

AGREEMENT

2016-2019

between

Santa Monica College Faculty Association

and

Santa Monica College Community
College District



August 23, 2016 – August 19, 2019

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APPENDIX A-1: PROBATIONARY AND TENURED FACULTY SALARY SCHEDULE

Effective August 23, 2016

Step	Group I	Group II	Group III	Group IV	Group V	Group VI	Group VII
1	50,662	53,718	56,774	59,828	62,885	65,940	69,136
2	52,963	56,018	59,076	62,131	65,184	68,242	71,437
3	55,264	58,320	61,374	64,432	67,487	70,544	73,739
4	57,565	60,620	63,677	66,732	69,788	72,845	76,039
5	59,866	62,923	65,979	69,033	72,090	75,146	78,340
6	62,167	65,225	68,279	71,336	74,391	77,446	80,642
7	64,470	67,525	70,579	73,636	76,693	79,748	82,945
8	74,044	77,098	80,154	83,210	86,265	89,320	92,517
9	76,343	79,400	82,457	85,511	88,566	91,624	94,819
10	78,645	81,700	84,756	87,812	90,870	93,924	97,121
11	80,945	84,004	87,058	90,113	93,169	96,224	99,421
12	83,245	86,303	89,359	92,415	95,470	98,525	101,723
13	85,548	88,603	91,658	94,716	97,771	100,827	104,020
14	87,850	90,906	93,961	97,016	100,073	103,127	106,323
15	90,150	93,207	96,264	99,317	102,373	105,429	108,627
16	92,451	95,508	98,563	101,621	104,674	107,730	110,925
17	94,754	97,810	100,864	103,918	106,977	110,031	113,227
18	97,056	100,112	103,168	106,220	109,274	112,332	115,527
19	99,357	102,415	105,471	108,523	111,577	114,631	117,827
20	101,661	104,698	107,771	110,824	113,881	116,934	120,132
21	103,964	107,018	110,073	113,122	116,184	119,237	122,435
22	106,266	109,320	112,375	115,421	118,486	121,539	124,738

1. A person possessing a doctorate shall be placed in Group VII.
2. Verification of qualifications must be presented to the Human Resources Office no later than the start of the teaching assignment.
3. Educational and experience verification shall be presented to the Human Resources Office no later than the following dates, or salary shall reflect only that information received:

September 15 if employed for fall
 February 28 if employed for spring
 June 30 if employed for summer
 January 5 if employed for winter

Long-Term Substitutes for Probationary and Tenured Faculty: Appropriate place on the salary schedule.

APPENDIX A-1: PROBATIONARY AND TENURED FACULTY SALARY SCHEDULE

Effective August 22, 2017

Step	Group I	Group II	Group III	Group IV	Group V	Group VI	Group VII
1	51,777	54,900	58,023	61,144	64,268	67,391	70,657
2	54,128	57,250	60,376	63,498	66,618	69,743	73,009
3	56,480	59,603	62,724	65,850	68,972	72,096	75,361
4	58,831	61,954	65,078	68,200	71,323	74,448	77,712
5	61,183	64,307	67,431	70,552	73,676	76,799	80,063
6	63,535	66,660	69,781	72,905	76,028	79,150	82,416
7	65,888	69,011	72,132	75,256	78,380	81,502	84,770
8	75,673	78,794	81,917	85,041	88,163	91,285	94,552
9	78,023	81,147	84,271	87,392	90,514	93,640	96,905
10	80,375	83,497	86,621	89,744	92,869	95,990	99,258
11	82,726	85,852	88,973	92,095	95,219	98,341	101,608
12	85,076	88,202	91,325	94,448	97,570	100,693	103,961
13	87,430	90,552	93,674	96,800	99,922	103,045	106,308
14	89,783	92,906	96,028	99,150	102,275	105,396	108,662
15	92,133	95,258	98,382	101,502	104,625	107,748	111,017
16	94,485	97,609	100,731	103,857	106,977	110,100	113,365
17	96,839	99,962	103,083	106,204	109,330	112,452	115,718
18	99,191	102,314	105,438	108,557	111,678	114,803	118,069
19	101,543	104,668	107,791	110,911	114,032	117,153	120,419
20	103,898	107,020	110,142	113,262	116,386	119,507	122,775
21	106,251	109,372	112,495	115,611	118,740	121,860	125,129
22	108,604	111,725	114,847	117,960	121,093	124,213	127,482

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Long-Term Substitutes for Probationary and Tenured Faculty: Appropriate place on the salary schedule.

APPENDIX A-2: CHILDREN’S CENTER SALARY SCHEDULE – CHILDREN’S CENTER HEAD TEACHER

Effective August 23, 2016

Step	Group I	Group II	Group III	Group IV
1	33,723	35,874	38,035	40,193
2	35,332	37,491	39,649	41,808
3	36,947	39,105	41,265	43,422
4	38,557	40,719	42,876	45,036
5	40,173	42,331	44,490	46,651
6	41,785	43,944	46,104	48,263
7	43,400	45,560	47,716	49,872
8	45,015	47,173	49,331	51,487
9	46,622	48,785	50,942	53,102
10	48,238	50,395	52,557	54,713
11	49,853	52,010	54,169	56,328
12	51,468	53,626	55,785	57,942
13	53,083	55,240	57,399	59,558

Substitute Rate: Based on Group 1, Step 1.

1. The children’s center head teacher assignment is based on eight hours per day for 195 days. The 195 days relate to the days students attend college classes, as arranged by the children’s center head teacher’s immediate supervisor and the appropriate personnel administrator.
2. Any additional assignments shall be paid at a daily rate or a pro rata share of that rate.
3. Children’s center teachers employed on a probationary/permanent basis shall be granted ten days leave of absence per year for illness or injury for a full-time assignment or a pro rata share thereof for a part-time assignment.
4. Written evaluation and assessment of performance shall take place at least once each college year for probationary children’s center employees and at least once every other year for permanent children’s center employees.
5. Refer to Appendix C-3 for initial placement.

APPENDIX A-2: CHILDREN’S CENTER SALARY SCHEDULE – CHILDREN’S CENTER HEAD TEACHER

Effective August 22, 2017

Step	Group I	Group II	Group III	Group IV
1	34,465	36,663	38,872	41,077
2	36,109	38,316	40,521	42,728
3	37,760	39,965	42,173	44,377
4	39,405	41,615	43,819	46,027
5	41,057	43,262	45,469	47,677
6	42,704	44,911	47,118	49,325
7	44,355	46,562	48,766	50,969
8	46,005	48,211	50,416	52,620
9	47,648	49,858	52,063	54,270
10	49,299	51,504	53,713	55,917
11	50,950	53,154	55,361	57,567
12	52,600	54,806	57,012	59,217
13	54,251	56,455	58,662	60,868

Substitute Rate: Based on Group 1, Step 1.

1. The children’s center head teacher assignment is based on eight hours per day for 195 days. The 195 days relate to the days students attend college classes, as arranged by the children’s center head teacher’s immediate supervisor and the appropriate personnel administrator.
2. Any additional assignments shall be paid at a daily rate or a pro rata share of that rate.
3. Children’s center teachers employed on a probationary/permanent basis shall be granted ten days leave of absence per year for illness or injury for a full-time assignment or a pro rata share thereof for a part-time assignment.
4. Written evaluation and assessment of performance shall take place at least once each college year for probationary children’s center employees and at least once every other year for permanent children’s center employees.
5. Refer to Appendix C-3 for initial placement.

APPENDIX A-3: CHILDREN’S CENTER SALARY SCHEDULE – CHILDREN’S CENTER TEACHER

Effective August 23, 2016

Step	Group I	Group II	Group III	Group IV
1	29,764	31,669	33,568	35,476
2	31,187	33,090	34,995	36,901
3	32,612	34,515	36,419	38,322
4	34,038	35,939	37,845	39,746
5	35,461	37,364	39,262	41,166
6	36,883	38,786	40,686	42,593
7	38,308	40,210	42,113	44,019
8	39,731	41,633	43,537	45,443
9	41,156	43,061	44,963	46,865
10	42,578	44,483	46,386	48,288
11	49,853	52,010	54,169	56,328
12	51,468	53,626	55,785	57,942
13	53,083	55,240	57,399	59,558

Substitute Rate: Based on Group I, Step 1.

1. The children’s center teacher assignment is based on eight hours per day for 185 days. The 185 days relate to the days students attend college classes, as arranged by the children’s center head teacher, his or her immediate supervisor and the appropriate personnel administrator. Additional days to conform with calendar needs may be arranged if required.
2. Any additional assignments shall be paid at a daily rate or a pro rata share of that rate.
3. Children’s center teachers employed on a probationary or tenured basis shall be granted ten days leave of absence per year for illness or injury for a full-time assignment or a pro rata share thereof for a part-time assignment.
4. Written evaluation and assessment of performance shall take place at least once each college year for probationary children’s center employees and at least once every other year for permanent children’s center employees.
5. Refer to Appendix C-3 for initial placement.

APPENDIX A-3: CHILDREN’S CENTER SALARY SCHEDULE – CHILDREN’S CENTER TEACHER

Effective August 22, 2017

Step	Group I	Group II	Group III	Group IV
1	30,419	32,366	34,306	36,256
2	31,873	33,818	35,765	37,713
3	33,329	35,274	37,220	39,165
4	34,787	36,730	38,678	40,620
5	36,241	38,186	40,126	42,072
6	37,694	39,639	41,581	43,530
7	39,151	41,095	43,039	44,987
8	40,605	42,549	44,495	46,443
9	42,061	44,008	45,952	47,896
10	43,515	45,462	47,406	49,350
11	50,950	53,154	55,361	57,567
12	52,600	54,806	57,012	59,217
13	54,251	56,455	58,662	60,868

Substitute Rate: Based on Group I, Step 1.

