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**PROPOSAL FROM
THE CERRITOS COMMUNITY COLLEGE DISTRICT TO THE
CERRITOS COLLEGE FACULTY FEDERATION, AFT Local 6215
June 2, 2022**

16 This proposal from the Cerritos Community College District to the Cerritos College Faculty
17 Association, AFT Local 6215 ("CCFF") is expressly made pursuant to the Education Employment
18 Relations Act and the current Collective Bargaining Agreement between the parties. All components
19 of this proposal are required to be accepted for it to take effect. If any portion of this proposal is rejected,
20 all other portions of this proposal are deemed to have been rejected as well. The following article shall
21 be deemed to remain unchanged in the Collective Bargaining Agreement except as set forth below:
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**ARTICLE 3
UNION RIGHTS**

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3.1 The Union shall have the right of access at reasonable times to areas in which faculty members
work, excluding classrooms during instructional time, the right to use institutional bulletin
boards, mailboxes, and other means of communication, subject to reasonable regulation, and
consistent with related District policies and administrative regulations, and the right to use
instructional facilities provided that such use or access shall not interfere with nor interrupt
normal District or campus operations nor shall such use cause an additional or an increase
maintenance cost to the District, nor shall such use violate the provisions of Education Code
Section 7050, et. Seq. In cases of use or access that will result in additional costs to the
District, arrangements shall be made prior to use for reimbursement to the District by the Union.
Rules relating to civic center permits shall apply to Union meetings.

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3.1.1 New Faculty Orientation:

3.1.1.1 "New faculty orientation" refers to the process by which a newly hired unit employee - whether in person, online, or through other means or media - is advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.

3.1.1.2 The District shall provide the Federation mandatory access to its new faculty orientations. The Federation shall receive at least ten (10) days' notice in advance of a new faculty orientation, except that shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable. Orientation sessions may include individual (one-on-one) or group new hire meetings with a Human Resources representative, a site administrator, and/or group orientation sessions.

The CCFF President shall be notified of all new group adjunct and full-time faculty orientation sessions that occur at the beginning of each semester.

3.1.1.3 The Union shall be granted a minimum of twenty (20) minutes to present materials about the Union at these orientation sessions or for online training/orientation, the Union may provide an informational video that shall be included as part of the online orientation.

3.1.2 Division Meetings: An authorized representative of the Union shall be granted a minimum of ten (10) minutes at every monthly division meeting to communicate and update the bargaining unit on union and/or negotiation issues. The authorized

53 representative shall notify the dean 24 hours prior to the Division meeting whether he or
54 she will attend and utilize the time allotted.

55
56 3.2 Office Space

57
58 The District shall grant the Union office space on the campus from which to carry out its normal
59 operations consistent with all applicable laws. The office space shall be as designated by the
60 District, and may be changed from time to time or temporarily removed based on District facility's
61 needs, following discussion with the Union.

62
63 3.3 Distribution of This Agreement

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65 The District shall post the contract on the District's web site. In addition, copies of the
66 Agreement shall be printed by the District within thirty (30) working days after it becomes
67 effective and copies shall be made available to faculty members upon written request to the
68 Human Resources Office. New faculty, not previously employed by the District, shall be given
69 the option of receiving a copy of the Collective Bargaining Agreement or provided the web
70 address for digital access. The District will provide printed copies of this Agreement for
71 Federation Executive Board members and Division offices. The District and the Union shall
72 share equally the cost of reproducing this Agreement.

73
74 3.4 Access to Public Information

75
76 Upon request, the District shall make available to the Union any public and non-confidential
77 information that the District normally compiles that is relevant and necessary for the Union to
78 develop its collective bargaining positions or necessary for the enforcement of the various
79 provisions of the Agreement. The district will make every reasonable effort to provide any such
80 information to the Union in a timely manner. Such information shall include financial
81 information, enrollment information, faculty assignments, and any other public, non-
82 confidential printed or electronic form where the request is for information that is not currently
83 available in printed or electronic form or where the request is for information that is not public
84 or is not confidential information, the request shall be directed to the Vice President of Human
85 Resources who will advise the Union of the actual and necessary cost to be reimbursed to
86 the District for preparing the requested information. Each party has thirty (30) working days to
87 respond (excluding holidays) unless extended by mutual agreement.

