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12/10/19

PCCD COUNTERPROPOSAL #4- 10/11/19
ARTICLE 15 - COMPENSATION

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15.1 General Principles

The District will set as a priority goal the establishment of full-time and part-time hourly salaries that are commensurate with or superior to those of neighboring and comparable Community College Districts.

15.2 Salary Schedule Credit

15.2.1 Upper Division and Graduate Course Work

Salary schedule credit shall be granted to full-time and part-time faculty for completion of any upper division or graduate level course work at an accredited institution according to salary placement guidelines. Advanced approval for such course work is not required. Official transcripts shall be submitted to Human Resource Services. Upon the receipt and verification of transcripts, the faculty member shall advance on the first day of the next pay-cycle.

15.2.2 Full-Time Faculty Sabbatical Leave Committee Approval of Salary Credit

15.2.2.1 Lower Division Course Work

Salary schedule credit shall be granted to full-time faculty after the Sabbatical Leave Committee approves the request for lower division course work, including Palomar College courses. Advanced approval of lower division course work is required from the Sabbatical Leave Committee. Official transcripts shall be submitted to the Sabbatical Leave Committee, which will then submit the official transcripts to Human Resources; upon receipt the faculty member shall advance on the first day of the next pay-cycle.

15.2.2.2 Equivalency Work

Salary schedule credit may be granted to full-time faculty for equivalency work or projects approved in advance by the Sabbatical Leave Committee for up to six (6) equivalency credit units in any four-year (4-year) period. Advanced approval must be requested at least one (1) month prior to beginning the work or project. Advanced approval to begin the work or project does not guarantee that the final work or project will be approved.

15.2.2.3 Duplicative Work

When a request for salary schedule credit is made that appears to duplicate a situation for which credit has previously been granted, the faculty member shall furnish information to the Sabbatical Leave Committee indicating how the duplicate situation has appreciably contributed to growth within the profession.

15.2.2.4 Use of Associated Student Funds

In no case shall salary schedule credit be awarded if Associated Student funds have been allotted for completion of the work.

15.2.2.5 Work During Sabbatical Leave

Salary schedule credit shall be awarded for work completed while the faculty member is on sabbatical leave provided all other criteria for both the sabbatical and salary credit have been met.

15.2.2.6 Verification of Approved Work

It is the responsibility of the faculty member to verify completion of any work for which advanced approval of salary credit was granted. No final salary credits will be awarded until such verification is received.

15.2.2.7 Education Code Provisions

The granting of salary schedule credit shall conform to the regulations of the Education Code which include:

15.2.2.8 If a faculty member attends a degree-granting institution and is reimbursed by the District for travel, registration, or other expenses, the faculty member may not receive salary credit unless payment of an additional fee to the other institution is made by the faculty member.

15.2.2.9 If a faculty member goes to a non-degree-granting institution and receives certification of attendance, and the faculty member is reimbursed by the District for travel, registration and other expenses, the faculty member may not receive salary schedule credit.

15.2.2.10 If an instructional grant is awarded to a faculty member for a completed project, the faculty member may not receive salary schedule credit for the same project.

15.2.2.11 If the District releases the faculty member from duties to attend a workshop, seminar, or conference, and the faculty member incurs expenses not reimbursed by the District, the faculty member may receive salary schedule credit.

15.2.2.12 District Funding for Continuing Education

All faculty members shall have the opportunity to apply for and receive District funding offered for continuing education.

15.3 Full-Time Faculty Compensation

15.3.1 Career Technical Extended Education (CTE) Salary Credit

Salary schedule credit may be granted for those full-time Career Technical Extended Education (CTE) division faculty, where advanced degrees are not available per the current edition of the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*. Requests must be approved in advance of the training by the Sabbatical Leave Committee. Seventy-one (71) hours of training equates to one (1) unit of Graduate Course work. In lieu of the advanced degree, faculty covered by this subsection shall advance to Grade C on the salary schedule after acquiring 24 equivalent units; to Grade D on the salary schedule after acquiring 48 equivalent units; to Grade E on the salary schedule after acquiring 72 equivalent units; to Grade F on the salary schedule after acquiring 96 equivalent units; and, to Grade G on the salary schedule after acquiring 120 equivalent units. This section shall not permit the granting of any retroactive credit for training occurring prior to January 1, 2017.