1. The children’s center teacher assignment is based on eight hours per day for 185 days. The 185 days relate to the days students attend college classes, as arranged by the children’s center head teacher, his or her immediate supervisor and the appropriate personnel administrator. Additional days to conform with calendar needs may be arranged if required.
2. Any additional assignments shall be paid at a daily rate or a pro rata share of that rate.
3. Children’s center teachers employed on a probationary or tenured basis shall be granted ten days leave of absence per year for illness or injury for a full-time assignment or a pro rata share thereof for a part-time assignment.
4. Written evaluation and assessment of performance shall take place at least once each college year for probationary children’s center employees and at least once every other year for permanent children’s center employees.
5. Refer to Appendix C-3 for initial placement.

APPENDIX A-4: TENURED FACULTY : DEPARTMENT CHAIRS SALARY SCHEDULE

Effective August 23, 2016

Step	Group I	Group II	Group III	Group IV	Group V	Group VI	Group VII
1	56,995	60,433	63,871	67,307	70,746	74,183	77,778
2	59,583	63,020	66,461	69,897	73,332	76,772	80,367
3	62,172	65,610	69,046	72,486	75,923	79,362	82,956
4	64,761	68,198	71,637	75,074	78,512	81,951	85,544
5	67,349	70,788	74,226	77,662	81,101	84,539	88,133
6	69,938	73,378	76,814	80,253	83,690	87,127	90,722
7	72,529	75,966	79,401	82,841	86,280	89,717	93,313
8	83,300	86,735	90,173	93,611	97,048	100,485	104,082
9	85,886	89,325	92,764	96,200	99,637	103,077	106,671
10	88,476	91,913	95,351	98,789	102,229	105,665	109,261
11	91,063	94,505	97,940	101,377	104,815	108,252	111,849
12	93,651	97,091	100,529	103,967	107,404	110,841	114,438
13	96,242	99,678	103,115	106,556	109,992	113,430	117,023
14	98,831	102,269	105,706	109,143	112,582	116,018	119,613
15	101,419	104,858	108,297	111,732	115,170	118,608	122,205
16	104,007	107,447	110,883	114,324	117,758	121,196	124,791
17	106,598	110,036	113,472	116,908	120,349	123,785	127,380
18	109,188	112,626	116,064	119,498	122,933	126,374	129,968
19	111,777	115,217	118,655	122,088	125,524	128,960	132,555
20	114,369	117,806	121,242	124,677	128,116	131,551	135,149
21	116,960	120,395	123,832	127,262	130,707	134,142	137,739
22	119,549	122,985	126,422	129,849	133,297	136,731	140,330

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Long-Term Substitutes for Probationary and Tenured Faculty: Appropriate place on the salary schedule.

APPENDIX A-4: TENURED FACULTY : DEPARTMENT CHAIRS SALARY SCHEDULE

Effective August 22, 2017

Step	Group I	Group II	Group III	Group IV	Group V	Group VI	Group VII
1	58,249	61,763	65,276	68,787	72,302	75,815	79,489
2	60,894	64,406	67,923	71,435	74,945	78,461	82,135
3	63,540	67,053	70,565	74,081	77,594	81,108	84,781
4	66,185	69,698	73,213	76,725	80,238	83,754	87,426
5	68,831	72,345	75,860	79,371	82,886	86,399	90,071
6	71,477	74,993	78,504	82,018	85,532	89,044	92,718
7	74,124	77,637	81,149	84,663	88,178	91,690	95,366
8	85,132	88,643	92,157	95,671	99,183	102,696	106,371
9	87,776	91,290	94,805	98,316	101,828	105,345	109,018
10	90,422	93,934	97,449	100,962	104,478	107,989	111,665
11	93,067	96,584	100,095	103,607	107,121	110,634	114,309
12	95,711	99,227	102,741	106,254	109,766	113,280	116,956
13	98,359	101,871	105,383	108,900	112,412	115,926	119,597
14	101,006	104,519	108,032	111,544	115,059	118,571	122,245
15	103,650	107,165	110,680	114,190	117,703	121,217	124,894
16	106,296	109,810	113,322	116,839	120,349	123,863	127,536
17	108,944	112,457	115,968	119,480	122,996	126,509	130,183
18	111,590	115,103	118,618	122,127	125,638	129,153	132,828
19	114,236	117,752	121,265	124,775	128,286	131,797	135,471
20	116,885	120,398	123,910	127,420	130,934	134,445	138,122
21	119,532	123,044	126,557	130,062	133,583	137,093	140,770
22	122,180	125,691	129,203	132,705	136,230	139,740	143,417

1. A person possessing a doctorate shall be placed in Group VII.
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Long-Term Substitutes for Probationary and Tenured Faculty: Appropriate place on the salary schedule.

APPENDIX A-5: TENURED FACULTY : COORDINATORS SALARY SCHEDULE

Effective August 22, 2016

Step	Group I	Group II	Group III	Group IV	Group V	Group VI	Group VII
1	58,261	61,776	65,290	68,802	72,318	75,831	79,506
2	60,907	64,421	67,937	71,451	74,962	78,478	82,153
3	63,554	67,068	70,580	74,097	77,610	81,126	84,800
4	66,200	69,713	73,229	76,742	80,256	83,772	87,445
5	68,846	72,361	75,876	79,388	82,904	86,418	90,091
6	71,492	75,009	78,521	82,036	85,550	89,063	92,738
7	74,141	77,654	81,166	84,681	88,197	91,710	95,387
8	85,151	88,663	92,177	95,692	99,205	102,718	106,395
9	87,794	91,310	94,826	98,338	101,851	105,368	109,042
10	90,442	93,955	97,469	100,984	104,501	108,013	111,689
11	93,087	96,605	100,117	103,630	107,144	110,658	114,334
12	95,732	99,248	102,763	106,277	109,791	113,304	116,981
13	98,380	101,893	105,407	108,923	112,437	115,951	119,623
14	101,028	104,542	108,055	111,568	115,084	118,596	122,271
15	103,673	107,188	110,704	114,215	117,729	121,243	124,921
16	106,319	109,834	113,347	116,864	120,375	123,890	127,564
17	108,967	112,482	115,994	119,506	123,024	126,536	130,211
18	111,614	115,129	118,643	122,153	125,665	129,182	132,856
19	114,261	117,777	121,292	124,801	128,314	131,826	135,501
20	116,910	120,423	123,937	127,448	130,963	134,474	138,152
21	119,559	123,071	126,584	130,090	133,612	137,123	140,800
22	122,206	125,718	129,231	132,734	136,259	139,770	143,449

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Long-Term Substitutes for Probationary and Tenured Faculty: Appropriate place on the salary schedule.

APPENDIX A-5: TENURED FACULTY : COORDINATORS SALARY SCHEDULE

Effective August 22, 2017

Step	Group I	Group II	Group III	Group IV	Group V	Group VI	Group VII
1	59,544	63,135	66,726	70,316	73,908	77,500	81,256
2	62,247	65,838	69,432	73,023	76,611	80,204	83,960
3	64,952	68,543	72,133	75,728	79,318	82,910	86,665
4	67,656	71,247	74,840	78,430	82,021	85,615	89,369
5	70,360	73,953	77,546	81,135	84,727	88,319	92,072
6	73,065	76,659	80,248	83,841	87,432	91,023	94,778
7	75,771	79,363	82,952	86,544	90,137	93,727	97,486
8	87,024	90,613	94,205	97,797	101,387	104,978	108,735
9	89,726	93,319	96,912	100,501	104,091	107,686	111,441
10	92,431	96,022	99,614	103,206	106,799	110,389	114,147
11	95,135	98,730	102,319	105,909	109,502	113,092	116,849
12	97,837	101,432	105,024	108,615	112,206	115,797	119,555
13	100,545	104,135	107,725	111,320	114,910	118,502	122,254
14	103,250	106,842	110,432	114,023	117,616	121,205	124,961
15	105,953	109,547	113,139	116,727	120,319	123,910	127,670
16	108,658	112,250	115,841	119,436	123,024	126,615	130,370
17	111,365	114,956	118,545	122,135	125,730	129,320	133,076
18	114,070	117,661	121,254	124,841	128,430	132,023	135,779
19	116,774	120,368	123,960	127,548	131,137	134,726	138,482
20	119,483	123,073	126,663	130,251	133,844	137,433	141,191
21	122,189	125,778	129,369	132,953	136,551	140,139	143,898
22	124,895	128,483	132,074	135,654	139,257	142,845	146,604

1. A person possessing a doctorate shall be placed in Group VII.
2. Verification of qualifications must be presented to the Human Resources Office no later than the start of the teaching assignment.
3. Educational and experience verification shall be presented to the Human Resources Office no later than the following dates, or salary shall reflect only that information received:
 - September 15 if employed for fall
 - February 28 if employed for spring
 - June 30 if employed for summer
 - January 5 if employed for winter

Long-Term Substitutes for Probationary and Tenured Faculty: Appropriate place on the salary schedule.

APPENDIX A-6: HOURLY SALARY SCHEDULES FOR REGULAR AND CONTRACT FACULTY
(FULL-TIME FACULTY)
Effective August 23, 2016

Group I	Group II	Group III	Group IV
Minimum: Training less than required for Group II or Group III.	Academic pattern faculty refer to Appendix C-1 Groups III & IV requirements. Vocational pattern faculty refer to Appendix C-2 Groups III & IV.	Academic pattern faculty refer to Appendix C-1 Groups V & VI requirements. Vocational pattern faculty refer to Appendix C-2 Groups V & VI.	Ph.D.

GRADED
FOR REGULAR AND CONTRACT FACULTY OVERLOAD ASSIGNMENTS

Step	Group I	Group II	Group III	Group IV
1	62.19	64.08	65.94	67.12
2	63.48	65.32	67.12	68.36
3	64.64	66.51	68.36	69.60

Steps on the Graded Hourly Faculty Schedule are defined in Appendix B-3.