88
89 3.5 Access to Unit Member Information

90
91 ~~(To be negotiated per AB119 via meet and confer)~~
92 **The District shall provide the Federation with contact information for unit members as a**
93 **list of the following information, with each field in its own column, for all bargaining unit**
94 **members within five (5) days of the last payroll date of September, January, and May as**
95 **follows:**

- 96
97 **a. First Name;**
98 **b. Middle initial;**
99 **c. Last name;**
100 **d. Suffix (e.g., Jr., III);**
101 **e. Preferred name;**
102 **f. Job Title;**
103 **g. Department;**
104 **h. Employee Payroll ID #**

- 105 i. Work telephone number;
- 106 j. Work Extension;
- 107 k. Home Street addresses (incl. apartment #);
- 108 l. Mailing address (if different);
- 109 m. City;
- 110 n. State;
- 111 o. ZIP Code (5 or 9 digits);
- 112 p. Home telephone number (10 digits) (if available);
- 113 q. Personal cellular telephone number (10 digits) (if available);
- 114 r. Personal email address of the employee (if available);
- 115 s. Hire date.
- 116 t. Status (full or part time)
- 117 u. Grade/Step
- 118 v. Wage

119

120 **In lieu of providing the information above in the form of a list, the District may meet this**

121 **obligation by providing the Federation access to a secure electronic site within which the**

122 **above information is available. Non-workplace addresses, and telephone numbers of**

123 **individuals who have requested that their information be kept private will not be**

124 **provided.**

125

126 3.6 Board Book and Supporting Documents

127

128 The District shall provide the published Board Book, which includes agendas, minutes, and non-

129 confidential back-up materials, to the Union at the time the book is normally distributed to the

130 Board. An authorized representative of the Union shall be allowed to speak on any item on the

131 Board's public meeting agenda in accordance with existing Board rules and regulations.

132

133 3.7 Right to Confer

134

135 Designated representatives of the Board and the Union shall periodically meet on a mutually

136 agreed-upon date, place and time for the purpose of reviewing the administration of this

137 Agreement and attempting to resolve related problems.

138

139 3.8 Reassigned Time

140

141 The District shall provide the Union with a total of 35 lecture hour equivalents (LHEs) per

142 academic year (July 1 – June 30) of non-cumulative reassigned time for purposes of conducting

143 negotiations, processing grievances and other lawful union business. The Union shall submit in

144 writing to the Vice President of Human Resources the proposed name(s) of the unit member(s)

145 and the proposed amount(s) of reassigned time to be allocated during the academic year not

146 later than eight (8) weeks prior to the start of the affected term.

147

148 **The Federation may allocate any portion of the aforementioned LHEs of reassigned time**

149 **to any Federation representative to carry out the aforementioned duties. Full-time faculty**

150 **shall be compensated at their regular rate per LHE for conducting union business. LHE**

151 **allocated to part-time faculty shall count towards the calculation under Education Code**

152 **Section 87482.5, which shall in no event exceed 67% of a full-time faculty load.**

153

154 3.8.1 The Union may purchase additional reassigned time up to 30 lecture hour equivalents

155 (LHEs) per academic year at the Step 3, Column A rate on the temporary part-

156 time/substitute hourly instructor salary schedule, plus District payroll taxes.

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3.8.2 The District shall provide the Union with a total of ~~10-2~~ additional lecture hour equivalents (LHEs) to be distributed during ~~the three years of the contract (2018-19, 2019-20, and 2020-21) (2023-2024).~~

3.8.3 ~~The Union, at the Union's expense, may provide their representatives compensation, at the faculty overload rate plus District payroll taxes, for Association Federation business as determined by the Union leadership. The Union President shall provide a timesheet specifying the hours worked and duties performed by the last day of the term. Section 3.8.3 shall expire on June 30, 2018, unless the term is extended by mutual written agreement.~~

~~3.8.4~~ Reassigned time in excess of this amount shall be purchased in accordance with Education Code Section 87768.5.

