

**2019-2022 FACULTY CONTRACT**

• Mt. San Antonio College

**APPENDIX A: SALARY SCHEDULE FOR UNIT MEMBERS ON CONTRACT**

A.1. Effective Dates: This schedule shall be effective July 1, 2019 – June 30, 2022 subject to change per article 7.A.

A.2. Annual Rates for Salary Schedule:

<u>Column 1A</u> (A.3.a.)		<u>Column 2A</u> (A.3.b.)		<u>Column 3A</u> (A.3.c.)	
<b>Step</b>	<i>Minimum Qualifications</i>	<b>Step</b>	<i>B.A and 60 Units, including M.A.</i>	<b>Step</b>	<i>Earned Doctorate or B.A. and 80 Units, including M.A.</i>
1	\$71,441	1	\$76,193	1	\$80,948
2	\$73,941	2	\$78,862	2	\$83,782
3	\$76,529	3	\$81,622	3	\$86,713
4	\$79,209	4	\$84,479	4	\$89,750
5	\$81,903	5	\$86,682	5	\$91,448
6	\$85,699	6	\$90,465	6	\$95,220
7	\$89,518	7	\$94,235	7	\$98,966
8	\$93,265	8	\$98,071	8	\$102,786
9	\$97,013	9	\$101,777	9	\$106,617
<u>Column 1B</u> (A.6.a.2.a.)		10	\$105,600	10	\$110,365
<i>Minimum Qualifications including P.G.I.</i>		11	\$109,394	11	\$114,161
<b>Step</b>	<i>Incentives</i>	<u>Column 2B</u> (A.6.a.2.b.)		12	\$117,932
1	\$75,263	<i>B.A and 60 Units, including M.A. and P.G.I. Incentives</i>		13	\$121,728
2	\$77,763	<b>Step</b>		<u>Column 3B</u> (A.6.a.2.c.)	
3	\$80,351	1	\$80,015	<i>Earned Doctorate or B.A. and 80 Units, including M.A. and P.G.I. Incentives</i>	
4	\$83,031	2	\$82,684	<b>Step</b>	
5	\$85,725	3	\$85,444	1	\$84,770
6	\$89,521	4	\$88,301	2	\$87,604
7	\$93,340	5	\$90,504	3	\$90,535
8	\$97,087	6	\$94,287	4	\$93,572
9	\$100,835	7	\$98,057	5	\$95,270
		8	\$101,893	6	\$99,042
		9	\$105,599	7	\$102,788
		10	\$109,422	8	\$106,608
		11	\$113,216	9	\$110,439
				10	\$114,187
				11	\$117,983
				12	\$121,754
				13	\$125,550

The above annual rates are based on a 175 Day Faculty Contract.

Ten (10) month full-time professors will be paid August – June (11 payments).

Eleven (11) and twelve (12) month full-time professors will be paid July-June (12 payments).

For professors who exceed 175 days, the annual compensation shall be determined based on the calculation of the daily rate at each step and column multiplied by the number of contracted days.

For example, Step 1 Column 1: \$71,441 divided by 175 = \$408.2343 daily rate

\$408.2343 Daily Rate x 195 Days = \$79,605.69 Annual Salary

A.3. Column Definitions:

A.3.a. Column 1:

- Baccalaureate and either California Credential, or minimum qualifications in lieu of credential, or
- California Credential, or minimum qualifications in lieu of credential, or
- Baccalaureate and Master's and either California Credential or minimum qualifications in lieu of credential, or
- Completed vocational qualifications (refer to section A.4.g) and either California Credential or minimum qualifications in lieu of credential.

A.3.b. Column 2:

- Baccalaureate and either California Credential or minimum qualifications in lieu of credential and 60 acceptable graduate semester units including Master's, or
- Vocational qualifications (refer to Section A.4.g.) and a Baccalaureate with a major directly related to the teaching area assigned and either California Credential or minimum qualifications in lieu of credential.