GRADED - INTERSESSION
FOR REGULAR AND CONTRACT FACULTY OVERLOAD ASSIGNMENTS

Step	Group I	Group II	Group III	Group IV
1	64.13	66.08	68.00	69.22
2	65.46	67.36	69.22	70.50
3	66.66	68.59	70.50	71.78

Steps on the Graded Hourly Faculty Schedule are defined in Appendix B-3.

UNGRADED
FOR REGULAR AND CONTRACT FACULTY OVERLOAD ASSIGNMENTS

Step	Group I	Group II	Group III	Group IV
1	60.72	61.77	62.81	63.88
2	61.19	62.28	63.34	64.36
3	61.77	62.81	63.88	64.94

Steps on the Ungraded Hourly Faculty Schedule are defined in Appendix B-4.

APPENDIX A-6: HOURLY SALARY SCHEDULES FOR REGULAR AND CONTRACT FACULTY
(FULL-TIME FACULTY)
Effective August 22, 2017

Group I	Group II	Group III	Group IV
Minimum: Training less than required for Group II or Group III.	Academic pattern faculty refer to Appendix C-1 Groups III & IV requirements. Vocational pattern faculty refer to Appendix C-2 Groups III & IV.	Academic pattern faculty refer to Appendix C-1 Groups V & VI requirements. Vocational pattern faculty refer to Appendix C-2 Groups V & VI.	Ph.D.

GRADED
FOR REGULAR AND CONTRACT FACULTY OVERLOAD ASSIGNMENTS

Step	Group I	Group II	Group III	Group IV
1	63.56	65.49	67.39	68.60
2	64.88	66.76	68.60	69.86
3	66.06	67.97	69.86	71.13

Steps on the Graded Hourly Faculty Schedule are defined in Appendix B-3.

GRADED - INTERSESSION
FOR REGULAR AND CONTRACT FACULTY OVERLOAD ASSIGNMENTS

Step	Group I	Group II	Group III	Group IV
1	65.55	67.54	69.50	70.74
2	66.91	68.85	70.74	72.04
3	68.12	70.09	72.04	73.35

Steps on the Graded Hourly Faculty Schedule are defined in Appendix B-3.

UNGRADED
FOR REGULAR AND CONTRACT FACULTY OVERLOAD ASSIGNMENTS

Step	Group I	Group II	Group III	Group IV
1	62.06	63.13	64.19	65.29
2	62.54	63.65	64.73	65.78
3	63.13	64.19	65.29	66.37

Steps on the Ungraded Hourly Faculty Schedule are defined in Appendix B-4.

**APPENDIX B-2: GRADED PART-TIME FACULTY SALARY SCHEDULE FOR FALL/SPRING
LOAD FACTOR = 1.0 SALARY SCHEDULE
Effective August 23, 2016**

Step	Group I	Group II	Group III	Group IV	Group V	Group VI	Group VII
1	1,414	1,500	1,585	1,670	1,756	1,841	1,930
2	1,479	1,564	1,649	1,734	1,820	1,905	1,994
3	1,543	1,628	1,713	1,799	1,884	1,969	2,059
4	1,607	1,692	1,778	1,863	1,948	2,034	2,123
5	1,671	1,757	1,842	1,927	2,013	2,098	2,187
6	1,735	1,821	1,906	1,991	2,077	2,162	2,251
7	1,800	1,885	1,970	2,056	2,141	2,226	2,316
8	2,067	2,152	2,238	2,323	2,408	2,494	2,583
9	2,131	2,217	2,302	2,387	2,472	2,558	2,647
10	2,196	2,281	2,366	2,451	2,537	2,622	2,711
11	2,260	2,345	2,430	2,516	2,601	2,686	2,776
12	2,324	2,409	2,495	2,580	2,665	2,750	2,840
13	2,388	2,474	2,559	2,644	2,729	2,815	2,904
14	2,452	2,538	2,623	2,708	2,794	2,879	2,968
15	2,517	2,602	2,687	2,773	2,858	2,943	3,033
16	2,581	2,666	2,752	2,837	2,922	3,007	3,097
17	2,645	2,731	2,816	2,901	2,986	3,072	3,161
18	2,709	2,795	2,880	2,965	3,051	3,136	3,225
19	2,774	2,859	2,944	3,030	3,115	3,200	3,289
20	2,838	2,923	3,009	3,094	3,179	3,264	3,354
21	2,902	2,988	3,073	3,158	3,243	3,329	3,418
22	2,967	3,052	3,137	3,222	3,308	3,393	3,482

1. Group placement will be as described in Appendix C-1 or C-2, whichever is applicable.
2. Initial placement on the schedule is at Step 1, plus 1 step for each 30 weekly teaching hours taught at Santa Monica College at load factor = 1.0. In the event that there is a change in load factor for a class previously taught at Santa Monica College on the Graded Part-Time Faculty Salary Schedule, initial placement on this salary schedule shall result in no decrease in hourly rate pay; placement will be made within the appropriate Group, at the lowest step that would result in equal or greater pay than the instructor made previously when teaching the same class.

3. Step advancement is based upon the completion of 30 weekly teaching hours taught at Santa Monica College at load factor = 1.0 in fall or spring semester. Step movement shall take place in the semester or intersession following the fall or spring semester in which the total experience necessary for step movement has been completed.
4. Verification of qualifications must be presented to the Human Resources Office no later than the start of the teaching assignment.
5. For the purpose of Group Placement, educational and experience verification shall be presented to the Human Resources Office no later than the following dates, or salary shall reflect only that information received:
 - September 15 if employed for fall
 - February 28 if employed for spring
 - June 30 if employed for summer
 - January 5 if employed for winter
6. The amounts on this schedule represent 83.75% of 1/30 of a full-time instructor's salary (Appendix A-1). To compare these amounts to part-time teaching rates in Appendix B-3, divide by 18.
7. Probationary, tenured, and temporary contract faculty members shall not be eligible for the Load Factor = 1.0 Schedule, but shall be placed on the Hourly Overload Schedule.

**APPENDIX B-2: GRADED PART-TIME FACULTY SALARY SCHEDULE FOR FALL/SPRING
LOAD FACTOR = 1.0 SALARY SCHEDULE
Effective August 22, 2017**

Step	Group I	Group II	Group III	Group IV	Group V	Group VI	Group VII
1	1,456	1,544	1,632	1,720	1,808	1,895	1,987
2	1,522	1,610	1,698	1,786	1,874	1,962	2,053
3	1,589	1,676	1,764	1,852	1,940	2,028	2,120
4	1,655	1,742	1,830	1,918	2,006	2,094	2,186
5	1,721	1,809	1,896	1,984	2,072	2,160	2,252
6	1,787	1,875	1,963	2,050	2,138	2,226	2,318
7	1,853	1,941	2,029	2,117	2,204	2,292	2,384
8	2,130	2,216	2,304	2,392	2,480	2,567	2,659
9	2,194	2,282	2,370	2,458	2,546	2,634	2,725
10	2,261	2,348	2,436	2,524	2,612	2,700	2,792
11	2,327	2,415	2,502	2,590	2,678	2,766	2,858
12	2,393	2,481	2,569	2,656	2,744	2,832	2,924
13	2,459	2,547	2,635	2,723	2,810	2,898	2,990
14	2,525	2,613	2,701	2,789	2,876	2,964	3,056
15	2,591	2,679	2,767	2,855	2,943	3,030	3,122
16	2,657	2,745	2,833	2,921	3,009	3,097	3,188
17	2,724	2,811	2,899	2,987	3,075	3,163	3,255
18	2,790	2,878	2,965	3,053	3,141	3,229	3,321
19	2,856	2,944	3,032	3,119	3,207	3,295	3,387
20	2,922	3,010	3,098	3,185	3,273	3,361	3,453
21	2,988	3,076	3,164	3,252	3,340	3,427	3,519
22	3,054	3,142	3,230	3,318	3,406	3,493	3,585

1. Group placement will be as described in Appendix C-1 or C-2, whichever is applicable.
2. Initial placement on the schedule is at Step 1, plus 1 step for each 30 weekly teaching hours taught at Santa Monica College at load factor = 1.0. In the event that there is a change in load factor for a class previously taught at Santa Monica College on the Graded Part-Time Faculty Salary Schedule, initial placement on this salary schedule shall result in no decrease in hourly rate pay; placement will be made within the appropriate Group, at the lowest step that would result in equal or greater pay than the instructor made previously when teaching the same class.

3. Step advancement is based upon the completion of 30 weekly teaching hours taught at Santa Monica College at load factor = 1.0 in fall or spring semester. Step movement shall take place in the semester or intersession following the fall or spring semester in which the total experience necessary for step movement has been completed.
4. Verification of qualifications must be presented to the Human Resources Office no later than the start of the teaching assignment.
5. For the purpose of Group Placement, educational and experience verification shall be presented to the Human Resources Office no later than the following dates, or salary shall reflect only that information received:
 - September 15 if employed for fall
 - February 28 if employed for spring
 - June 30 if employed for summer
 - January 5 if employed for winter
6. The amounts on this schedule represent 84.375% of 1/30 of a full-time instructor's salary (Appendix A-1). To compare these amounts to part-time teaching rates in Appendix B-3, divide by 18.
7. Probationary, tenured, and temporary contract faculty members shall not be eligible for the Load Factor = 1.0 Schedule, but shall be placed on the Hourly Overload Schedule.

