



FULL TIME FACULTY  
 SALARY PLACEMENT INFORMATION

*Employee Name* \_\_\_\_\_ *Position Title* \_\_\_\_\_ *Start Date* \_\_\_\_\_

**Salary Placement:**

Column/Step: \_\_\_\_\_ Annual Base Salary: \_\_\_\_\_ Overload Column/Step: \_\_\_\_\_

**Salary Schedule**

- Faculty Salary Schedule (#10, 37 hrs/wk)
- Faculty Salary Schedule (#11, 40 hrs/wk)
- Children's Center Faculty Salary Schedule (#60, 37 hrs/wk)
- Children's Center Faculty Salary Schedule (#61, 40 hrs/wk)

**Contract Days**

- 10 months/175 days
- 11 months/198 days
- 12 months/220 days

**Basis for Column Determination (education):**

- |   |                              |   |                               |
|---|------------------------------|---|-------------------------------|
| <input type="checkbox"/> Appropriate Permit / Credential    | <b>Placement</b><br>Column I | <input type="checkbox"/> Master's Degree              | <b>Placement</b><br>Column II |
| <input type="checkbox"/> Associate's Degree & 6 years' exp. | Column II                    | <input type="checkbox"/> Master's Degree+ _____ units | Column III or IV              |
| <input type="checkbox"/> Bachelor's Degree & 2 years' exp.  | Column II                    | <input type="checkbox"/> Doctoral Degree              | Column V                      |
| <input type="checkbox"/> Bachelor's Degree + _____ units    | Column II, III, IV           |   |                               |

**Teaching Experience (Requires Official Verification of Employment)**

Institution - Position	Dates	Full Time	Part Time	Total Years FT = 1, PT = 1/2
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Total Full-Time Years' Experience:

Step Increase (FT Experience ÷ 2):

**Non-Teaching Related Experience (Requires Official Verification of Employment)**

Employer - Position	Dates	Full Time	Part Time	Total Years FT = 1, PT = 1/2
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Total Full-Time Years' Experience ÷ 2:

Step Increase (FT Experience ÷ 2):

*Prepared By* \_\_\_\_\_ *Title* \_\_\_\_\_ *Date* \_\_\_\_\_

*Approved By* \_\_\_\_\_ *Title* \_\_\_\_\_ *Date* \_\_\_\_\_

**INITIAL SALARY 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 the initial date of hire to present verification of experience if appropriate and required. Salary schedule placements shall be based upon degrees, semester units, and/or experience presented at that time and shall be final. All documents are subject to approval by the District.
2. The faculty member will be notified by the office of human resources of their initial salary placements. If all appropriate documentation for salary placements has been submitted and the faculty member believes their initial salary placements are in error, it is the faculty member's responsibility to notify the office of human resources within fourteen (14) calendar days of notification to request a reevaluation of salary placements. Failure to notify shall cause salary placements to be final for the entire semester or summer session of service.
3. Quarter units are multiplied by  $2/3$  to determine semester unit equivalent.
4. Semester units credited for salary placements must be with a grade of "C" or better or pass/credit.
5. Step placement shall be based on faculty experience at an accredited education institution or applicable work experience directly related to the primary assignment at the time of initial date of hire. Such experience shall not exceed seven years; therefore, the highest placement on the salary schedule shall ordinarily be step 5. However, consideration of initial placement at step 6 will be given to a candidate who has received tenure at another accredited college or university.
  - a. Occupational experience directly related to the employee's primary assignment in the district will be accredited as follows: for each two (2) years of previous full-time related occupational experience, one (1) step advancement will be granted. The experience must be beyond the occupational experience needed to satisfy minimum qualification requirements.
  - b. Employees hired as a contract regular employee shall receive one step advancement for each year of full-time experience related to the primary assignment.
  - c. Employees with no previous experience will be placed at step 1.
  - d. Exclusions: Credit for previous experience for placement purposes shall not be granted for the following:
    - i. Experience as a teaching, counseling, or laboratory assistant
    - ii. Work experience necessary to meet minimum qualifications
6. All new faculty are placed on step 1 of the Overload/Extra Assignment Salary Schedules (SS 17, 18, 19, 20).

**COLUMN ADVANCEMENT**

1. Employees who take course work related to their primary assignment from an accredited college or university at the upper division or graduate level will be advanced into the appropriate column without prior district approval. The request for advancement should be submitted directly to the office of human resources.
2. All course work taken by employees for advancement into the appropriate column which is lower division or outside of the employee's primary assignment must be approved in writing in advance of enrollment by the associate superintendent/vice president, academic affairs, or the vice president, student services. It must be demonstrated that a lower level course or course work outside of the employee's authorized



Human Resources  
800 S. College Drive  
Santa Maria, CA 93454  
Phone (805) 922-6966  
Fax (805) 922-9166

primary assignment will significantly contribute to the improvement of the quality of instruction or service.

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 employee.
5. It is the responsibility of the employee to notify the director, human resources, in writing when she/he has met requirements to move to a higher pay column. Verification, official transcripts, and, when appropriate, written authorization from the appropriate vice president must be submitted prior to the beginning of the semester in which the change is requested.

### STEP ADVANCEMENT

Bargaining unit members, on Faculty Contract Salary Schedules (10, 11, 60, 61), shall receive one step advancement within the appropriate column upon satisfactory completion, the preceding year, of two full-time semesters of required service including days of paid leave until step 21 has been reached. Thereafter, employees shall receive longevity increases for ten years.

Bargaining unit members on Overload/Extra Assignment Salary Schedules (17, 18, 19, 20) shall receive one step advancement on the Overload Salary Schedules upon satisfactory completion of three years of required service including days of paid leave.

Fiscal year is defined as the period from July 1 of the current year through June 30 of the succeeding year.

**I agree to the above stated information from the Faculty Association Agreement:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date