CBA Tip: *Initial Salary STEP Placement*

When you were initially hired, in addition to your Class placement, you also received a Step placement that is based on qualifying number of years of related employment service experience. The easiest measure is for faculty with full-time experience in an accredited educational setting being credited one step for every one year of service with no look back limit. The highest initial Step placement in these situations (and all combinations) is Step 9. For faculty with part time experience in these same settings, a 2 for 1 formula for part time experience that equates to 2 years of part time service equalling 1 step is utilized with an up to six year lookback. For this type of service, the highest initial step placement or creditable steps would be Step 3.

However, other ways to earn credit toward steps is through related "practical" experience which is common for librarians, counselors, or health professionals outside of a school setting. For example, a librarian may have worked for a county library which is similarly credited as part time experience in the educational setting with a two-year service for one step and a lookback of six years. Again, a maximum of three steps can be credited here.

One last consideration for initial step placement is practical experience. Credit will be granted for full-time employment in the applicable discipline to instructors or other non-classroom positions that are generally considered to be "vocational" and for which the state minimum qualifications recognize experience in addition to college course work. One year experience credit on the salary schedule will be granted for each two years of practical experience during the last ten years, up to a maximum of three steps.

You can review the detailed charts in the **CBA D.1.2 Initial Placement on the Salary Schedule** under the Initial Step Placement section.

Once you are assigned your Initial Placement of Class and Step, that is where your starting salary is found on the Salary Schedule. Each year of creditable full-time services moves a faculty member up an additional Step. You will note that Steps 1-15 include healthy percentage increases between each step ranging from about 3% to 5.4%. These are the automatic increases in addition to negotiated COLAs. In the last negotiation, we improved the Step increases for Steps 16-30 that were about .5% to .6%. Through negotiations, Steps 16-20 were increased to 1%, Steps 21-25 landed at .6%, and 26-30 at .5%. As you can imagine, the compounding effect resulted in higher than ever salaries before an additional 4% on-schedule increase was added.

So how do you find your current Class/Step placement? Sign in to Workday and follow this three-step process to quickly discover your current placement.