**APPENDIX B-2: GRADED PART-TIME FACULTY SALARY SCHEDULE FOR INTERSESSION
LOAD FACTOR = 1.0 SALARY SCHEDULE
Winter 2017**

Step	Group I	Group II	Group III	Group IV	Group V	Group VI	Group VII
1	1,267	1,343	1,419	1,496	1,572	1,649	1,728
2	1,324	1,400	1,477	1,553	1,630	1,706	1,786
3	1,382	1,458	1,534	1,611	1,687	1,764	1,843
4	1,439	1,516	1,592	1,668	1,745	1,821	1,901
5	1,497	1,573	1,649	1,726	1,802	1,879	1,959
6	1,554	1,631	1,707	1,783	1,860	1,936	2,016
7	1,612	1,688	1,764	1,841	1,917	1,994	2,074
8	1,851	1,927	2,004	2,080	2,157	2,233	2,313
9	1,909	1,985	2,061	2,138	2,214	2,291	2,370
10	1,966	2,043	2,119	2,195	2,272	2,348	2,428
11	2,024	2,100	2,176	2,253	2,329	2,406	2,486
12	2,081	2,158	2,234	2,310	2,387	2,463	2,543
13	2,139	2,215	2,291	2,368	2,444	2,521	2,601
14	2,196	2,273	2,349	2,425	2,502	2,578	2,658
15	2,254	2,330	2,407	2,483	2,559	2,636	2,716
16	2,311	2,388	2,464	2,541	2,617	2,693	2,773
17	2,369	2,445	2,522	2,598	2,674	2,751	2,831
18	2,426	2,503	2,579	2,656	2,732	2,808	2,888
19	2,484	2,560	2,637	2,713	2,789	2,866	2,946
20	2,542	2,618	2,694	2,771	2,847	2,923	3,003
21	2,599	2,675	2,752	2,828	2,905	2,981	3,061
22	2,657	2,733	2,809	2,886	2,962	3,038	3,118

1. Group placement will be as described in Appendix C-1 or C-2, whichever is applicable.
2. Initial placement on the schedule is at Step 1, plus 1 step for each 30 weekly teaching hours taught at Santa Monica College at load factor = 1.0. In the event that there is a change in load factor for a class previously taught at Santa Monica College on the Graded Part-Time Faculty Salary Schedule, initial placement on this salary schedule shall result in no decrease in hourly rate pay; placement will be made within the appropriate Group, at the lowest step that would result in equal or greater pay than the instructor made previously when teaching the same class.

3. Step advancement is based upon the completion of 30 weekly teaching hours taught at Santa Monica College at load factor = 1.0 in fall or spring semester. Step movement shall take place in the semester or intersession following the fall or spring semester in which the total experience necessary for step movement has been completed.
4. Verification of qualifications must be presented to the Human Resources Office no later than the start of the teaching assignment.
5. For the purpose of Group Placement, educational and experience verification shall be presented to the Human Resources Office no later than the following dates, or salary shall reflect only that information received:
 - September 15 if employed for fall
 - February 28 if employed for spring
 - June 30 if employed for summer
 - January 5 if employed for winter
6. The amounts on this schedule represent 75 percent of 1/30 of a full-time instructor's salary (Appendix A-1). To compare these amounts to part-time teaching rates in Appendix B-3, divide by 18.
7. Probationary, tenured, and temporary contract faculty members shall not be eligible for the Load Factor = 1.0 Schedule, but shall be placed on the Hourly Overload Schedule.

**APPENDIX B-2: GRADED PART-TIME FACULTY SALARY SCHEDULE FOR INTERSESSION
LOAD FACTOR = 1.0 SALARY SCHEDULE
Summer 2017**

Step	Group I	Group II	Group III	Group IV	Group V	Group VI	Group VII
1	1,306	1,385	1,464	1,542	1,621	1,700	1,782
2	1,365	1,444	1,523	1,602	1,681	1,759	1,842
3	1,425	1,504	1,582	1,661	1,740	1,819	1,901
4	1,484	1,563	1,642	1,720	1,799	1,878	1,960
5	1,543	1,622	1,701	1,780	1,859	1,937	2,020
6	1,603	1,682	1,760	1,839	1,918	1,997	2,079
7	1,662	1,741	1,820	1,898	1,977	2,056	2,138
8	1,909	1,988	2,066	2,145	2,224	2,303	2,385
9	1,968	2,047	2,126	2,205	2,283	2,362	2,445
10	2,028	2,106	2,185	2,264	2,343	2,421	2,504
11	2,087	2,166	2,244	2,323	2,402	2,481	2,563
12	2,146	2,225	2,304	2,383	2,461	2,540	2,623
13	2,206	2,284	2,363	2,442	2,521	2,599	2,682
14	2,265	2,344	2,422	2,501	2,580	2,659	2,741
15	2,324	2,403	2,482	2,561	2,639	2,718	2,801
16	2,384	2,462	2,541	2,620	2,699	2,777	2,860
17	2,443	2,522	2,600	2,679	2,758	2,837	2,919
18	2,502	2,581	2,660	2,738	2,817	2,896	2,978
19	2,562	2,640	2,719	2,798	2,877	2,955	3,038
20	2,621	2,700	2,778	2,857	2,936	3,015	3,097
21	2,680	2,759	2,838	2,916	2,995	3,074	3,157
22	2,740	2,818	2,897	2,976	3,055	3,133	3,216

1. Group placement will be as described in Appendix C-1 or C-2, whichever is applicable.
2. Initial placement on the schedule is at Step 1, plus 1 step for each 30 weekly teaching hours taught at Santa Monica College at load factor = 1.0. In the event that there is a change in load factor for a class previously taught at Santa Monica College on the Graded Part-Time Faculty Salary Schedule, initial placement on this salary schedule shall result in no decrease in hourly rate pay; placement will be made within the appropriate Group, at the lowest step that would result in equal or greater pay than the instructor made previously when teaching the same class.

3. Step advancement is based upon the completion of 30 weekly teaching hours taught at Santa Monica College at load factor = 1.0 in fall or spring semester. Step movement shall take place in the semester or intersession following the fall or spring semester in which the total experience necessary for step movement has been completed.
4. Verification of qualifications must be presented to the Human Resources Office no later than the start of the teaching assignment.
5. For the purpose of Group Placement, educational and experience verification shall be presented to the Human Resources Office no later than the following dates, or salary shall reflect only that information received:
 - September 15 if employed for fall
 - February 28 if employed for spring
 - June 30 if employed for summer
 - January 5 if employed for winter
6. The amounts on this schedule represent 77.344% of 1/30 of a full-time instructor's salary (Appendix A-1). To compare these amounts to part-time teaching rates in Appendix B-3, divide by 18.
7. Probationary, tenured, and temporary contract faculty members shall not be eligible for the Load Factor = 1.0 Schedule, but shall be placed on the Hourly Overload Schedule.

**APPENDIX B-2: GRADED PART-TIME FACULTY SALARY SCHEDULE FOR INTERSESSION
LOAD FACTOR = 1.0 SALARY SCHEDULE
Effective Winter/Summer 2018**

Step	Group I	Group II	Group III	Group IV	Group V	Group VI	Group VII
1	1,335	1,415	1,496	1,576	1,657	1,737	1,822
2	1,395	1,476	1,557	1,637	1,718	1,798	1,882
3	1,456	1,537	1,617	1,698	1,778	1,859	1,943
4	1,517	1,597	1,678	1,758	1,839	1,919	2,004
5	1,577	1,658	1,738	1,819	1,899	1,980	2,064
6	1,638	1,719	1,799	1,880	1,960	2,041	2,125
7	1,699	1,779	1,860	1,940	2,021	2,101	2,185
8	1,951	2,031	2,112	2,192	2,273	2,353	2,438
9	2,012	2,092	2,173	2,253	2,334	2,414	2,498
10	2,072	2,153	2,233	2,314	2,394	2,475	2,559
11	2,133	2,213	2,294	2,374	2,455	2,535	2,620
12	2,193	2,274	2,354	2,435	2,515	2,596	2,680
13	2,254	2,335	2,415	2,496	2,576	2,657	2,741
14	2,315	2,395	2,476	2,556	2,637	2,717	2,801
15	2,375	2,456	2,536	2,617	2,697	2,778	2,862
16	2,436	2,516	2,597	2,678	2,758	2,839	2,923
17	2,497	2,577	2,658	2,738	2,819	2,899	2,983
18	2,557	2,638	2,718	2,799	2,879	2,960	3,044
19	2,618	2,698	2,779	2,859	2,940	3,020	3,105
20	2,679	2,759	2,840	2,920	3,001	3,081	3,165
21	2,739	2,820	2,900	2,981	3,061	3,142	3,226
22	2,800	2,880	2,961	3,041	3,122	3,202	3,287

1. Group placement will be as described in Appendix C-1 or C-2, whichever is applicable.
2. Initial placement on the schedule is at Step 1, plus 1 step for each 30 weekly teaching hours taught at Santa Monica College at load factor = 1.0. In the event that there is a change in load factor for a class previously taught at Santa Monica College on the Graded Part-Time Faculty Salary Schedule, initial placement on this salary schedule shall result in no decrease in hourly rate pay; placement will be made within the appropriate Group, at the lowest step that would result in equal or greater pay than the instructor made previously when teaching the same class.

3. Step advancement is based upon the completion of 30 weekly teaching hours taught at Santa Monica College at load factor = 1.0 in fall or spring semester. Step movement shall take place in the semester or intersession following the fall or spring semester in which the total experience necessary for step movement has been completed.
4. Verification of qualifications must be presented to the Human Resources Office no later than the start of the teaching assignment.
5. For the purpose of Group Placement, educational and experience verification shall be presented to the Human Resources Office no later than the following dates, or salary shall reflect only that information received:
 - September 15 if employed for fall
 - February 28 if employed for spring
 - June 30 if employed for summer
 - January 5 if employed for winter
6. The amounts on this schedule represent 77.344% of 1/30 of a full-time instructor's salary (Appendix A-1). To compare these amounts to part-time teaching rates in Appendix B-3, divide by 18.
7. Probationary, tenured, and temporary contract faculty members shall not be eligible for the Load Factor = 1.0 Schedule, but shall be placed on the Hourly Overload Schedule.

APPENDIX B-3: GRADED HOURLY FACULTY SALARY SCHEDULES

(for assignments other than Load Factor = 1.0)

Effective August 23, 2016

Group I	Group II	Group III	Group IV
Minimum: Training less than required for Group II or Group III.	Academic pattern faculty refer to Appendix C-1 Groups III & IV requirements. Vocational pattern faculty refer to Appendix C-2 Groups III & IV.	Academic pattern faculty refer to Appendix C-1 Groups V & VI requirements. Vocational pattern faculty refer to Appendix C-2 Groups V & VI.	Ph.D.

