from an accredited institution and 2 years of related professional experience and appropriate certification to practice or licensure if available

(B) Bachelor's degree from an accredited institution and appropriate and valid California community college credential in a specific vocational subject matter

- COLUMN IV** (A) Master's degree from an accredited institution
- (B) Bachelor's degree from an accredited institution plus 30 upper division or graduate semester units from an accredited institution issued after bachelor's degree
- (1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available

OR

- (2) plus an appropriate and valid California community college credential in a specific vocational subject matter

- COLUMN V** (A) Master's degree from an accredited institution plus 18 upper division or graduate semester units from an accredited institution issued after master's degree
- (B) Bachelor's degree from an accredited institution plus 60 upper division or graduate semester units from an accredited institution issued after bachelor's degree
- (1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available

OR

- (2) plus an appropriate and valid California community college credential in a specific vocational subject matter

- COLUMN VI** (A) Master's degree from an accredited institution plus 36 upper division or graduate semester units from an accredited institution issued after master's degree
- (B) Bachelor's degree from an accredited institution plus 90 upper division or graduate semester units from an accredited institution issued after bachelor's degree
- (1) plus 2 years of related professional experience and appropriate certification to practice or licensure if available

OR

- (2) plus an appropriate and valid California community college credential in a specific vocational subject matter

- COLUMN VII** (A) Doctoral degree from an accredited institution

PROCEDURES FOR INITIAL CREDIT COLUMN PLACEMENT

1. It shall be the responsibility of the faculty member at the time of initial date of hire by the college to present an official and complete transcript of all units successfully completed. It shall also be the responsibility of the faculty member at the time of initial date of hire to present verification of experience if appropriate and required. Salary schedule placement shall be based upon degrees, semester units and/or experience presented at that time and shall be final. All documents are subject to approval of the administration.
 - a. If appropriate documentation cannot be presented upon initial date of hire, the faculty member shall be placed at column I, step 1. The faculty member must submit appropriate documentation within six (6) weeks of initial date of hire. If documentation cannot be presented in six weeks, an extension may be granted by the director, human resources, except that the extension cannot extend beyond the semester or summer term of initial employment.
 - b. If appropriate documents are submitted within the timeline, the faculty member will be placed on the appropriate column of the salary schedule with salary adjusted retroactive to initial date of hire.
 - c. If appropriate documentation cannot be submitted, the faculty member's employment with the district shall be terminated. In such case, the faculty member can only be reemployed if he/she submits all appropriate documentation by the new initial date of hire.
2. Initial date of hire as used herein shall mean the first day the faculty member is required by contract to perform services for the district.
3. Quarter units are multiplied by $\frac{2}{3}$ to determine semester unit equivalent.
4. Semester units credited for salary placement must be with a grade of "C" or better or pass/credit.
5. The faculty member will be notified by human resources of his/her initial salary placement. If all appropriate documentation for salary placement has been submitted and he/she believe his/her initial salary placement is in error, it is the faculty member's responsibility to notify human resources within 14 calendar days of notification to request a reevaluation of salary placement. Failure to notify shall cause salary placement to be final for the entire semester or summer session of service.

COLUMN ADVANCEMENT

1. Faculty who take course work in their field of authorized instructional or non-instructional assignment from an accredited college or university at the upper division or graduate level will be advanced into column III through VI without prior approval. The request for advancement should be submitted in writing directly to human resources. Verification shall be required prior to the beginning of the fall semester, and advancement will be effective only at the beginning of the fall semester.

2. All course work taken by faculty for advancement into column III through column VI which is lower division or outside of the faculty member's field of authorized instructional or non-instructional field must be approved in writing in advance of enrollment by the vice president, academic affairs, or the vice president, student development and services. It must be demonstrated that a lower level course or course work outside of the faculty member's authorized field will contribute to the improvement of the quality of the instructional or non-instructional area for the advancement to be granted.
3. Any course work under staff development/flex day activities does not count toward column advancement.
4. In all instances, it is assumed that courses offered for advancement are part of a program calculated to improve the effectiveness of the faculty member.
5. It is the responsibility of the faculty member to notify the director, human resources, in writing when he/she has met requirements to move to a higher pay class. Verification, official transcripts, and, when appropriate, written authorization from the vice president, academic affairs, or the vice president, student development and services, must be submitted prior to the beginning of the fall semester. Changes will be processed only at the beginning of each fall semester.

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2. 11.4.1.1. Initial Credit Step Placement: For non-teaching health services nurses, one step placement for every two years of occupational experience shall be given on the credit salary schedule up to step 4 upon employment.

STEP ADVANCEMENT

1. Bargaining unit employees shall advance to step 2 through step 7 when they have taught two years, summer included, in their current step level with Allan Hancock College. No more than one year's experience can be calculated during any one fiscal year. Such advancement will be granted at the beginning of fall or spring semester. One year equals four terms or two semesters. Summer intercessions count as a term. A fiscal year is from July 1 of the current year through June 30 of the succeeding year.
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