

APPENDIX C

Salary Schedule Placement for Vocational Education

1. Placement on or transfer to the Salary Schedule under the California Plan for Vocational Education shall be limited to those instructors with principal teaching assignments (in excess of 50%) in vocational programs or classes as defined by the Chancellor's Taxonomy of Programs.
2. For placement on the Vocational salary schedule and evaluation of the vocational experience, the following guidelines shall be used:

A. Column Placement:

1. Units beyond an Associate's Degree must be earned units which would apply toward a Bachelor's Degree as evaluated by the institution awarding the Bachelor's Degree. Units not applying toward a Bachelor's Degree will not be counted.
2. Vocational experience required to meet the schedule below will be counted only for full-time employment. For part-time experience in a related vocation, one (1) step credit shall be granted for each 2,080 hours of employment.
3. The experience must be verified in writing by the former employer. Experience must be verified by official letter issued and signed by a Human Resources or Payroll representative on company letterhead or, if not available, or if the company is no longer in business, other documents such as tax records or pay stubs, that attest the dates of employment, description of duties, and whether or not the employment was full-time. If employment was less than full-time, letter must include an accounting of the numbers of hours/units per semester/year.
4. Full-time vocational experience may not be earned while working in a full-time teaching position.
5. Only those full-time years of experience beyond the number of years used to meet the minimum qualifications will be credited for salary placement.

B. Step Placement:

The full year(s) of experience beyond those used to qualify for the schedule below may be used for step placement.

Column	Basic Teaching Schedule	Vocational Experience Schedule		
		6 Years	4 Years	2 Years
A	Bachelor's Degree	Less than Associate's Degree	Associate's Degree	-----
B	Master's Degree	Associate's Degree	Associate's Degree + 20 units	Bachelor's Degree
C	Bachelor's Degree + 50 units including Master's Degree	Associate's Degree + 20 units	Bachelor's Degree	Bachelor's Degree + 20 units
D	Bachelor's Degree + 70 units including Master's Degree	Associate's Degree + 40 units	Bachelor's Degree + 20 units	Bachelor's Degree + 40 units including Master's Degree
E	Bachelor's Degree + 90 units including Master's Degree	Bachelor's Degree	Bachelor's Degree + 40 units including Master's Degree	Bachelor's Degree + 60 units including Master's Degree

APPENDIX D

Explanation of Salary Schedule

1. All degrees/coursework submitted for salary schedule placement shall have been earned from a regionally accredited college or university and be verified by official transcript.
2. The salary schedule is based on an earned baccalaureate degree. Units to be counted for column placement for columns B, C, D, E, and Fare –semester units earned after the baccalaureate degree (including Master's and Doctorate degrees). Quarter units will be converted to semester units for column placement.
3. Units for advancement across the basic salary schedule must be earned by either, or a combination of both, of the following methods: (Unit means Semester Unit of Credit.)
 - a. Units earned for graduate courses or upper division undergraduate courses taken for graduate credit from an accredited college or university and verified by an official transcript.
 - b. Units earned for Program Development projects. Procedures for the preparation of proposals and the procedure for determining number of units of credit allowed are outlined below:

The following guidelines should be observed in any program development proposal for salary schedule credit:

- i. Program development credit must specifically relate to improving techniques used in traditional and distance education teaching or for non-classroom Faculty, improvement in skills related to their primary area(s) of responsibility.
- ii. The time involved in any proposal should be roughly equivalent to the approximately 144 hours required for a three-semester unit course.
- iii. No more than a maximum of three units of program development credit may be given any one semester.
- iv. The proposal submitted to the Vice President of Academic Affairs/Assistant Superintendent, must include the following elements:
 - a detailed statement of the intended objectives of the proposal;
 - a description explaining how the proposal will improve the instruction in a particular course or improve how services are provided to the campus community;

- a description of the plans, procedures, and steps for achieving the objectives;
- an estimate of any added costs
- an expected date of final completion.

- v. Any proposal should be designed in conjunction with the Dean. This cooperation ensures a better chance for approval by the Vice President of Academic Affairs/Assistant Superintendent. The proposal should also include the signatures of the Division Dean and the appropriate Vice President.
- vi. Upon completion of the project the instructor must obtain the signature of the Dean of the Division and the appropriate Vice President certifying successful completion of the project.
- vii. The certification of project completion must be submitted to the appropriate Vice President prior to September 1 of any given year in order to be eligible for salary credit that year.
- viii. Note: For projects approved after July 1, 2019, released time, stipend, flex credit, and salary credit will not be granted for the same program development project.

4. With prior approval of the President-Superintendent and/or Vice President of Academic Affairs, courses of study other than those defined above may be used for advancement across the salary schedule.
5. The maximum initial placement on the salary schedule shall be Step 10. One step will be allowed for each full year of full-time paid academic employment experience. Effective July 1, 2018, one (1) step credit shall be granted for each thirty (30) semester or forty-five (45) quarter units of part-time teaching experience at the District or other accredited private or community colleges and universities. For non-instructional Faculty, one (1) step credit shall be granted for each year of full-time comparable work experience directly related to the Faculty assignment. For part-time work experience in a clinical or accredited school environment as a counselor, librarian, or instructional specialist, one (1) step credit shall be granted for each 1,440 hours of work (for a 10-month position), or for 1,760 hours of work (for an 11-month position), or for each 1,920 hours of work (for a 12-month position). Experience must be verified by official letter issued and signed by a Human Resources or Payroll representative on company letterhead or, if not available (i.e., if the company is no longer in business), tax records or pay stubs, that attest to the dates of employment, description of duties, and whether or not the employment was full-time. If employment was less than full-time, letter must include an accounting of the numbers of hours/units per semester/year. The maximum initial placement on the salary schedule based on part-time teaching and part-time experience directly related to the Faculty assignment for non-instructional Faculty shall be Step 5.

