

**AFT 1493 PROPOSAL #1 TO SMCCCD DISTRICT  
APRIL 18, 2025**

**ARTICLE 8: PAY AND ALLOWANCES**

**8.1 FACULTY SALARY SCHEDULE:**

**8.1.1** For 2025~~2~~-2026~~3~~ fiscal year:

- ~~All salary schedules~~The Regular Faculty Schedule (80), the Adjunct Faculty Salary Schedule Non-Instructional (AJ), and the Regular Faculty Schedule (OL) shall be increased by 87.0%.
- ~~The Instructional Laboratory Adjunct Faculty Salary Schedule (HB), the Instructional Lecture Adjunct Faculty Salary Schedule (HC), and the Instructional Special Adjunct Faculty Salary Schedule (HI), shall be increased by 9.5%.~~

**8.1.2** For the 2026~~3~~-2027~~4~~ fiscal year:

- ~~All salary schedules~~ The Regular Faculty Schedule (80), the Adjunct Faculty Salary Schedule Non-Instructional (AJ), and the Regular Faculty Schedule (OL) AFT shall be increased by 75.0%.
- ~~The Instructional Laboratory Adjunct Faculty Salary Schedule (HB), the Instructional Lecture Adjunct Faculty Salary Schedule (HC), and the Instructional Special Adjunct Faculty Salary Schedule (HI), shall be increased 7.5%.~~

**8.1.3** For the 2027~~4~~-2028~~5~~ fiscal year:

- ~~All salary schedules~~The Regular Faculty Schedule (80), the Adjunct Faculty Salary Schedule Non-Instructional (AJ), and the Regular Faculty Schedule (OL) shall be increased by 53.0% .
- ~~The Instructional Laboratory Adjunct Faculty Salary Schedule (HB), the Instructional Lecture Adjunct Faculty Salary Schedule (HC), and the Instructional Special Adjunct Faculty Salary Schedule (HI), shall be increased by 5.5%.~~

~~If the assessed valuation of property for fiscal year 2023-2024, as determined by the San Mateo County Assessor's Office Local Combined Roll prepared by the County Assessor's Office shows an annual increase of at least 6.0%, the parties agree to a mutual reopener on Article 8.1 for 2024-2025.~~

**8.2 PAYCHECK PROVISIONS:** The following procedures shall apply related to faculty paychecks:

**8.2.1** The annual salary for full-time regular employees will be paid over 10 months, commencing with the first month of the Fall semester, provided that employees who were paid on a September to June 10-month schedule as of June 30, 2016,

shall continue to have the option to be paid on a September to June 10-month schedule. Deductions for retirement, State and Federal withholding taxes, and all other voluntary deductions are made over a 10-month period.

**8.2.2 Payroll Errors:** Proper salary grade and step placement is a joint responsibility of the employee and the District. All employees are to review their salary placement at least annually and should they believe that they are improperly placed on the salary schedule, they are to immediately bring this information to the attention of the District.

**8.2.2.1** Any payroll error resulting in insufficient payment for an employee in the bargaining unit shall be corrected, and a special payroll check issued no later than five (5) working days after the District has received both a written request from the employee and verification of the error. Otherwise, the supplemental amount will be included in the next regular paycheck following verification of the error.

**8.2.2.2** If the District overpays the employee, the District will inform the employee and attempt to mutually agree on a schedule to repay the overpayment.

[In accordance with California Labor Code 221, it is unlawful for the District to collect wages from an employee that have already been paid to said employee.](#)

Any payroll deduction made by the District to remedy an overpayment in a prior pay period must be authorized in writing by the employee. If no agreement for repayment is made, the District reserves its rights to take legal action to recover the overpayment.

**8.2.3 Direct Deposit:** The District will make payment via direct deposit for payroll checks to all faculty members, unless special circumstances require a paper check to be issued. Employees who were receiving a paper check as of June 30, 2016 will continue to have the right to receive a paper check.

### **8.3 PLACEMENT OF REGULAR FACULTY MEMBER ON SALARY SCHEDULE:**

Placement of an individual on the regular academic employee salary schedule is based upon academic preparation and teaching experience or acceptable equivalent.

**8.3.1** Salary classes based upon academic preparation are defined in Appendix C.

**8.3.2** If they are to be recognized for salary placement, units taken after the award of the Bachelor's degree must ordinarily be upper division or graduate units granted by an accredited college or university.

**8.3.3** For salary placement purposes, academic degrees and units must be earned from accredited institutions of higher education. Academic degrees from unaccredited colleges and universities, both foreign and domestic, will be acceptable provided that either:

1. the registrar of an accredited institution of higher education certifies that the degree in question is the equivalent of an earned academic degree granted by their institution; or

2. the degree serves as the basis for the award of a post-doctoral research fellowship from an accredited institution of higher education.

3. [The degree awarded by a foreign country is evaluated by an organization that is a member of the National Association of Credential Evaluation](#)

[Services or the Association of International Credentials Evaluators.](#)

**8.3.4** “Accredited institution of higher education” means an institution of higher education in the United States or its territories, accredited by a United States regional accrediting association which awards accreditation to institutions of higher education as one of its predominant activities, or by a recognized professional organization which awards accreditation to institutions of higher education for training in that profession.