15.3.2 Salary Grade Placement

Salary grade placement is based upon the completion of upper division or graduate level course work at an accredited institution and (when indicated below) experience in the discipline. Only earned degrees (as distinguished from honorary and others) from an accredited institution meet the requirements listed below. Quarter and trimester units of credit shall be converted to semester unit equivalents

for placement purposes.

- a) **Grade B** – Persons holding one (1) of the following qualifications:
1. Associate Degree and six (6) years of experience in the discipline, plus the appropriate license or certificate
 2. Bachelor's Degree and two (2) years of experience in the discipline, plus the appropriate license or certificate
 3. Bachelor's Degree and twenty-four (24) semester units of college work completed subsequent to receiving the Bachelor's Degree
 4. Vocational Credential
- b) **Grade C** – Persons holding one (1) of the following qualifications:
1. Master's Degree
 2. Vocational credential (full-time clear), plus twenty-four (24) semester units of college work completed subsequent to receiving the credential
- c) **Grade D** – Persons holding both of the following qualifications:
1. Bachelor's Degree plus forty-eight (48) semester units of college work completed subsequent to receiving the Bachelor's Degree
 2. Master's Degree
- d) **Grade E** – Persons holding both of the following qualifications:
1. Bachelor's Degree plus seventy-two (72) semester units of college work completed subsequent to receiving the Bachelor's Degree
 2. Master's Degree
- e) **Grade F** – Persons holding both of the following qualifications:
1. Bachelor's Degree plus ninety-six (96) semester units of college work completed subsequent to receiving the Bachelor's Degree

2. Master's Degree

f) **Grade G**

a) Bachelor's degree plus one hundred twenty (120) semester units of college work completed subsequent to receiving the Bachelor's Degree

b) Two (2) Master's Degrees

g) **Grade H**

1. Persons holding a Doctorate Degree

15.3.3 Salary Step Initial Placement

a) **Grade B**

A faculty member meeting minimum qualifications for Grade B shall be placed on Step 1. Additional steps shall be allowed for experience in excess of the minimum requirements. No person shall receive an initial step placement higher than Step 8.

b) **Grades C through H**

One (1) step shall be allowed for each year of prior secondary or college teaching or related occupational experience. No person shall receive an initial step placement higher than Step 8, except as provided in Section c below.

c) **Initial Placement above Step 8**

When the Superintendent/President has recommended that a position be advertised at a higher rate than Step 8, the faculty member may receive credit for additional years of experience up to Step 12.

15.3.4 Reassigned Time and Stipends

Assigned time and stipends shall be provided for faculty positions and responsibilities as listed in Appendix F. New projects or grants may call for different assignments and/or stipends. When these situations occur, the District and the Federation shall negotiate such

assignments and/or stipends.

15.3.5 Payroll Deductions

At the request of individual faculty members, the District shall allow payroll deductions to be made for the purpose of paying Union dues or contributions, making contributions to United Way/CHAD or for the purpose of making deposits in the credit union or other agencies approved by the Board.

15.3.6 Tax-Sheltered Annuity Programs

The District shall maintain the tax-sheltered annuity program in place on January 1, 2001. The District shall provide copies of the program to faculty members upon request. The minimum contribution shall be two hundred dollars (\$200.00) per year for faculty members entering tax- sheltered programs. The District shall not withhold federal and state income taxes on that part of the current salary invested in the tax shelter. Each faculty member shall be allowed to make one (1) or more agreements each year up to the limit allowed by law. Any agreement shall be terminated upon the request of the faculty member.

15.3.7 Remuneration for Substitutes

When faculty members are ill or absent, and other faculty members cover their assignment, the substituting faculty members shall be paid at the substitute's hourly rate. No faculty member shall be required to substitute for another faculty member.

15.3.8 Payroll Process

Except if modified by this agreement, all payroll processes in effect on January 1, 2001, shall remain in place. Full-time faculty may opt to be paid the same salary over twelve (12) months.

15.3.9 Salary Schedules

All faculty shall be paid in accordance with the existing faculty salary schedules. All Early Childhood Education Lab School (ECELS) Teachers shall be paid in accordance with the existing child development teacher schedule.