FOR PART-TIME FACULTY

Non-Teaching

Step	Group I	Group II	Group III	Group IV
1	65.03	66.94	68.79	70.08
2	66.24	68.17	70.08	71.31
3	67.53	69.42	71.31	72.56
4	68.76	70.65	72.61	73.79
5	70.09	71.93	73.85	75.03
6	71.38	73.22	75.13	80.04

Teaching Intersession (no office hours)

Step	Group I	Group II	Group III	Group IV
1	69.90	71.96	73.96	75.33
2	71.20	73.29	75.33	76.68
3	72.60	74.63	76.68	78.00
4	73.92	75.96	78.05	79.33
5	75.35	77.31	79.38	80.65
6	76.74	78.70	80.77	86.01

Teaching LF = 0.75 Summer 2017

Step	Group I	Group II	Group III	Group IV
1	71.54	73.65	75.69	77.10
2	72.87	75.01	77.10	78.48
3	74.30	76.38	78.48	79.83
4	75.65	77.74	79.88	81.19
5	77.12	79.12	81.24	82.54
6	78.54	80.54	82.66	88.03

Teaching 0.75 < LF < 1.0 Summer 2017

Step	Group I	Group II	Group III	Group IV
1	71.83	73.94	76.00	77.41
2	73.16	75.31	77.41	78.79
3	74.60	76.69	78.79	80.16
4	75.96	78.05	80.20	81.52
5	77.43	79.44	81.57	82.87
6	78.86	80.87	83.00	88.38

Teaching LF = 0.75 Fall/Spring

Step	Group I	Group II	Group III	Group IV
1	72.96	75.11	77.20	78.63
2	74.32	76.50	78.63	80.04
3	75.78	77.90	80.04	81.42
4	77.16	79.29	81.47	82.80
5	78.65	80.70	82.86	84.18
6	80.10	82.15	84.31	89.78

Teaching 0.75 < LF < 1.0 Fall/Spring

Step	Group I	Group II	Group III	Group IV
1	80.61	82.98	85.29	86.87
2	82.11	84.52	86.87	88.43
3	83.72	86.06	88.43	89.95
4	85.24	87.60	90.01	91.48
5	86.89	89.15	91.54	93.01
6	88.50	90.76	93.14	99.19

1. Steps on the Graded Part-Time Faculty Schedule for classes are defined as follows:
 - Step 1. Less than 432 total teaching hours or less than 864 total non-teaching hours of previous experience at Santa Monica College.
 - Step 2. 432 - 863 total teaching hours or 864 - 1,727 total non-teaching hours of previous experience at Santa Monica College.
 - Step 3. 864 - 1,295 total teaching hours or 1,728 - 2,591 total non-teaching hours of previous experience at Santa Monica College.
 - Step 4. 1,296 - 1,727 total teaching hours or 2,592 - 3,455 total non-teaching hours of previous experience at Santa Monica College.
 - Step 5. 1,728 - 2,159 total teaching hours or 3,456 - 4,319 total non-teaching hours of previous experience at Santa Monica College.
 - Step 6. 2,160 or more total teaching hours or 4,320 total non-teaching hours of previous experience at Santa Monica College.

"Total teaching hours" are the cumulative number of hours of paid experience teaching a graded class during the fall or spring semesters at Santa Monica College. "Total non-teaching hours" are the cumulative number of hours of paid experience in academic non-teaching assignments during the fall or spring semesters at Santa Monica College. Non-teaching assignments include, but are not limited to, service as a counselor, librarian, nurse, learning center specialist, or a coordinator of a program or a service. Teaching and non-teaching hours may not include hours in a short-term substitute status.

Step movement shall take place in the semester or intersession following the fall or spring semester in which the total experience necessary for step movement has been completed

2. Faculty members may combine teaching and academic non-teaching experience at Santa Monica College for initial placement by the same rule which applies to step advancement. See Appendix D.

3. Initial placement on this schedule is determined by previous experience at Santa Monica College.
4. Verification of qualifications must be presented to the Human Resources Office no later than the start of the teaching assignment.
5. Educational verification shall be recognized for group placement on the salary schedule only if presented in acceptable documentary form to the Human Resources Office no later than the following dates or salary shall reflect only that information received:
 - September 15 if employed for fall
 - February 28 if employed for spring
 - June 30 if employed for summer
 - January 5 if employed for winter
6. Vocational faculty are placed, at the time of hire, on the salary schedule based on the highest degree held in the related subject area for which they are hired.
7. Graded part-time hourly faculty members who taught graded classes during the spring and/or summer sessions of 1977 shall be placed no lower than Group III, Step 2 on the Graded Part-Time Faculty Salary Schedule, and shall be entitled to step advancement when the necessary total teaching hours have been accumulated.
8. Provisions for initial group placement are in Appendices C-1 and C-2. Provisions for Step and group advancement are in Appendix D.
9. Probationary, tenured, and temporary contract faculty members shall not be eligible for the Part-Time Faculty Salary Schedule but shall be placed on the Hourly Overload Schedule.

Substitutes for Graded Part-Time Faculty: Appropriate place on the salary schedule.

APPENDIX B-3: GRADED HOURLY FACULTY SALARY SCHEDULES

(for assignments other than Load Factor = 1.0)

Effective August 22, 2017

<i>Group I</i>	<i>Group II</i>	<i>Group III</i>	<i>Group IV</i>
Minimum: Training less than required for Group II or Group III.	Academic pattern faculty refer to Appendix C-1 Groups III & IV requirements. Vocational pattern faculty refer to Appendix C-2 Groups III & IV.	Academic pattern faculty refer to Appendix C-1 Groups V & VI requirements. Vocational pattern faculty refer to Appendix C-2 Groups V & VI.	Ph.D.

FOR PART-TIME FACULTY

Non-Teaching

Step	Group I	Group II	Group III	Group IV
1	66.46	68.41	70.30	71.62
2	67.70	69.67	71.62	72.88
3	69.02	70.95	72.88	74.16
4	70.27	72.20	74.21	75.41
5	71.63	73.51	75.47	76.68
6	72.95	74.83	76.78	81.80

Teaching Intersession (no office hours)

Step	Group I	Group II	Group III	Group IV
1	71.44	73.54	75.59	76.99
2	72.77	74.90	76.99	78.37
3	74.20	76.27	78.37	79.72
4	75.55	77.63	79.77	81.08
5	77.01	79.01	81.13	82.42
6	78.43	80.43	82.55	87.90

Teaching LF = 0.75 Intersession 2018

Step	Group I	Group II	Group III	Group IV
1	73.11	75.26	77.36	78.79
2	74.48	76.66	78.79	80.21
3	75.94	78.06	80.21	81.59
4	77.32	79.45	81.64	82.98
5	78.82	80.86	83.03	84.35
6	80.27	82.32	84.48	89.96

Teaching 0.75 < LF < 1.0 Intersession 2018

Step	Group I	Group II	Group III	Group IV
1	73.41	75.57	77.67	79.11
2	74.78	76.96	79.11	80.53
3	76.25	78.37	80.53	81.92
4	77.63	79.77	81.97	83.32
5	79.13	81.19	83.37	84.69
6	80.59	82.65	84.83	90.32

Teaching LF = 0.75 Fall/Spring

Step	Group I	Group II	Group III	Group IV
1	74.78	76.98	79.13	80.59
2	76.18	78.41	80.59	82.04
3	77.67	79.84	82.04	83.45
4	79.09	81.26	83.50	84.87
5	80.61	82.71	84.93	86.28
6	82.10	84.19	86.41	92.01

Teaching 0.75 < LF < 1.0 Fall/Spring

Step	Group I	Group II	Group III	Group IV
1	83.16	85.60	87.99	89.62
2	84.70	87.18	89.62	91.22
3	86.37	88.78	91.22	92.79
4	87.94	90.36	92.85	94.38
5	89.64	91.97	94.44	95.94
6	91.29	93.62	96.09	102.32

1. Steps on the Graded Part-Time Faculty Schedule for classes are defined as follows:
 - Step 1. Less than 432 total teaching hours or less than 864 total non-teaching hours of previous experience at Santa Monica College.
 - Step 2. 432 - 863 total teaching hours or 864 - 1,727 total non-teaching hours of previous experience at Santa Monica College.
 - Step 3. 864 - 1,295 total teaching hours or 1,728 - 2,591 total non-teaching hours of previous experience at Santa Monica College.
 - Step 4. 1,296 - 1,727 total teaching hours or 2,592 - 3,455 total non-teaching hours of previous experience at Santa Monica College.
 - Step 5. 1,728 - 2,159 total teaching hours or 3,456 - 4,319 total non-teaching hours of previous experience at Santa Monica College.
 - Step 6. 2,160 or more total teaching hours or 4,320 total non-teaching hours of previous experience at Santa Monica College.

"Total teaching hours" are the cumulative number of hours of paid experience teaching a graded class during the fall or spring semesters at Santa Monica College. "Total non-teaching hours" are the cumulative number of hours of paid experience in academic non-teaching assignments during the fall or spring semesters at Santa Monica College. Non-teaching assignments include, but are not limited to, service as a counselor, librarian, nurse, learning center specialist, or a coordinator of a program or a service. Teaching and non-teaching hours may not include hours in a short-term substitute status.

Step movement shall take place in the semester or intersession following the fall or spring semester in which the total experience necessary for step movement has been completed

2. Faculty members may combine teaching and academic non-teaching experience at Santa Monica College for initial placement by the same rule which applies to step advancement. See Appendix D.