3.9 Newly Hired Faculty

A list of the names and information described in 3.5 above for all newly hired full-time and part-time employees within the bargaining unit, within five (5) days of the last payroll of the month in which they were hired.

In lieu of providing the information above in the form of a list, the District may meet this obligation by providing the Federation access to a secure electronic site within which the above information is available. Non-workplace addresses, and telephone numbers of individuals who have requested that their information be kept private will not be provided.

As part of the package of information to newly hired unit members, the District shall provide each newly hired unit member with a membership form, a copy of the Agreement as stated in Article 3.3, and membership information provided by the Union.

3.10 Representation on District Committees

The Union may appoint one (1) representative to each of the following College (non-faculty Senate) committees: Diversity and Equal Employment Opportunity Advisory Committee, Safety Committee, and Employee Development.

The Union may appoint one (1) representative to District shared governance committees that are within the scope of representation as defined in Government Code Section 3543.2.

The Union may appoint a total of three (3) representatives to the restructured Safety Committee, one of which may be the CCFF President. Two representatives must be CCFF unit members.

3.12 Parking

The District will provide up to one (1) annual parking permit for Federation use.

3.13 Right to Negotiate By Mutual Agreement

The Union will retain the right to negotiate other Contract items, or other employment matters, subject to written mutual agreement with the District.

209
210 3.14 Union Representatives
211
212 Unit members duly authorized as representatives of the Union shall be permitted to transact
213 official lawful Federation business, including grievance representation, under Article 30 of this
214 Agreement, on campus property and as necessary to the performance of Union responsibilities
215 to members of the bargaining unit as authorized by law. However, this activity shall in no way
216 interfere with the educational process, student services, or assigned duties of employees.
217

218 3.15 No Reprisals
219
220 No reprisals will be taken against any unit member who legally exercises rights guaranteed by
221 this Agreement. ~~Similar no reprisal clause for management will be included in Article 2,~~
222 ~~District Rights.~~ [Note: Moved to Article 2.2 above.]
223

224 **ARTICLE 8:**
225 **SALARY**
226

227 8.1 Full-Time Faculty:

228
229 (a) For 2021-2022, effective July 1, 2021, for all faculty currently employed as of the
230 date of ratification of this Agreement, each cell of the 2020-2021 Full-Time Faculty
231 Salary Schedule shall be increased by 3.50%. The District shall pay all faculty the
232 retroactive portion of the salary increase in a single lump sum within 60 working
233 days after Board of Trustee ratification. See Appendix A.
234

235 For 2021-2022, all full-time faculty members employed as of the date of ratification
236 of this Agreement shall also receive a one-time off-schedule payment equivalent
237 to 3.00% of their 2020-2021 base salary. The District shall pay all faculty the one-
238 time off-schedule payment within 45 working days after Board of Trustee
239 ratification.
240

241 ~~Effective July 1, 2018, each cell of the 2017-2018 Full-Time Faculty Salary~~
242 ~~Schedule shall be increased by 4.71%. See Appendix A.~~
243

244 (b) For 2022-2023, effective July 1, 2022, each cell of the 2021-2022 Full-Time Faculty
245 Salary Schedule shall be increased by 4.00%. See Appendix A.
246

247 For 2022-2023, all full-time faculty members shall also receive a one-time off-
248 schedule payment equivalent to 3% of their 2021-2022 base salary.
249

250 ~~Effective July 1, 2019, each cell of the 2018-2019 Full-Time Faculty Salary~~
251 ~~Schedule shall be increased by a percentage equal to the state-funded COLA for~~
252 ~~2019-2020 received by the District. See Appendix A.~~

253 ~~The District shall pay all faculty the retroactive portion of the salary increase in a~~
254 ~~single lump sum within 45 working days after Board of Trustees' approval.~~
255

256 (c) For 2023-2024, effective July 1, 2023, each cell of the 2022-2023 Full-Time Faculty
257 Salary Schedule shall be increased by 2.50%. See Appendix A,
258

259 For 2023-2024, all full-time faculty members shall also receive a one-time off-
260 schedule payment equivalent to 2.00% of their 2022-2023 base salary.