15.3.10 Step Moves

All full-time faculty and full-time ECELS Teachers shall advance vertically on the salary schedule each year. All part-time faculty shall advance vertically one (1) step on the salary schedule for every four hundred fifty (450) hours taught at Palomar College.

15.3.11 Established Salary Schedules (see Appendix G)

- a) Academic Salary Schedule: 10-month
- b) Academic Salary Schedule: 11-month
- c) Academic Overload Salary Schedule: Instructional Assignment
- d) Academic Overload Salary Schedule: Non Instructional Assignment
- e) ECELS Teachers: Salary Schedule (for permanent and hourly teachers)

15.3.12 Full-Time Faculty and Full-Time ECELS Teacher-Salary Schedules

- a) For the ~~2019-20~~ 2018-19 academic year all full time faculty salary schedules and full-time ECELS teacher salary schedules ~~in effect on June 30, 2018~~ shall be increased by ~~3.262-71%~~ COLA. This increase will be effective retroactive to on July 1, 2019. ~~Payment shall be made as soon as practicable after ratification of the tentative agreement by PFF and adoption by the Board. For 2020-2022, all salary schedules will may be~~ **reopened per the terms and conditions under Article 1.** ~~increased by COLA plus any additional negotiated increases.~~
- b) The stipends contained in Appendix F and Article 12 shall be increased by ~~2.713.26%.~~ retroactive to July 1, 2018.
- c) ~~During the 2019-20 year, at the Association's discretion, it may opt to apply a portion of the COLA to adjust increases to stipends or other reassignment rates for members who receive additional compensation for such assignments.~~

15.3.13 Faculty Placement on Overload Schedule

Full-time faculty teaching overload shall be placed on the Overload Salary Schedules at the same grade and step as they are placed on the Full-Time Faculty Salary Schedule. Instructional overload assignments shall be paid from the Full-Time Overload-Instructional Hourly Salary Schedule, and non-instructional overload assignments shall be paid from the Full-Time Overload-Non-instructional Hourly

Salary Schedule.

15.4 Part-Time Faculty Salaries

15.4.1 Established Part-Time Faculty Salary Schedules (see Appendix G)

- a) Part-Time Faculty Salary Schedule: Instructional Assignment
- b) Part-Time Faculty Salary Schedule: Non-instructional Assignment

The hourly salary schedules reflect the distribution of part-time equity funds allocated by the state. Instructional part-time assignments shall be paid from the Part-Time (Adjunct) Faculty – Instructional Assignment Salary Schedule, and non-instructional assignments shall be paid from the Part-Time (Adjunct) Faculty – Non-instructional Assignment Salary Schedule.

15.4.2 Hourly Salary Schedule

- a) If in any year after 2010-2011 the District does not actually receive state-allocated part-time faculty equity funds, or receives less than the District's state allocation of part-time faculty equity funds for 2004-2005, the parties shall meet and negotiate this provision.

15.4.3 Part-Time Faculty Salary Schedules

- a) For the ~~20198-1920~~ academic year all part-time salary schedules in effect on ~~July 1, 2019~~ ~~June 30, 2018~~ shall be increased by ~~2.713.26%~~ COLA increase. ~~This increase will be retroactive to July 1, 2018. Payment shall be made as soon as practicable after ratification of the tentative agreement by PFF and adoption by the Board. For 2020-2022, all salary schedules will may be reopened per the terms and conditions under Article 1. increased by COLA plus any additional negotiated increases.~~

15.4.4 Retiree Y-Rated Retiree Schedule

The Y-Rated Retiree Schedule shall receive all COLA increases. Retired faculty shall be placed on the Y-Rated Schedule at the first step above their current overload hourly rate and shall remain on that step for the duration of their employment with the District.

15.4.5 Faculty Placement on Part-Time Salary Schedule

15.4.5.1 Salary Grade Placement

Salary placement credit is granted only for the completion of upper division or graduate level course work at an accredited institution (official transcripts required). Credit is awarded in semester-unit increments. Quarter and trimester units of credit shall be converted to semester units for the purpose of determining salary level.

Four (4) salary grades are defined. Individual grade placement is determined exclusively by the level of education attained. Only earned degrees from accredited institutions shall be creditable for salary purposes. All part-time faculty commencing initial employment with the District shall be placed at Step 1 of the appropriate grade.¹

Grade A: Persons who hold less than a Master's Degree (regardless of equivalency status).