3. Initial placement on this schedule is determined by previous experience at Santa Monica College.
4. Verification of qualifications must be presented to the Human Resources Office no later than the start of the teaching assignment.
5. Educational verification shall be recognized for group placement on the salary schedule only if presented in acceptable documentary form to the Human Resources Office no later than the following dates or salary shall reflect only that information received:
 - September 15 if employed for fall
 - February 28 if employed for spring
 - June 30 if employed for summer
 - January 5 if employed for winter
6. Vocational faculty are placed, at the time of hire, on the salary schedule based on the highest degree held in the related subject area for which they are hired.
7. Graded part-time hourly faculty members who taught graded classes during the spring and/or summer sessions of 1977 shall be placed no lower than Group III, Step 2 on the Graded Part-Time Faculty Salary Schedule, and shall be entitled to step advancement when the necessary total teaching hours have been accumulated.
8. Provisions for initial group placement are in Appendices C. Provisions for Step and group advancement are in Appendix D.
9. Probationary, tenured, and temporary contract faculty members shall not be eligible for the Part-Time Faculty Salary Schedule but shall be placed on the Hourly Overload Schedule.

Substitutes for Graded Part-Time Faculty: Appropriate place on the salary schedule.

APPENDIX B-4: UNGRADED HOURLY FACULTY AND EMERITUS COLLEGE SALARY SCHEDULES

Effective August 23, 2016

<i>Group I</i>	<i>Group II</i>	<i>Group III</i>	<i>Group IV</i>
Minimum: Training less than required for Group II.	Academic pattern faculty refer to Appendix C-1 Groups III & IV requirements. Vocational pattern faculty refer to Appendix C-2 Groups III & IV.	Academic pattern faculty refer to Appendix C-1 Groups V & VI requirements. Vocational pattern faculty refer to Appendix C-2 Groups V & VI.	Ph.D.

FOR PART-TIME FACULTY

Step	Group I	Group II	Group III	Group IV
1	67.98	69.14	70.29	71.50
2	68.55	69.74	70.87	72.06
3	69.14	70.29	71.50	72.64
4	69.75	70.94	72.07	73.26
5	70.32	71.53	72.65	73.88

FOR EMERITUS FACULTY

<i>Step</i>	<i>Group I</i>	<i>Group II</i>	<i>Group III</i>	<i>Group IV</i>
1	63.94			

1. Steps on the Ungraded Part-Time Faculty Salary Schedule are defined as follows:
 - Step 1. Less than 684 total teaching or hours of experience at Santa Monica College.
 - Step 2. 684 - 1,367 total teaching or hours of experience at Santa Monica College.
 - Step 3. 1,368 - 2,051 total teaching or hours of experience at Santa Monica College.
 - Step 4. 2,052 - 2,699 total teaching or hours of experience at Santa Monica College.
 - Step 5. 2,700 or more total teaching or hours of experience at Santa Monica College.

“Total teaching hours” are the cumulative number of hours paid experience teaching a graded or ungraded class during the fall or spring semesters at Santa Monica College. Hours in a short-term substitute status may not be included in total teaching hours.

Step movement shall take place in the semester or intersession following the fall or spring semester in which the total experience necessary for step movement has been completed.

2. Initial placement on this schedule is at Step 1.

3. Verification of qualifications must be presented to the Human Resources Office no later than the start of the teaching assignment.
4. Educational verification shall be recognized for group placement on the salary schedule only if presented in acceptable documentary form to the Human Resources Office no later than the following dates or salary shall reflect only that information received:
 - September 15 if employed for fall
 - February 28 if employed for spring
 - June 30 if employed for summer
 - January 5 if employed for winter
5. Probationary, tenured, and temporary contract faculty members shall not be eligible for the Part-Time Faculty Schedule but shall be placed on the Hourly Overload Schedule.

Substitutes will be placed at the appropriate place on the salary schedule.

APPENDIX B-4: UNGRADED HOURLY FACULTY AND EMERITUS COLLEGE SALARY SCHEDULES

Effective August 22, 2017

<i>Group I</i>	<i>Group II</i>	<i>Group III</i>	<i>Group IV</i>
Minimum: Training less than required for Group II.	Academic pattern faculty refer to Appendix C-1 Groups III & IV requirements. Vocational pattern faculty refer to Appendix C-2 Groups III & IV.	Academic pattern faculty refer to Appendix C-1 Groups V & VI requirements. Vocational pattern faculty refer to Appendix C-2 Groups V & VI.	Ph.D.

FOR PART-TIME FACULTY

Step	Group I	Group II	Group III	Group IV
1	69.48	70.66	71.84	73.07
2	70.06	71.27	72.43	73.65
3	70.66	71.84	73.07	74.24
4	71.28	72.50	73.66	74.87
5	71.87	73.10	74.25	75.51

FOR EMERITUS FACULTY

<i>Step</i>	<i>Group I</i>	<i>Group II</i>	<i>Group III</i>	<i>Group IV</i>
1	65.35			

1. Steps on the Ungraded Part-Time Faculty Salary Schedule are defined as follows:
 - Step 1. Less than 684 total teaching or hours of experience at Santa Monica College.
 - Step 2. 684 - 1,367 total teaching or hours of experience at Santa Monica College.
 - Step 3. 1,368 - 2,051 total teaching or hours of experience at Santa Monica College.
 - Step 4. 2,052 - 2,699 total teaching or hours of experience at Santa Monica College.
 - Step 5. 2,700 or more total teaching or hours of experience at Santa Monica College.

“Total teaching hours” are the cumulative number of hours paid experience teaching a graded or ungraded class during the fall or spring semesters at Santa Monica College. Hours in a short-term substitute status may not be included in total teaching hours.

Step movement shall take place in the semester or intersession following the fall or spring semester in which the total experience necessary for step movement has been completed.

2. Initial placement on this schedule is at Step 1.
3. Verification of qualifications must be presented to the Human Resources Office no later than the start of the teaching assignment.
4. Educational verification shall be recognized for group placement on the salary schedule only if presented in acceptable documentary form to the Human Resources Office no later than the following dates or salary shall reflect only that information received:
 - September 15 if employed for fall
 - February 28 if employed for spring
 - June 30 if employed for summer
 - January 5 if employed for winter
5. Probationary, tenured, and temporary contract faculty members shall not be eligible for the Part-Time Faculty Schedule but shall be placed on the Hourly Overload Schedule.

Substitutes will be placed at the appropriate place on the salary schedule.

APPENDIX C: INITIAL SALARY PLACEMENT

The following article pertains to initial salary placement of full time, tenure track faculty only. This is effective August 1, 2016 for new full time, tenure track faculty who will begin their employment Fall 2016.

STEP REQUIREMENTS (Experience)

One step credit shall be awarded for each year of experience that conforms to the following District standards:

1. Prior teaching or school/college/university experience, or relevant vocational experience for those on the combination or vocational pattern shall be recognized for salary placement only if presented in acceptable documented form to the Office of Human Resources before the following dates or salary shall reflect only that information received:
 - September 15 if employed for fall
 - February 28 if employed for spring
 - June 30 if employed for summer
 - January 5 if employed for winter
2. Prior teaching or school/college/university experience shall be acceptable only from fully accredited public, private, or parochial educational institutions and only if performed during the regular academic year.
3. For faculty in the vocational pattern, vocational experience in excess of that used for group placement may, in addition to teaching experience, be used for step placement. One step will be allowed for each year of such vocational experience.
4. One step on the salary schedule will be allowed for each year of prior teaching or school/college/university experience according to one of the following criteria:
 - a. The experience was on a full-time or partial contract basis; the assignment extended over a period of at least 75% of the days that the institution was in regular session for a term or semester; and the employer has officially certified the percentage of full-time assigned and the percentage of the regular term or semester worked. The assignments will be accumulated and one step on the salary schedule will be allowed for each full year, full-time equivalent which has been performed.
 - b. The experience was on a part-time basis, in which case one step will be allowed for each thirty (30) semester units of college-level teaching or each 1,080 hours of college-level academic non-teaching work performed. No more than one (1) year of experience shall be allowed for assignments which occur in a single school/college year.
5. Experience in any of the following classifications or areas shall not count for salary placement credit: student teaching, college teaching assistantship, day-to-day substituting, or vocational experience not related to the assignment at Santa Monica College.
6. Additional steps may be granted for those on the academic or combination pattern for relevant work experience obtained prior to SMC employment when certain conditions exist, with the approval of the Vice Presidents, Academic Affairs and Human Resources.

Criteria used by the Vice Presidents, Academic Affairs and Human Resources, include, but are not limited to:

- a. Academic discipline has been identified as a “hard to fill” discipline.
 - b. Experience must be directly relevant to the classes currently offered in the academic discipline.
 - c. The faculty member submits a request together with a justification of the proposed work experience as well as proof of that work experience, through the department chair and the Human Resources Office.
 - d. A year of vocational experience for step movement is defined as full-time paid experience for a period of at least 1,500 hours in any twelve (12)-month period. In order to be applied toward step placement, this experience must be directly related to the assignment of the faculty member.
7. For faculty whose initial placement occurs in a semester or intersession other than Fall, initial placement will be re-evaluated as of the first Fall semester of employment, and upward step adjustment will be made at that time if warranted.

APPENDIX C-1: INITIAL SALARY PLACEMENT – ACADEMIC PATTERN

GROUP REQUIREMENTS (Education/Training)

Group I	Less than Group II (A person with fewer than 72 college semester units receives one group differential less than a person with a comparable number of years of experience.)
Group II	Bachelor's degree + 42 semester units, Master's degree
Group III	Bachelor's degree + 56 semester units, Master's degree + 14 semester units
Group IV	Master's degree + 28 semester units
Group V	Master's degree + 42 semester units
Group VI	Master's degree + 56 semester units
Group VII	Doctorate

1. Academic faculty with a Bachelor's Degree shall be allowed a maximum of 14 semester (21 quarter) units in excess of 124 semester (186 quarter) units required for the degree in figuring their salary placement. Further unit credit shall be granted only for units taken after awarding of the B.A. degree.
2. The Master's Degree is defined as equal to 32 semester (48 quarter) units acquired after the Bachelor's degree. Excess unit credit is granted beyond 32 semester (48 quarter) units.
3. Transferred units applied toward a degree by the degree-granting institution shall be the only units approved for placement on the salary schedule.