261 Effective July 1, 2020, each cell of the 2019-2020 Full-Time Faculty Salary
262 Schedule shall be increased by a percentage equal to the state-funded COLA for
263 2020-2021 received by the District. See Appendix A. If the COLA for 2020-2021 is
264 0% or less, there shall be no reduction in the Full-Time Faculty Salary Schedule.
265 Any retroactive payment will be made within 45 days after the 2020-2021 state
266 budget is signed by the Governor.

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268
269 8.2 Part-Time Faculty:

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271 (a) Instructional Part-Time Faculty:

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273 (i) For 2021-2022, effective Fall Semester of Beginning July 1, 2021~~2018~~, the
274 Instructional Part-Time Faculty Salary Schedule shall be based on the attached
275 parity schedule ~~developed by CCFE~~, which includes a parity factor of ~~0.545~~
276 0.555 applied to Appendix A. Effective retroactively to July 1, 2021. The
277 District shall pay all faculty the retroactive portion of the salary increase in
278 a single lump sum within 45 working days after Board of Trustee
279 ratification.

280
281 To calculate a given step/column on the Part-Time Faculty Salary Schedule,
282 divide the correlating step/column on the Full-Time Salary Schedule by 540
283 -- the number of teaching hours in an academic year -- to determine what
284 the full-time hourly rate would be, then multiply that figure by the parity
285 factor.

286 [Included from Appendix B to mirror CLI PT format of article 8]

287
288 (ii) Beginning Fall Semester of 2022, the Instructional Part-Time Faculty Salary
289 Schedule shall be based on the attached parity schedule, which includes a
290 parity factor of 0.565 applied to Appendix A.

291
292 Because the ~~new~~ parity Instructional Part-Time Faculty salary schedule derives from the
293 full-time faculty salary schedule (Columns A, B, and F), any ~~future~~ increases to the full-
294 time faculty salary schedule will apply to the instructional part-time faculty schedule.

295
296 Only full fall or spring semesters taught at Cerritos College can be applied to
297 salary advancement on the adjunct faculty schedule. For the purpose of crediting
298 semesters of service for salary step advancement, a minimum of 36 hours of
299 service in a semester is required to be counted as a semester.

300 [moved from Appendix B]

301
302 (b) Non-Instructional (CLI) Part-Time Faculty:

303
304 1) For 2021-2022, each cell of the 2020-2021 Non-Instructional Salary
305 Schedule shall be increased by 3.50%, effective retroactively to July 1,
306 2021, for all faculty currently employed as of the date of ratification of this
307 Agreement.

308
309 For 2021-2022, all non-instructional part-time faculty members shall also
310 receive a one-time off-schedule payment equivalent to 3.00% of their 2020-
311 2021 base salary.

~~Effective July 1, 2018, each cell of the 2017-2018 Non-Instructional Part-Time Faculty Salary Schedule shall be increased by the percentage amount agreed upon for the full-time faculty schedule (4.71%).~~

- (2) For 2022-2023, each cell of the 2021-2022 Non-Instructional Salary Schedule shall be increased by 4.00%, effective July 1, 2022.

For 2022-2023, all non-instructional part-time faculty members shall also receive a one-time off-schedule payment equivalent to 3.00% of their 2021-2022 base salary.

~~Effective July 1, 2018, two progression steps (5 and 6) will be added to the Non-Instructional Part-Time Faculty Salary Schedules. See Appendix B.~~

- (3) For 2023-2024, each cell of the 2022-2023 Non-Instructional Salary Schedule shall be increased by 2.50%, effective July 1, 2023.

For 2023-2024, all non-instructional part-time faculty members shall also receive a one-time off-schedule payment equivalent to 2.00% of their 2022-2023 base salary.

~~Effective July 1, 2019, each cell of the 2018-2019 Non-Instructional Part-Time Faculty Salary Schedule shall be increased by a percentage equal to the state-funded COLA for 2019-2020 received by the District.~~

~~The District shall pay all faculty the retroactive portion of the salary increase in a single lump sum within 45 working days after Board of Trustees approval.~~

- ~~4) If the COLA for 2020-2021 0% or less, there shall be no reduction in the Non-Instructional Part-Time Faculty Salary Schedule received by the District.~~

~~Any retroactive payment will be made within 45 days after the 2020-2021 state budget is signed by the Governor.~~

~~Effective July 1, 2018, two progression steps (5 and 6) will be added to the Non-Instructional Part-Time Faculty Salary Schedules. See Appendix B.~~

- (d) A part-time ancillary hourly rate of \$30.00 shall be given to part-time faculty for District mandated training.