Grade B: Persons who hold a Master's Degree and who have completed fewer than thirty (30) units of course work after the date that the Master's Degree was awarded.

Grade C: Persons who hold a Master's Degree and who have completed at least thirty (30) units of course work after

Grade D: Persons who possess two (2) Master's Degrees or a Doctorate Degree.

¹ Part-time faculty who have taught previously for the District, but who have not done so within a year of the initial implementation date of the Part-time (Adjunct) Faculty Salary Schedule (7/1/96), will be placed on the schedule in the same way as those commencing initial employment with the District. Part-time faculty who have been employed by the District after 7/1/96, and who return to the District following a lapse in employment, will be placed onto the step of the Part-time (Adjunct) Faculty Salary Schedule to which they had been assigned prior to the lapse in employment.

15.4.5.2 Teaching faculty movement within a step on the salary schedule is determined by the number of hours of employment with the District as follows:

Movement from Step 1 to Step 2:	450 hours
Movement from Step 2 to Step 3:	900 hours
Movement from Step 3 to Step 4:	1350 hours
Movement from Step 4 to Step 5:	1800 hours
Movement from Step 5 to Step 6:	2250 hours
Movement from Step 6 to Step 7:	2700 hours
Movement from Step 7 to Step 8:	3150 hours
Movement from Step 8 to Step 9:	3600 hours
Movement from Step 9 to Step 10:	4050 hours

Effective July 1, 2018

All hours paid in an academic assignment are considered in the accumulation of hours for movement within a step. Each individual's accumulation of hours for movement within the step will begin with the effective date of employment, but no earlier than 7/1/96 (the initial implementation date of the Part-time [Adjunct] Faculty Salary Schedule). The "effective date of employment" for anyone rehired after at least two years' break in service shall be their rehire date (not the original hire date).

15.4.5.3 A retiree (faculty or other) who returns to teach as a part-time instructor will NOT be placed on the part-time salary schedule, but instead will be placed at the rate closest to the hourly rate in effect at the time of retirement for the duration of the part-time assignment.

15.4.5.4 Evaluation of Prior Course Work

The part-time faculty salary schedule steps and grades shall reflect length of service and education achievement, respectively. Upon request by a faculty member, the District shall re-evaluate all prior course work in a related field for part-time faculty.

Part-time faculty members shall advance one (1) step for each four hundred fifty (450) hours of academic assignments completed at Palomar College. All step progressions will occur the next semester after ratification of this agreement. Qualifying assignments that do not total the required hours in one (1) fiscal year for one (1) step progression shall be carried forward to the next fiscal year.

15.4.6 Calculation of Retroactive Compensation to Part-Time Faculty for Parity Funds

To calculate retroactive compensation, divide the fiscal year allocation by the total hours worked by all part-time faculty members in regular assignments during that year. The result is an hourly rate. Each part-time faculty member shall receive retroactive compensation equal to the hourly rate multiplied by the total hours that the faculty member worked in regular assignments during that year. "Hours worked" shall mean hours for which the faculty member was compensated for regular assignments.

"Regular Assignment" shall mean an instructional, librarian or counseling assignment that continues for a semester or summer session, or for a course which meets weekly for a period less than one (1) full semester.

15.4.7 Parity Definition

15.4.7.1 The District and the Federation agree that the definition of "parity" for part-time faculty pay in comparison to regular faculty pay shall be eighty-seven and one-half percent (87.5%).

15.4.7.2 Hourly pay for part-time faculty and hourly overload pay for full-time faculty shall progress toward parity with the contract pay for full-time faculty. Parity is defined as that pay rate for part-time instructors which accurately reflects the relationship between the hours of work required of part-time instructors and those required of full-time instructors, when both are expressed as an hourly rate. The formula is derived as follows:

Full-Time Faculty Workload

- 15 Class meeting hours per week
- 15 Class preparation hours per week

Part-Time Faculty Workload

15	Class meeting hours per week
15	Class preparation hours per week
5	Office hours per week ²
N/A	<u>Committee/other professional responsibilities</u>
35	Total hours per week

Ratio to 40 hours per week = 87.5% (goal of parity)