APPENDIX C-2: INITIAL SALARY PLACEMENT – VOCATIONAL PATTERN

The vocational pattern shall be followed by faculty with at least eighty percent (80%) of their assignment in one or more of the following disciplines:

Automotive
Computer Information Systems
Cosmetology
Energy Efficiency
Fashion
Graphic Design
Interior Design and Merchandising
Office Technology
Photography
Recycling and Resource Management
Respiratory Therapy
Solar Photovoltaic Installation

Faculty members who request to be assigned into an academic discipline and who have less than an 80% load in any combination of the above will be moved to the academic salary pattern in accordance with the criteria set forth in Appendix C-1.

Should the District establish new vocational programs or reinstate programs not currently active, the District and the Faculty Association will meet to negotiate placement on the appropriate salary pattern.

GROUP REQUIREMENTS (Education/Training/Experience)

Group I	Minimum qualifications to teach in a community college in areas where a Master's degree is not expected. A person with fewer than 72 college semester units receives one group differential less than a person with a comparable number of years of experience.
Group II	Associate degree + 18 semester units + 4 years of experience Bachelor's degree + 6 semester units + 2 years of experience
Group III	Associate degree + 32 semester units + 4 years of experience Associate degree + 18 semester units + 5 years of experience Bachelor's degree + 20 semester units + 2 years of experience Bachelor's degree + 6 semester units + 3 years of experience
Group IV	Bachelor's degree + 34 semester units + 2 years of experience Bachelor's degree + 20 semester units + 3 years of experience Bachelor's degree + 6 semester units + 4 years of experience
Group V	Bachelor's degree + 48 semester units + 2 years of experience Bachelor's degree + 34 semester units + 3 years of experience Bachelor's degree + 20 semester units + 4 years of experience Bachelor's degree + 6 semester units + 5 years of experience Master's degree + 1 year of experience
Group VI	Master's degree + 14 semester units + 1 year of experience Master's degree + 2 years of experience
Group VII	Doctorate

1. A year of vocational experience for both group and step movement is defined as full-time paid experience for a period of at least nine (9) consecutive months in any twelve- (12-) month period. In order to be applied toward a group or step placement, the experience must be directly related to the assignment of the faculty member.
2. Vocational faculty without any related occupational experience will be placed in the academic pattern and must continue in that pattern during their time of employment.
3. Vocational faculty are placed in a group based on the highest degree held in the related subject area for which they are hired.
4. Vocational faculty with an Associate degree shall be allowed a maximum of 18 semester (27 quarter) units in excess of 60 semester (90 quarter) units required for the degree in figuring their salary placement. Further unit credit shall be granted only for units taken after the awarding of the Associate degree.
5. Vocational faculty with a Bachelor's degree shall be allowed a maximum of 20 semester (30 quarter) units in excess of 124 semester (186 quarter) units required for the degree in figuring their salary placement. Further unit credit shall be granted only for units taken after the awarding of a Bachelor's degree.
6. Transferred units applied toward a degree by the degree granting institution shall be the only units approved for placement on the salary schedule.
7. Units and vocational experience used for obtaining the credential may be used in group placement only.
8. The Board of Trustees reserves unto itself the right to advertise and initially place vocational instructors with less than an Associate degree in Groups II and III, depending upon the necessity of attracting candidates.

APPENDIX C-3: INITIAL SALARY PLACEMENT – COMBINATION PATTERN

The combination pattern shall be followed by faculty with at least eighty percent (80%) of their assignment in one or more of the following disciplines:

Accounting
Broadcasting
Computer Science
Early Childhood Education
Health Services
Journalism
Nursing
Psychological Services
Technical Theatre

Faculty members who request to be assigned into an academic discipline and who have less than an 80% load in any combination of the above will be moved to the academic salary pattern in accordance with the criteria set forth in Appendix C-1.

Should the District establish new combination programs or reinstate programs not currently active, the District and the Faculty Association will meet to negotiate placement on the appropriate salary pattern.

GROUP REQUIREMENTS (Education/Training)

Group I	Less than Group II (a person with fewer than 72 college semester units receives one group differential less than a person with a comparable number of years of experience.
Group II	Bachelor's + 42 semester units, Master's degree
Group III	Bachelor's degree + 56 semester units, Master's degree + 14 semester units
Group IV	Master's degree + 28 semester units, Master's degree
Group V	Master's degree + 42 semester units
Group VI	Master's degree + 56 semester units
Group VII	Doctorate

1. Academic faculty with a Bachelor's Degree shall be allowed a maximum of 14 semester (21 quarter) units in excess of 124 semester (186 quarter) units required for the degree in figuring their salary placement. Further unit credit shall be granted only for units taken after awarding of the Bachelor's degree.
2. The Master's Degree is defined as equal to 32 (48 quarter) units acquired after the Bachelor's degree. Excess unit credit is granted beyond 32 semester (48 quarter) units.
3. Transferred units applied toward a degree by the degree-granting institution shall be the only units approved for placement on the salary schedule.

APPENDIX C-4: INITIAL SALARY PLACEMENT – CHILDREN’S CENTER

GENERAL SALARY PLACEMENT INFORMATION

1. Children’s Center employees must possess a regular children’s center permit to perform their duties. Permit (Children’s Center Instructional Permit or Children’s Center Supervision Permit) verification shall be presented to the Human Resources Office prior to the first day of the assignment.
2. Educational and experience verification shall be presented to the Human Resources Office in acceptable documented form no later than the following dates or salary shall reflect only that information received:

September 15 if employed for fall
February 28 if employed for spring
June 30 if employed for summer
January 5 if employed for winter

GROUP REQUIREMENTS (Education)

- Group I: Associate degree or 60 semester units
Group II: Bachelor’s degree
Group III: Bachelor’s degree + 42 semester units, or Master’s degree
Group IV: Bachelor’s degree + 56 semester units, or Master’s degree + 14 semester units

1. Employees with a Bachelor’s degree shall be allowed a maximum of 14 semester (21Q) units in excess of 124 semester (186Q) units required for the degree in figuring their salary placement. Further unit credit shall be granted only for units taken after awarding of the Bachelor’s degree.
2. The Master’s degree is defined as equal to 32 semester (48Q) units acquired after the Bachelor’s. Excess unit credit is granted beyond 32 semester (48Q) units.
3. Transferred units applied toward a degree by the degree-granting institution shall be the only units approved for placement on the salary schedule.

STEP REQUIREMENTS (Experience)

One step credit shall be awarded for each year of experience that conforms to the following District standards:

1. Prior experience, over and above that required for the Children’s Center Supervision or Instructional Permit, shall be recognized.
2. Steps on the Children’s Center Salary Schedule will be allowed for each year of prior experience according to the following criteria:
 - a. Experience is defined as duties performed in an instructional capacity as a paid early childhood or kindergarten teacher in a fully accredited public, private, or parochial educational institution or in a state licensed children’s center.
 - b. The experience is based on a full-time assignment extending over a period of at least 75% of the days that the institution or center was in regular session and the employer

has officially certified the percentage of the regular assignment. The assignments will be accumulated and one step on the salary schedule will be allowed for each full year, full-time equivalent which has been performed.

3. Prior experience in accredited educational institutions shall be acceptable only if performed during the regular academic year.
4. Experience in any of the following classifications or areas shall not count for salary placement credit: teaching aide or teaching assistant, student teaching, teaching assistantship, day-to-day substituting or classified position (unless that classified position was as a teacher in a children's center).

APPENDIX D: STEP AND GROUP ADVANCEMENT

STEP ADVANCEMENT

1. Probationary and Tenured Salary Schedules

- a. Faculty who have full-time or partial assignments which extend over a period of at least 75% of the days that the college is in session during the fall and spring semesters (regular session) shall advance one step on the salary schedule effective the start of the summer session, subject to the limitations of the current salary schedule.
- b. Sabbatical leaves shall count toward step advancement. Opportunity leaves shall count toward step advancement only if the leave involves a full-time faculty assignment which extends over a period of at least 75% of the days that the institution is in regular session.
- c. Up to two additional steps may be granted, on a year-for-year basis, for relevant work experience gained while on an unpaid leave of absence, subject to approval by the Vice President, Academic Affairs, or designee. Requests are to be submitted concurrently with or prior to the approval of the leave.

Upon return from an unpaid leave, the employee must submit a request together with justification and proof of the work experience through the department chair and the Human Resources Office to the Vice President, Academic Affairs.

Requests submitted prior to February 28, 1995 for leaves taken prior to February 13, 1995, if approved, will be effective January 1, 1995. Full-time faculty on approved leave of absence as of February 13, 1995 will be permitted to apply for step advancement upon their return from unpaid leave notwithstanding the requirement to obtain approval prior to commencing an unpaid leave.

- d. Faculty in disciplines defined as following the academic pattern, and identified by the District in accordance with the procedures described in 1. (e), may apply to the Vice President, Academic Affairs for up to two (2) additional steps of credit, which would be the maximum step advancement available under this provision over the life of a faculty member's employment at Santa Monica College.

Faculty in disciplines defined as following the combination pattern, and identified by the District in accordance with the procedures described in 1. (e), may apply to the Vice President, Academic Affairs for up to six (6) additional steps of credit, the maximum step advancement available under this provision over the life of a faculty member's employment at Santa Monica College.

The maximum step advancement available to any faculty member under this provision over the life of his/her employment at Santa Monica College is two steps for disciplines following the academic pattern and six steps for disciplines following the combination pattern.