A.3.c. Column 3:

- Earned doctorate and either California Credential or minimum qualifications in lieu of credential, or
- Baccalaureate and 80 acceptable graduate semester units including Master's and either California Credential or minimum qualifications in lieu of credential. Twenty units must have been completed within the last 10 years, or
- Vocational qualifications (refer to Section A.4.g.) plus Baccalaureate and Master's and either California Credential or minimum qualifications in lieu of credential. The Master's degree must include a major or minor directly related to the teaching assignment, or
- Vocational qualifications (refer to Section A.4.g) plus Baccalaureate plus 40 semester units beyond those required for placement on Column II, 30 of which shall be approved by the District and either California Credential or minimum qualifications in lieu of credential.

A.4. Initial Placement on the Salary Schedule:

A.4.a. Initial Placement: Initial placement on the salary schedule shall be based on:

- Degrees and/or vocational qualifications
- Acceptable accredited college units
- Vocational experience directly related to the teaching assignment, full-time teaching experience, teaching at Mt. San Antonio College, adjunct teaching.

- A.4.b. Maximum Initial Placement: Maximum initial salary schedule placement shall be Step 9.
- A.4.c. Prior Teaching Experience: One step credit shall be allowed for each year of prior teaching experience. Placement on a Column shall be subject to the salary schedule provisions contained in the Faculty Association Agreement. There shall be no teaching experience prerequisite to any column. Full-time teaching for one full academic year will count as one step on the salary schedule. Teaching at Mt. San Antonio College half time or more for a full year, or full-time teaching for a half year will count as one step on the salary schedule for initial salary schedule placement. For part-time teaching at other accredited colleges and universities, including community colleges, one (1) step credit shall be granted for each thirty (30) semester or forty-five (45) quarter units of teaching.
- A.4.d. Work Experience: One (1) step credit shall be granted for each two (2) years of full-time, non-teaching practical work experience directly related to the academic teaching 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 1,120 hours of work (for a 10-month position), or for 1,248 hours of work (for an 11-month position), or for each 1,397 hours of work (for a 12-month position).
- A.4.e. Maximum Credit: The maximum credit for any fiscal year is one year of experience. Initial step placement shall not exceed the maximum initial placement stipulated in the contract.
- A.4.f. Exclusions: Summer session, adult education, military, and practice teaching experience, regardless of the nature or amount, will not be counted as prior teaching for placement on the salary schedule.
- A.4.g. Vocational Qualifications Placement: Placement on the salary schedule with vocational qualifications shall be made if the professor meets all of the following qualifications:
- Meet the minimum qualifications for teaching in the specific vocational subject area or hold a valid, clear, lifetime credential authorizing the teaching of the specific vocational subject area in California Community Colleges.
  - Provide evidence of valid licensure and/or certification for vocational subjects requiring such licensure and/or certification.
- A.4.h. Special Provision for Professors Teaching Under Vocational Qualifications: Professors who have been determined to qualify for placement on the vocational salary schedule track shall receive one step credit for each year of prior teaching experience and/or two years of pre-employment experience directly related to the teaching assignment less the required years of vocational experience required to obtain the credential, or to meet minimum qualifications. The maximum initial placement shall be Step 9. Placement on a Column shall be subject to the salary schedule provisions contained in section A.4.g. There shall be no teaching experience prerequisite for any column.
- A.4.i. Determination of Academic or Vocational Placement: The District shall, at the time of initial salary

schedule placement, determine whether the newly employed (full-time or adjunct) professor shall be placed on the Academic or Vocational salary schedule track. This determination shall be recorded on the new professor's employment record for purposes of salary advancement. The initial salary schedule track placement shall not be subject to change.

A.5. Service Increments:

A.5.a. Definition: The initial service increment is earned after serving 5 or more years at the maximum step on any column. Additional service increments are earned after completing 25, 30, or 35 years under contract.

