

2. For regular faculty and, effective July 1, 2000, for full-time temporary faculty, initial step placement on the full-time salary schedule for an individual who has prior full-time faculty experience at another educational facility or related occupational experience that exceeds credential requirements shall be determined by the following guideline (a or b) which grants the greater step credit:

- a. The step determined by allowing one step for each two full years of related experience and/or one step for completion of four semesters and a minimum of 15 semester units (or equivalent for service faculty) during that interval as a temporary faculty member. Maximum placement shall be at the fifth step.
- b. The step representing the amount next greater than the individual's last annual basic ten month faculty or occupational salary.

3. Initial step placement for an individual who is hired into a temporary faculty position and who has prior full-time faculty experience or related occupational experience that exceeds credential requirements on the temporary lab/lecture salary schedules, as appropriate, shall be determined by the following guidelines (a or b) which grants the greater step credit:

- a. The step determined by allowing one step for two complete years of academic experience or the step determined by allowing one step for each two full years of related experience, whichever yields the higher placement. Maximum placement shall be at the fifth step.
- b. The step representing the amount next greater than the individual's last annual basic ten month faculty or occupational salary, prorated to the level of the current assignment.

4. Placements in exception to these requirements may be made by the Superintendent/President, within the following limitations, provided that such proposed exceptions are submitted to the Board of Trustees for final approval. Such exceptions may be made when:

- a. A lack of available qualified personnel makes it mandatory to waive some requirements;
- b. The position to be filled requires supervisory or administrative duties and responsibilities;
- c. Compelling reasons require employment of a particular candidate not otherwise available to the college.

Salary Step Advancement and Column Changes:

C. Step advancement for regular faculty shall be implemented at the beginning of each fiscal year. Step advancement for temporary faculty shall be based upon the completion of a minimum of four semesters and/or summer sessions of teaching/service experience and a minimum of 15 semester units of teaching (or equivalent for service faculty) with the District and shall become effective the next semester or summer session.

1. If courses of study are to be used for a salary column change upon their completion, prior approval of the courses must be obtained from the Assistant Superintendent/Vice President, Instruction. He/she must be notified no later than June 1 of the intent to change a column and The course work must be completed and reported to his/her office by September 1 or February 1 in order to be included that school year.

2. The burden of proof for identifying the date of the completion of the requirements for all degrees, graduate units, a credential, acceptable work, and correct schedule placement shall be with the employee.

Division Chairs:

D. Division Chairs will be paid beginning the 2017-2018 academic year using the Instructional Division Chair Salary Schedule or the Service Faculty Chair Schedule

North County Campus Division Coordinators:

E. North County Campus Cluster Coordinators will be paid beginning with the 2017-2018 using the North County Coordinator Salary Schedule.

Salary Adjustments for Absences:

G. Salary adjustments shall be made for regular academic faculty who work fewer days than their specified contract period pursuant to Education Code sections 87780 and 87815.

1. Any salary adjustment shall be determined by deducting the day or days not worked in the contract year on a per diem basis.

2. Per diem salary shall be computed by dividing the annual total salary by the total number of days in that contract year (total salary includes responsibility and time factors and extra duty remuneration but excludes extra remuneration for overload teaching or counseling). The per diem calculation for temporary faculty shall be based on the number of days in the applicable semester.