

CBA Tip: *Initial CLASS Salary Placement*

An area of our contract that is critically important upon a new full-time faculty's hire is their initial placement on the salary schedule. This is addressed in several areas in our contract, but most notably in **D.1.2 *Initial Placement on the Salary Schedule***. As you may recall upon your official hiring, you were responsible for providing HR with paperwork to confirm all coursework and degrees for salary placement have been obtained from an institution of higher education accredited by one of the regional accrediting associations or foreign equivalent. This total number of units would assist with identifying your initial CLASS placement which is based on graduate semester units and/or upper division semester units taken as part of a graduate degree program (quarter units are converted to semester units based on a formula). Typically, meeting the most basic minimum qualifications merits placement at Class I, and the possession of an earned Doctorate degree would place at our highest Class VI. Further, **Appendix 6: *Qualifications for Faculty Salary Schedule Classes*** provides the details of the calculation and crediting of units, the Classes for Non CE (Non-Vocational) Teaching positions, and the Classes for Career Technical (Vocational) Positions.

Based on your position and the verified units, a faculty member receives their initial Class Placement. Movement up to the next Class can be achieved as additional approved units are earned. **D.1.4 *Process for Class Advancement on the Salary Schedule*** details the principles for evaluating courses for salary-schedule (Class) advancement, and this work is reviewed by the Salary Advancement Committee who then forwards recommendations to the Academic Senate which then recommends to the superintendent/president.

Please be on the lookout for information from our Salary Advancement Committee which comes through Administrative Assistant to the Academic Senate who sends on behalf of the committee. The FA highly encourages faculty to take advantage of opportunities to improve your salary through advancement on the salary schedule through this process to move you up through various Classes.

So 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.