- e. The District will determine each year, prior to April, which disciplines and positions are eligible for additional steps the following year. Criteria used by the Vice President, Academic Affairs include, but are not limited to:
 - 1. Academic/vocational discipline has been identified by the Human Resources office in conjunction with the Vice President, Academic Affairs as a “hard to fill” discipline.
 - 2. Experience must be directly relevant to the classes currently offered in the academic discipline.
 - 3. The faculty member submits a request together with a justification of the proposed work experience as well as proof of that work experience, through the department chair and the Human Resources Office to the Vice President, Academic Affairs.
 - 4. Requests may be submitted only during a period when the District is actively recruiting (announcing for) a position in the discipline.
 - 5. Approved requests will be made effective at the beginning of the following Fall, Winter or Spring semester following the submission of the justification required in “c” above.
 - 6. A year of non-teaching experience should be for a period of not less than 1500 hours in a 12-month period.

- f. For 1995 only, faculty originally placed on the academic pattern whose assignments are at least 80% in disciplines now classified as vocational pattern or combination pattern may apply to the Vice President, Academic Affairs for up to two additional steps of credit. Requests originally submitted prior to January 1, 1995 will be considered from faculty whose disciplines are still classified as academic.

Requests originally submitted prior to January 1, 1995, if approved, will be effective as of January 1, 1995. Requests submitted prior to April 30, 1995 will be effective as of the beginning of spring, 1995. Requests received between April 30 and June 30, 1995, if approved, will be effective fall, 1995.

Experience must be directly relevant to the classes currently offered in the discipline in which the faculty member is assigned, and at least 1500 hours of non-teaching experience in a 12 month period are required to count as one year. Requests must be submitted with a justification of the proposed work experience as well as proof of that work experience, through the department chair and the Human Resources Office to the Vice President, Academic Affairs.

2. Graded Hourly Faculty Salary Schedule

- a. Personnel may advance one step if they have met the requirements of the next step.
- b. Step movement shall take place in the semester or inter-session following the fall or spring semester in which the total experience necessary for step movement has been completed.

- c. Graded Hourly Faculty members may combine teaching and non-teaching experience for step advancement by the following rule:

$$\begin{array}{rcccl} \text{Total hours of} & & \text{Total hours of} & & \\ \text{Teaching Experience} & + & \text{Non-Teaching Experience} & = & \text{\# of Steps} \\ 432 & & 864 & & \end{array}$$

Any fractional part of a step derived from this formula cannot be used for advancement on the hourly rate salary schedules but may be accumulated and used for future advancement.

3. Ungraded Hourly Faculty Salary Schedule

- a. Personnel may advance one step if they have met the requirements of the next step.
- b. Step movement shall take place in the semester or inter-session following the fall or spring semester in which the total experience necessary for step movement has been completed.
- c. Faculty members teaching ungraded hourly classes may combine teaching and non-teaching experience for step advancement by the following rule:

$$\begin{array}{rcccl} \text{Total hours of} & & \text{Total hours of} & & \\ \text{Teaching Experience} & + & \text{Non-Teaching Experience} & = & \text{\# of Steps} \\ 684 & & 864 & & \end{array}$$

Any fractional part of a step derived from this formula cannot be used for advancement on the hourly rate salary schedules but may be accumulated and used for future advancement.

4. Load Factor = 1.0 Salary Schedule

After initial placement, faculty may advance one step on the schedule for each 30 LHE's taught at load factor 1.0 during fall or spring semesters. The step advancement will take effect the semester or intersession after the completion of 30 LHE's.

- 5. Faculty paid on the overload schedule must complete 24 overload LHE's for step movement.

GROUP ADVANCEMENT

- 1. Group advancement earned and properly filed for by faculty shall be granted effective the beginning of the fall semester.
- 2. Probationary and Tenured Salary Schedules
 - a. Faculty planning to advance to a higher group on the salary schedule for the following academic year must complete the following by April 15:
 - 1. Submit a written notification to the Human Resources Office; and
 - 2. Schedule a group advancement conference with the personnel specialist in the Human Resources Office.

- b. Group salary advancements will be granted only when the Human Resources Office has received one of the following verifications before the beginning of the fall semester:
1. Official grade cards or transcript; or
 2. Official college or university notification that an advanced degree will be awarded by September 1; or
 3. Personal affidavit that all requirements as stated in the advancement request have been met.
- c. It is the responsibility of each individual to keep a personal record of units taken and to see that professional advancement policies are not exceeded.
- d. Advancement to a higher group on the salary schedule shall be approved by the appropriate personnel administrator and shall be based upon fully satisfied minimum qualifications or equivalencies and academic unit requirements of the group. The Academic Senate Professional Development Committee shall be consulted for a recommendation if there are any questions concerning the applicability of units for advancement. All quarter unit courses will be converted to semester units so that one quarter unit equals two-thirds ($2/3$) of a semester unit.
- Courses shall be accepted for unit credit only if they are taken in an accredited institution that gives unit credit for those courses completed.
- e. A maximum of fourteen (14) semester units may be applied toward group salary advancement for any college year (including summer) for tenured or probationary faculty members, with the following exceptions: personnel on opportunity, study, or sabbatical leaves shall be eligible to use all approved units or advanced degrees obtained during this period.
- A person not eligible for group movement for units obtained prior to the awarding of a degree shall, upon receipt of the degree, be allowed movement to the group which the degree and the units entitle the person.
- Any number of approved units may be taken, and these may be applied in the next college year or in subsequent years toward salary advancement as long as not more than fourteen (14) semester units are used at one time for advancement.
- f. To be applied to advancement, the units shall consist of at least ten (10) controlled semester units and four (4) elective semester units.
- Controlled semester units are acquired only in college or university-level courses that have not been taken before and that meet one or more of the following criteria:
1. Are directly related to the faculty member's current assignment.
 2. Are in the faculty member's major or related field.
 3. Are required for an approved advanced degree.
 4. Make for a better understanding of student learning behavior.

5. Improve understanding of community college administration, laws, procedures, or curriculum.
6. Improve methods or techniques of instruction, counseling, nursing, or library science.
7. Increase understanding of student minority groups, their cultures, and their languages.

Elective units are acquired in courses that contribute to the professional development of the faculty member. They may be taken at any college level as long as they have not been previously taken.

- g. Instructors having 80% or more of their assignment in the following departments: automotive technology, business, cosmetology, graphic arts, health sciences, home economics, technical, and trades may use continuing education units toward group advancement, with the following restrictions:
 1. One (1) unit of credit shall be equal to two (2) continuing education units (1 CEU = 10 hours of direct instruction) earned through an organization, institution, or association acceptable to the instructor's department chair, division manager and the Academic Senate Professional Committee. All approvals must be obtained prior to the instructor's participation in the requested program. Requests for CEU courses must be submitted to the appropriate personnel administrator in accordance with the procedures for group advancement. Units calculated from CEU credits may be used for elective or controlled units for group movement.
 2. Approved CEU units accumulated during 1978-79 and 1979-80 may be credited to instructors for group advancement without regard to the required sequence of approvals contained in this section.
 3. One unit of credit equals 60 clock hours of non-paid experience gained through special training sessions related to the teaching area. This experience must be recommended in advance by the department chair and division manager to the appropriate personnel administrator.

3. Hourly Graded and Ungraded Faculty Salary Schedules

Group advancement on the hourly graded and ungraded faculty salary schedules shall be based on group requirements, with a maximum of eight (8) elective semester units allowed for each group. The controlled units must meet the criteria previously stated above in subsection (f).

Graded hourly faculty members who taught graded classes during the spring and/or summer sessions of 1977 and have been placed at Group III, Step 2 on the Graded Hourly Faculty Salary Schedule, shall be entitled to step advancement when the necessary total teaching hours have been accumulated.

APPENDIX E-1: ADDED RESPONSIBILITY SCHEDULE FOR SPECIAL PROGRAMS AND SERVICES

Special Programs and Services

Effective August 23, 2016

Step	Ratio/Year	Amount	Amount
		Fall 2016	Annual
1	.018	880	1,761
2	.036	1,761	3,521
3	.054	2,641	5,282

APPENDIX E-2 : ADDED RESPONSIBILITY SCHEDULE FOR ATHLETICS

Athletics

Effective August 23, 2016

Step	Ratio/Season	Amount
		Fall/Spring
1	0.065	6,358
2	0.070	6,847
3	0.076	7,434

The ratio for each step on Schedules E-1 and E-2 relate to Group 2, Step 17 of the Probationary and Tenured Faculty Salary Schedule (\$97,810).

**APPENDIX E-1: ADDED RESPONSIBILITY SCHEDULE FOR SPECIAL PROGRAMS
AND SERVICES**

*Special Programs and Services
Effective August 22, 2017*

Step	Ratio/Year	Amount	
		Fall 2017	Annual
1	.018	900	1,799
2	.036	1,799	3,520
3	.054	2,699	5,398

APPENDIX E-2 : ADDED RESPONSIBILITY SCHEDULE FOR ATHLETICS

*Athletics
Effective August 22, 2017*

Step	Ratio/Season	Amount
		Fall/Spring
1	0.065	6,498
2	0.070	6,997
3	0.076	7,597

The ratio for each step on Schedules E-1 and E-2 relate to Group 2, Step 17 of the Probationary and Tenured Faculty Salary Schedule (\$99,962).

APPENDIX E-3: STIPEND FOR DEPARTMENT CHAIRS

Effective August 23, 2016

Stipend Tier	Amount
Tier 1	2,608.55
Tier 2	3,106.10
Tier 3	3,602.63
Tier 4	4,098.12
Tier 5	4,596.70
Tier 6	5,092.20
Tier 7	5,589.75
Tier 8	6,086.27
Tier 9	6,581.77
Tier 10	7,079.32
Tier 11	7,575.85
Tier 12	8,073.40

APPENDIX E-3: STIPEND FOR DEPARTMENT CHAIRS

Effective August 22, 2017

Stipend Tier	Amount
Tier 1	2,665.94
Tier 2	3,174.44
Tier 3	3,681.88
Tier 4	4,188.28
Tier 5	4,697.83
Tier 6	5,204.23
Tier 7	5,712.72
Tier 8	6,220.17
Tier 9	6,726.57
Tier 10	7,235.07
Tier 11	7,742.51
Tier 12	8,251.01