8.3 Resource Allocation Formula:

~~The parties agree to continue working on the development and implementation of a resource allocation formula during spring 2019 and fall 2019. If the parties do not reach agreement on the revenue allocation formula before December 4, 2019, the parties mutually agree to reopen and sunshine on the issue of salary only (Percent to be applied to the already existent salary schedule) for year 2019-2020 and 2020-2021 in December 2019. Salary negotiations for year 2 and 3 shall begin in January of 2020. If parties agree and sign off on the formula before December 31, 2019, each full-time employee within the unit who is employed with the District during the fall 2019 will receive a one-time, off-schedule payment of \$1,000. Part-time faculty who are employed in the fall 2019 will receive a pro-rated amount proportionate to their load relative to a full-time assignment.~~

8.4 Column and or step advancements on the salary schedule shall be granted

365 July 1, of each year of employment. Step advancements (including longevity
366 increments) shall be granted automatically by the District based upon paid
367 service requirements. See Appendix D.

368
369 **8.4 Effective July 1, 2022, Columns A, B, C, and D of the Salary Schedule (Appendix A) shall**
370 **be increased by two (2) steps.**
371

372
373 **ARTICLE 14**
374 **OFFICESTUDENT HOURS (REGULAR AND SUMMER)**
375

376 14.1 **OfficeStudent** Hours: **OfficeStudent** hours are held for the purpose of assisting students.
377 Each full-time classroom faculty member shall hold three (3) regularly scheduled **officestudent**
378 hours per assigned week during the fall and spring semesters on at least three (3) different
379 days, including the final examination period. Faculty with reassigned time or partial teaching
380 assignments shall adjust their **officestudent** hours proportionate to their classroom teaching
381 load (rounded to the nearest one half hour).
382

383 (a) All hours proportionate to their distance education load. The establishment of virtual
384 **officestudent** hours will be communicated to division offices via the **officestudent**
385 **hours form** and students via the course syllabus.
386

387 (b) Schedule and Location: **OfficeStudent** hours may be scheduled at any time beginning
388 ½ hour before or ½ hour after classes are scheduled on campus. **OfficeStudent** hours
389 for full-time teaching faculty may not be scheduled between 11:00 am – 12:30 pm on
390 Tuesdays and Thursdays. **OfficeStudent** hours may be held in locations that best meet
391 student needs **and published in the syllabus**. **OfficeStudent** hours scheduled in
392 locations other than faculty offices should be clearly communicated to students. If a
393 consistent alternative location is scheduled for an **officestudent** hour, this location
394 should be designated on syllabi and reported to division offices.
395

396 (c) Partial Contract: Faculty on partial contract shall maintain such **officestudent** hours
397 proportionate to their teaching load.
398

399 (d) **Summer Student Hours: All faculty teaching a class or a lab in summer are**
400 **eligible to hold student hours and be compensated for them as outlined in section**
401 **14.3.**
402

403 **14.2** Part-time Classroom Faculty: Part-time faculty members are encouraged to hold **studentoffice**
404 hours during the fall and spring semesters. Part-time faculty teaching:
405

- 406 • **less than one (1) unit are encouraged to hold up to three (3) hours per semester**
- 407
- 408 • one (1) to **six (6) three (3)** units are encouraged to hold up to **eight (8) nine (9)** hours per
409 semester
- 410
- 411 • **more than three (3) units and up to six (6) units are encouraged to hold up to twelve**
412 **(12) hours per semester.**
- 413
- 414 • **more than six (6) units and up to ten (10) units are encouraged to hold up to fifteen**
415 **(15) hours per semester.**
416

417 ~~Part-time faculty teaching more than six (6) units are encouraged to hold up to twelve~~
418 ~~(12) hours per semester.~~ These office hours will be paid at \$50.00 per hour. Part-time faculty
419 ~~will shall~~ inform their division dean, or ~~appropriate administrator area manager, no later~~
420 ~~than 11:59 PM the Thursday~~ prior to the first scheduled class meeting, first week of
421 classes, the number of hours they wish to hold that semester.