A.5.b. Rates:

- Service Increment: \$383 per month
- 25-Year Service Increment: \$383 per month
- 30-Year Service Increment: \$383 per month
- 35-Year Service Increment: \$383 per month

<u>Service Increments:</u>	5+ years	25 years	30 years	35 years
Serving 5+ years at maximum step of any column	✓	✓	✓	✓
Completion of 25 years under contract		✓	✓	✓
Completion of 30 years under contract			✓	✓
Completion of 35 years under contract				✓

A.5.c. Qualifications: One monthly Service Increment shall be added after serving five years or more at the maximum step of any column. One monthly Service Increment shall be added after completing 25 years of service under contract as a probationary or tenured academic employee of the District and reaching the top step of any column. Additional Service Increments shall be added after completing 30 years and 35 years of service under contract as a probationary or tenured academic employee of the District and reaching the top step of any column.

A.6. Professional Growth Increment Incentives:

A.6.a. Full-time Professors:

A.6.a.1. Definition: A Professional Growth Increment Incentive is earned by full-time professors for workshops/seminars or college courses approved by the Salary and Leaves Committee and completed by the professor that are directly related to the professor's basic assignment, directly benefit the college and/or meet some educational needs of students. One Professional Growth Increment Incentive requires the completion of six semester units of college work or equivalent.

A.6.a.2. Rates: Professional Growth Increment: \$3,822.00 per year.

A.6.a.3. Qualifications: A Professional Growth Increment Incentive may be earned during a professor's employment under contract by completing six semester units of college work or equivalent workshops/seminars, as approved by the Salary and Leaves Committee. A lifetime total of one (1) Professional Growth increment may be earned per full-time professor.

Petitions for Professional Growth must be submitted to the Salary and Leaves Committee (through the office of the Vice President of Instruction). Professors will be notified of the Committee's action. If the petition is approved, verification of course or workshop completion for Professional Growth must be submitted to the Human Resources office, along with a completed Petition for Professional Growth form.

A professor may propose any college course or workshop for the professional growth increment incentive. All college courses and workshops submitted for Professional Growth will require that the professor provide rationale as to how that course or workshop is directly related to the unit member's basic assignment, will be of direct benefit to the College, and/or will meet some educational need of students. Courses used for the Professional Growth Increment Incentive may not be additionally used for credit towards column crossover.

The Petition for Professional Growth form shall include a copy of the published course or workshop/seminar announcement including content and dates and times of training. Professional Growth credit will be equated on the basis of sixteen (16) clock hours equaling one (1) semester unit of credit toward a Professional Growth Increment Incentive. Each year the Salary and Leaves Committee will make available a list of pre-approved district sponsored workshops for professional growth.

Failure to complete course or workshop approval requirements may result in course or workshop denial. Failure to meet salary schedule deadlines shall result in delaying the effective date of the salary schedule change.

A.6.b. Adjunct Professors:

A.6.b.1 Definition: A Professional Growth Hourly Incentive is earned by adjunct professors for on-campus professional development workshops approved by the Salary and Leaves Committee and completed by the professor. Approved workshops shall include the District's New Adjunct Faculty Orientation (one-time only) and participation in Flex Day activities (each semester). Workshops attended prior to August 1, 2018, do not qualify for this incentive.

A.6.b.2. Rates: The non-teaching hourly rate shall be paid to adjunct professors completing approved on-campus professional growth workshops up to a limit of six (6) hours per fiscal year.

A.6.b.3. Qualifications: All workshops submitted for the Professional Growth Hourly Incentive will require that the professor provide rationale as to how that workshop is directly related to the professor's basic assignment, will be of direct benefit to the College, and/or will meet some educational need of students. A professor cannot receive payment for the same workshop more than once.

Upon completion of an approved workshop, a petition for Professional Growth must be submitted to the Salary and Leaves Committee (through the office of the Vice President of Instruction). Professors will be notified of the Committee's action. Once the petition is approved and completion of the workshop verified, the college shall include the incentive in the professor's pay warrant within 45 working days.

A.7. Professional Development: The District will allocate an amount equal to \$200 for each full-time professor to be used for professional conferences and travel. The funds will be allocated to Division budgets and will be accessed by request by professors, per provisions cited under 16.J.1. Professors may assign their allocated funds for use by other professors within a division. At the end of each fiscal year, any unused funds from the allocation assigned to each full-time professor will roll over to a fund in Professional and Organizational Development for professor conference and travel. Additional funding for conference and travel may be available through Professional and Organizational Development.