15.4.8 Part-Time Faculty Office Hours

Instructional part-time faculty members teaching credit or non-credit courses will be compensated for office hours earned in Fall and Spring semester only, according to the following criteria:

- a) Four (4) ~~Six (6)~~ office hours per semester for faculty members teaching three (3) or fewer units/non-credit hours.
- b) Seven (7) ~~Nine (9)~~ office hours per semester for faculty members teaching four to six (4-6) units/non-credit hours.
- c) Ten (10) ~~Twelve (12)~~ office hours per semester for faculty members teaching seven to nine (7-9) units/non-credit hours.
- d) Office hours shall be compensated at ~~the faculty member's non-instructional hourly rate, fifty-five seven dollars (\$557.00) per hour. For 2019-22, any state allocation received by the District that is earmarked for part-time office hours will be divided annually by semester and used to increase the hourly rate dependent on the number of office hours submitted per semester. For example purposes only, if in 2019-20 state allocation for part-time office hours is \$120,000 and 2500 part-time office hours are submitted for Fall 2019: $120,000/2=60,000/2500=24$, so for Fall 2019 the hourly rate would be \$79.~~
- e) Participating part-time faculty shall provide written certification of office hours served on the appropriate District form found on the Human Resource Services website.
- f) Part-time faculty participation is voluntary. It is understood and agreed that no office hours are required of part-time faculty.
- g) Participating part-time faculty are encouraged to share their students' successes in a written report to the division dean and

Vice President of Instruction.

- h) The deadline to submit the form for paid part-time office hours will extend to the end of the last week of the semester.
- i) Office hours and location shall be included in the class syllabi in order to qualify for compensation.

Office hours shall be paid in the last paycheck for the semester in which the hours were earned.

15.4.9 Canceled Class Pay for Part-Time Faculty

Per Ed Code 87482.8, part-time faculty members assigned to a class that is canceled or reassigned anytime from two weeks before until any time after the beginning of a semester will be compensated for the first week of assignment, paid at their non-instructional rate. If the class meets more than once per week, part-time faculty will be paid for all hours that were scheduled that week.

15.4.10 Professional Development Pay for Part-Time Faculty

Part-time faculty members assigned to a class that is canceled anytime from two weeks before until any time after the class begins meeting will be compensated for any Professional Development hours completed during the period prior to the class being canceled.

15.4.11 Lockdown/Campus Emergency Pay for Part-Time Faculty

If classes are cancelled due to a campus emergency, pay is not negatively impacted.

If a part-time faculty member is required to stay on campus beyond their scheduled teaching or student-contact hours due to an emergency such as a lockdown, the part-time faculty member will be paid for the hours they are kept on campus.

15.5 Support for Part-Time Faculty Participation in Shared Governance

- 15.5.1 The District shall augment the Faculty Senate budget by up to \$2,000 per year (\$500 per part-time faculty senator, up to a maximum of 4 part-time faculty senators) to provide support for part-time faculty participation in the Faculty Senate. If not all part-time Senate seats are filled in any given semester, the \$2,000 can be divided evenly among the seated part-time Senators.

15.5.2 Part-time faculty members who are elected or appointed to serve in a committee position on any of the following committees will be compensated at a their non-instructional rate of \$115 ~~20~~ per hour for committee meeting times that they attend for the semesters they hold their position. ~~Service on these committees are is not eligible for professional development hours if the part-time faculty member chooses to be paid hourly per this Article for their participation on the committee.~~ Participation in the following committees will be verified by the Committee Chair.

- 15.5.2.1 ~~Basic Skills~~ AB 705 Committee
Curriculum Committee
Distinguished Faculty Award Committee
Finance and Administrative Services Planning Council
Instructional Planning Council
Learning Outcomes Committee
Policies and Procedures Committee
Professional Development Committee
Strategic Planning Council
Student Services Planning Council
Student Success and Equity Council
Tenure and Evaluations Review Board

15.5.2.2 Part-time faculty members who would like to be paid under 15.5.2 must submit a Part Time Faculty Committee Participation form that the Committee Chair submit an NOHE to the Committee Chair for approval on their behalf at the end of each semester, indicating the number of hours of committee meetings they participated in that semester. The District form can be found on the Human Resource Services website.