422
423 **(a) Schedule and Location: Student hours may be held in locations that best meet**
424 **student needs and published in the syllabus. The location of scheduled student**
425 **hours should be clearly communicated to students. The location for the**
426 **scheduled student hours should be designated on syllabi and reported to division**
427 **offices. Part-time faculty who hold student hours will make every effort to**
428 **schedule student hours with approval of the dean/area manager on a set schedule**
429 **and schedule approximately the same amount of time every week for the duration**
430 **of the session in which they are teaching. The minimum increment is 15 minutes.**

431
432 **(b)(e)** Part-time Adult Education Classroom Faculty: Adult Education (AED) courses have zero-
433 unit value. AED part-time classroom faculty will be compensated officestudent hours
434 based on their course weekly class hours as per listed in the schedule of classes.

435
436 Part-time AED faculty teaching both credit and non-credit classes ~~cannot exceed more~~
437 ~~than 12 fifteen (15) officestudent hours per semester.:~~

- 438 • less than 18 hours are encouraged to hold up to three (3) hours per semester
- 439
- 440
- 441 • 18 to 54 hours are encouraged to hold up to nine (9) hours per semester
- 442
- 443 • More than 54 and up to 108 hours are encouraged to hold up to twelve (12)
- 444 hours per semester.
- 445
- 446 • more 108 hours and up to 180 hours are encouraged to hold up to fifteen (15)
- 447 hours per semester.
- 448

449 With the exception of emergency hires, Part-time AED faculty will inform their
450 ~~appropriate administrator dean or area manager, prior to the first week of classes~~
451 ~~no later than 11:59 PM the Thursday~~ prior to the first scheduled class meeting, the
452 number of officestudent hours they wish to hold during each term.

453
454 **(c)(f)** Summer OfficeStudent Hours: All faculty teaching a class or a lab in summer are
455 eligible to hold officestudent hours and be compensated for them as outlined in section
456 14.23.

457
458 **14.23** Summer OfficeStudent Hours:

459
460 **(ai)** All full-time or part time faculty teaching any summer class are eligible to offer summer
461 officestudent hours. Faculty will receive one officestudent hour per 6.67% load (or 1
462 officestudent hour per LHE) during the summer term. For purposes of summer
463 officestudent hour calculations, all labs shall have the same load factor as lecture. For
464 example, one hour of lecture shall have the same load factor as one hour of lab (parity
465 or non-parity).

467 With the exception of emergency hires, faculty will inform their division offices prior to the
468 first week of the summer session they are teaching as to the number of officestudent
469 hours (if any) they will be holding during each summer session.
470

471 (bii) Adult Education (AED) officestudent summer hours will be compensated based on the
472 course contact hours as found in the catalog. One officestudent hour will be allowable
473 for every contact hour.
474

475 (ciii) All full-time faculty will be paid at the faculty member's hourly overload rate and part-time
476 faculty will be paid at the part-time faculty member's regular hourly rate for
477 officestudent hours held during the summer.
478

479 **ARTICLE 15**
480 **LARGE CLASS PAY**

481
482 15.1 A large class for the purpose of additional compensation under the terms of this Article is
483 defined as a course authorized by the course outline of record to haveing 55 or more
484 students enrolled at census. Faculty teaching cross-listed classes with a combined
485 enrollment of at least 55 students also qualify for large class stipend.
486

487 15.2 Eligible courses are those that meet general education, UC and CSU requirements, those that
488 meet graduation requirements, major requirements, and vocational courses required for a
489 certificate, degree, or transfer. (Ineligible courses are open skills labs, all matriculation activities,
490 team sports and independent study.) Assignment to teach a large class is voluntary.
491

492 15.3 Additional compensation shall be provided as specified below: The compensation is
493 consideration for the extra time needed for required paperwork.
494

495 Effective August 15, 2016 The compensation per section per semester (Fall/Spring) for large
496 classes shall be:
497

- 498 • 55-69 students - \$450.00
 - 499 • 70-94 students - \$500.00
 - 500 • 95-125 students - \$550.00
- 501
502