A.8. Earned Degrees:

A.8.a. Qualifications: The District will pay one time stipends for degrees earned after initial placement and during the time of service which have been awarded by a regionally accredited institution of higher education.

A.8.b. Rates:

Bachelor's degree	\$1,720
Master's degree	\$2,294
Doctoral degree	\$3,644

A.8.c. Full Year Payment on Initial Award: For earned doctorates, the District will pay the full stipend for the fiscal year in which the degree is awarded, regardless of when the degree is conferred during that year. Following that first year, the doctoral stipend becomes an ongoing addition to base salary.

A.9. Column Crossover:

A.9.a. Definition: Column crossover credit is earned by professors who wish to advance from one column to another on the salary schedule. The number of units required for column crossover varies depending

on the individual columns.

- A.9.b. Rates: Column advancement salary rates vary depending on placement.
- A.9.c. Qualifications: Only graduate level courses, vocational courses directly related to the teaching assignment, or professional or extension courses in Education will be approved for column crossover on the salary schedule. These courses must be taken at regionally accredited institutions. All courses submitted for column crossover will require that the professor provide rationale on the Petition for Column Crossover form as to how each course is directly related to the professor's basic assignment, will be of direct benefit to the College, and/or will meet some educational need of students. Prior approval by the Salary and Leaves Committee can assure credit; however, courses previously taken may be submitted for consideration. The decision of the Salary and Leaves Committee may be appealed by submitting a written appeal to the Vice President of Instruction and the President of the Faculty Association.

Column Crossover credit earned through District sponsored workshops completed prior to July 1, 2016 will be equated on the basis of sixteen (16) clock hours equaling one (1) semester unit of credit toward column crossover. Courses approved and completed prior to July 1, 2016 will also be accepted. Courses used for column crossover may not be additionally used for credit towards the Professional Growth increment. The Salary and Leaves Committee shall post the college and title of approved courses on the Committee's website each semester. Such posting is intended to serve as a guidance to professors and is not a guarantee of future approval.

The Petition for Column Crossover form must be submitted to the Salary and Leaves Committee (through the office of the Vice President of Instruction). Professors will be notified of the Committee's action. If the petition is approved, verification of course completion for column crossover must be submitted to Human Resources, along with a completed Petition for Column Crossover form, before any change will take effect.

A.10. Timing of Salary Changes:

- A.10.a. 10-Month Professors: For a salary change to be effective the first pay period, the professor must submit a copy of their application and evidence of satisfactory course completion by the Friday preceding the opening day of the fall semester. Submissions made after that date shall be effective the pay period following the month of submission. Any course work that will be used to qualify for column crossover or salary schedule advancement in a given school year must be completed before the start of the fall semester of that school year. Materials are to be submitted to the Human Resources office.
- A.10.b. 11- or 12-Month Professors: must submit a copy of their application and evidence of satisfactory course completion by June 30 for the pay period beginning July 1 or by July 31 for the pay period beginning August 1. Submissions made after July 31 shall be effective the pay period following the month of submission. Any course work that will be used to qualify for column crossover or salary schedule

advancement must be completed before the effective date of the salary change, and in no case later than July 31 of the school year in which the change will occur. Materials are to be submitted to the Human Resources office.

- A.11. Verification: Verification of satisfactory course completion for college courses, District sponsored workshops, and non-District sponsored workshops must be submitted in the form of an official transcript, or, if an official transcript is not attainable, documentation satisfactory to the Human Resources office. This verification must be submitted to the Human Resources office before any salary column change or professional growth increment will be submitted for Board of Trustees approval. Failure to meet application deadlines shall result in delaying the effective date of the salary change.
- A.12. Work Experience: Work experience directly related to the professor's teaching experience, approved in advance by the District, and earned after receipt of the Baccalaureate degree, will be equated on the basis of fifty-four (54) clock hours of such work experience equaling one (1) college semester unit of credit toward advancement on the salary schedule. All such work experience must be validated to the satisfaction of the District before credit may be granted. Such work experience equivalence shall be limited to six (6) semester units in any one school year.