NOTE: Effective August 13, 2001 Steps 1 and 2 are eliminated from the Full-Time Faculty Salary Schedule, and those Faculty placed on Steps 1 and 2 shall

be placed on Step 3. Step placement for all other Faculty shall remain the same and in accordance with the criteria for step placement in effect prior to this change to the salary schedule. For new Faculty employed effective July 1, 2002 and after the criteria for initial step placement shall be as follows: employees with no qualifying experience will be placed on the entry Step 3, those with one (1) year of experience will be placed on Step 4, two (2) years of experience on Step 5, and so on to a maximum initial placement on Step 10 with seven (7) or more years of experience.

6. An employee must render at least seventy-five percent (75%) of the working days of their work year in paid status in order to qualify for a year's service advancement on the salary schedule.
 - a. Effective July 1, 2021, columns A, B, C, and D of the Full-Time Faculty Salary Schedule shall be increased two steps as outlined in Article 8.4. Unit members in Columns A, B, C, and D who have served at least one year at the maximum salary step in Column A, B, C, and D shall advance to the step that corresponds to the number of years that the unit member has rendered full time service to the District. Step advancement will be programmed within 60 working days of ratification of the 2021-2024 successor agreement. The District will notify CCFF if there are any delays or complications to be addressed in programming the changes.
7. Deviation from normal schedule shall be made only by special action of the Board of Trustees.
8. Column and/or step advancements on the schedule for full-time Faculty shall be granted July 1, of each year of employment. Step advancements (including longevity increments) shall be granted automatically by the District based upon paid service requirements.
9. An employee may apply for column advancement(s) by completing a Salary Column Advancement Application form, which is distributed to all Faculty by the Office of Human Resources each January. In order to be granted advancement, written evidence verifying completion of requirements for such advancement must be received in the Office of Human Resources in accordance with the following:
 - a. Faculty employed on ten (10)-school month or a greater than ten (10)-school month contract basis (i.e., 11 or 12 school month contract): Verification must be received not later than July 1, in order for the advancement to be effective July 1 of that contract year; OR not later than September 1, in order for the advancement to be effective September 1 of that contract year.
10. A full-time teaching load is fifteen (15) teaching units per semester, or thirty (30) teaching units per academic year.

11. Any teaching assignment above the full-time teaching load, whether the teaching is done day or night, shall be compensated on an hourly rate basis.

LONGEVITY INCREMENT

Faculty employees reaching the maximum step (Step 14) on Column C, D, E, or F of the salary schedule will be granted longevity salary increments in accordance with the following procedures:

- a. The amount of the increment shall be equal to half the difference between the last two steps in columns C, D, E, or F.
- b. The initial longevity increment (16X) is granted to those employees who have rendered at least two full-time years of service at the maximum salary step of Column C, D, E, or F. Subsequent longevity increments shall be granted after rendering two full-time years of service on each increment step (i.e., 16X, 18X, 20X, 22X, 24X, 26X and 28X). (Note: Full-time years of service credited for purposes of these advancements shall be the same as for regular step advancements. See Item #6 under "Explanation of Salary Schedule.")

HOURLY OVERLOAD AND/OR SUBSTITUTE PAY RATE FOR REGULAR AND CONTRACT FACULTY

For a regular or contract Cerritos College Faculty employee (employed on a contract or regular basis), the rate of pay for service beyond their full-time contract load shall be 1/100th of their monthly (school month) rate for instructors, 1/140th of their monthly (school month) rate for counselors, and librarians. In no case will the minimum rate per hour be less than the hourly rate they would be eligible to receive had they been employed as a part-time instructor, counselor, or librarian.

The rate of pay a Faculty employee shall receive as a substitute employee shall be the same they would receive if they were serving on an hourly basis.

SUMMER SCHOOL PAY RATE FOR REGULAR AND CONTRACT INSTRUCTORS

The summer session salary for a regular or contract Cerritos College instructor shall be based upon the adopted salary schedule and shall be paid at the hourly overload pay rate for regular and contract Faculty.

The maximum teaching load for an instructor during a summer session shall be twelve (12) teaching units.

If, in case of an emergency, an instructor is permitted to teach more than twelve (12), all units above twelve (12) shall be considered as overload and paid for at an overload rate.

Full-Time Faculty Salary Placement for Vocational Subjects

Years of Experience	Less than AA	AA	AA+20	AA+40	BA	BA+20	BA+40 (incl MA)	BA+60 (incl MA)
1								
2					B-3	C-3	D-3	E-3
3					B-4	C-4	D-4	E-4
4		A-3	B-3		C-3	D-3	E-3	E-5
5		A-4	B-4		C-4	D-4	E-4	E-6
6	A-3	B-3	C-3	D-3	E-3	E-3	E-5	E-7
7	A-4	B-4	C-4	D-4	E-4	E-4	E-6	E-8
8	A-5	B-5	C-5	D-5	E-5	E-5	E-7	E-9
9	A-6	B-6	C-6	D-6	E-6	E-6	E-8	E-10
10	A-7	B-7	C-7	D-7	E-7	E-7	E-9	E-10
11	A-8	B-8	C-8	D-8	E-8	E-8	E-10	E-10
12	A-9	B-9	C-9	D-9	E-9	E-9	E-10	E-10
13	A-9	B-10	C-10	D-10	E-10	E-10	E-10	E-10
14	A-9	B-10	C-10	D-10	E-10	E-10	E-10	E-10
15	A-9	B-10	C-10	D-10	E-10	E-10	E-10	E-10

NOTE: Only vocational experience can be used for column placement. Teaching experience can be used for step placement.