503 Compensation amounts above shall be paid at the end of the semester in which large classes
504 were taught.
505
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APPENDIX D
Explanation of Salary Schedule

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1. All degrees/coursework submitted for salary schedule placement shall have been earned from an accredited college or university.
 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 F are those earned after the baccalaureate degree (including Master's and Doctorate degrees).
 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 Instructional Program Development projects. Procedures for the preparation of proposals and the procedure for determining number of units of credit allowed are outlined in the Faculty Handbook.
- Note: Both released time 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. Partial years cannot be credited. (Experience must be verified by official letter or other written document.) 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 75% of the working days of his/her work year in paid status in order to qualify for a year's service advancement on the salary schedule.
 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 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.

559 9. An employee may apply for column advancement(s) by completing a Salary Column
560 Advancement Application form, which is distributed to all faculty by the Human
561 Resources office each January. In order to be granted advancement, written
562 evidence verifying completion of requirements for such advancement must be
563 received in the Human Resources office in accordance with the following:
564

565 a. Faculty employed on 10-school month or a greater than 10-school month contract
566 basis (i.e., 11 or 12 school month contract): Verification must be received not later
567 than July 1, in order for the advancement to be effective July 1 of that contract year;
568 OR not later than September 1, in order for the advancement to be effective
569 September 1 of that contract year.
570

571 10. A full-time teaching load is fifteen (15) teaching units per semester, or thirty (30)
572 teaching units per academic year.
573

574 11. Any teaching assignment above the full-time teaching load, whether the
575 teaching is done day or night, shall be compensated on an hourly rate
576 basis.
577

578 **LONGEVITY INCREMENT**
579 **(Revised Effective 2016-17 Academic Year)**
580

581 Faculty employees reaching the maximum step (Step 14) on Column E or F of the salary
582 schedule will be granted longevity salary increments in accordance with the following
583 procedures:
584

585 a) The amount of the increment shall be equal to half the difference between the last
586 two steps in columns E or F.
587

588 b) The initial longevity increment (16X) is granted to those **employees who have**
589 **rendered at least two full-time years of service** at the maximum salary step
590 of Column E or F. Subsequent longevity increments shall be granted after
591 rendering two full-time years of service on each increment step (i.e., 16X, 18X,
592 20X, 22X, 24X, 26X and 28X). (Note: Full-time years of service credited for
593 purposes of these advancements shall be the same as for regular step
594 advancements. See Item #6 under "Explanation of Salary Schedule.")
595

596 **HOURLY OVERLOAD AND/OR SUBSTITUTE PAY RATE FOR REGULAR AND**
597 **CONTRACT FACULTY**
598

599 For a regular or contract Cerritos College faculty employee (employed on a contract or regular
600 basis), the rate of pay for service beyond his/her full-time contract load shall be 1/100th of
601 his/her monthly (school month) rate for instructors, 1/140th of his/her monthly (school month)
602 rate for counselors, and librarians. In no case will the minimum rate per hour be less than the
603 hourly rate he/she would be eligible to receive had he/she been employed as a part-time
604 instructor, counselor, or librarian. The rate of pay a faculty employee shall receive as a
605 substitute employee shall be the same he/she would receive if he/she were serving on an hourly
606 basis.
607

608 **SUMMER SCHOOL PAY RATE**
609 **FOR REGULAR AND CONTRACT INSTRUCTORS**
610

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

614
 615 The maximum teaching load for an instructor during a summer session shall be eight
 616 (8) teaching units.

617
 618 If, in case of an emergency, an instructor is permitted to teach more than eight (8), all units above eight
 619 (8) shall be considered as overload and paid for at an overload
 620

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.

Effective July 1, 2002 due to elimination of Steps 1 and 2 and Step 3 becoming the entry-level step on the Full-time Faculty Salary Schedule (Board of Trustees approval: February 20, 2002).

621
 622 Signed and entered into this ___ day of _____, 2022 in the State of California.
 623
 624 Cerritos Community College District
 625 Cerritos College Faculty Association,
 626 AFT Local 6251
 627 _____
 628 _____
 629 _____
 630 _____
 631 _____

632
633
634