**8.3.5** Degrees and academic units to be credited for salary schedule placement must be verified from original transcripts to which the college or university seal or registrar’s signature has been affixed. For new employees, transcripts must be received by the Office of Human Resources by the end of the month in which original employment begins. Verification of membership in the California Bar must be by official documentation certifying that the employee is eligible to practice law in the State of California.

**8.3.6** Step placement on the regular academic employee salary schedule is based upon prior teaching experience or acceptable equivalent. High school and college-level teaching experience as a regular faculty member will be recognized on a year-for-year basis. Teaching experience between grades 1 and 8 (elementary) will be counted as one-half the value of teaching experience in grades 9 and higher. New contract academic employees with 0 to 3 years of prior experience will be placed on Step 1. For a new contract employee with four (4) or more years of prior experience, such experience will be recognized, year for equivalent year, up to a total of seven (7) years for a maximum initial placement at Step 5. The Chancellor may recommend initial placement above Step 5 in exceptional circumstances that affect the interest of the District. The Chancellor will inform the Union president of such recommendation. The following chart illustrates initial placement according to this section:

0-3 yrs. Experience	Step 1
4	Step 2
5	Step 3
6	Step 4
7 or more	Step 5

**8.3.7** Part-time teaching will be credited on the basis of its equivalent in full-time teaching at the institution where the teaching occurred.

**8.3.8** Related vocational experience, and professional experience other than teaching in regular faculty status, will be evaluated on the basis of duration and closeness of relationship to the teaching assignment in this District. One year of teaching experience will be allowed for each two years of full-time, fully related professional or vocational experience, or its equivalent in part-time experience. Years of service spent as an apprentice, or years of service spent achieving the equivalent of journeyman status, will not be counted. Years of service, whether paid or unpaid, which were spent as a part of a required program leading to a higher academic degree or certificate will not be counted.

**8.3.9** Letters of verification of all experience used for step placement on the salary schedule must be received by the Office of Human Resources by

the end of the month in which original employment begins.

**8.4 CLASS ADVANCEMENT:** To qualify for class advancement on the regular academic employee salary schedule, academic personnel will notify Human Resources that they have received an advance degree by July 15<sup>th</sup> and submit evidence of the advanced degree from an accredited college or university or evidence of a sufficient number of units to meet requirements for class advancement on the salary schedule. As proof of completion, official transcripts must be submitted prior to August 31<sup>st</sup> of the year for which the change in salary placement is requested. Class advancements are processed only during the month of August of each year, and modify the employee's salary for the full college year.

**8.4.1** For class advancement purposes, an academic employee may submit without prior approval:

1. Upper division and graduate units, offered by accredited colleges and universities, relevant to the instructor's teaching field.
2. Education courses required for a credential or degree appropriate to the instructor's field in community college teaching.

**8.4.2** Other courses must be individually approved by the Vice Chancellor of Human Resources. Prior approval of courses in which an academic employee plans to enroll should be obtained to ensure that units will be applicable for advancement on the salary schedule. Such requests for prior approval should be submitted to the employee's immediate supervisor, who will attach their recommendation and forward them through the Vice President to the Vice Chancellor of Human Resources. The Vice Chancellor of Human Resources will then approve or disapprove, in full or in part, and so inform the instructor, the Vice President, and the immediate supervisor.

**8.5 STEP ADVANCEMENT ON REGULAR SCHEDULE:** To qualify for step advancement on the regular academic employee salary schedule, an employee's term of service must encompass seventy-five percent (75%) or more of the school days in the college year, or seventy-five percent (75%) or more of the school days in two semesters within a three-year period.

**8.5.1** From Step 1 through Step 8, employees will advance at the rate of one step per year. Two years of service at Step 9 are required for advancement to Step 11. Three years of service at Step 11 are required for advancement to Step 14. Four years of service at Step 14 are required for advancement to Step 18. Five years of service at Step 18 are required for advancement to Step 23. Two years of service at Step 23 are required for advancement to Step 25.

**8.5.2** All step advances on the salary schedule are normally effective at the beginning of the Fall semester. However, step advances for regular, full-time faculty whose service begins in Spring semester and who meet the requirements of Section 8.5, will advance to the next step on a Spring anniversary date rather than the Fall anniversary date.

**8.6 REQUIRED SERVICES OUTSIDE THE NORMAL WORK YEAR:** Academic employees may occasionally be asked to work [on non-instructional assignments](#) extra days that are not a part of the 175-day academic year. To the extent that funds have been budgeted and specific assignments approved by the appropriate administrator, required services involving a minimum of six (6) hours of work will be compensated on a per diem basis. For less than a full day of work, academic employees will be compensated at the special rate of the Part-time [schedule](#) or ~~Faculty Overload Salary Schedule~~.

**8.6.1** The per diem rate is six hours at the special rate, Step 1140 of the appropriate hourly salary schedule.

**8.6.2** Academic employees who are expected to work beyond the normal 175-day academic year because of serving on a screening committee for new employees will be paid at the special ~~part-time~~ rate for actual hours worked in session with the committee or at the per diem rate, whichever is less. Any such work must be necessary and have prior approval of the College President or the Chancellor.

**8.7 SALARY DEDUCTIONS FOR ABSENCE WITHOUT PAY:** When an academic employee whose compensation is based upon the regular academic employee salary schedule is absent for reasons which do not justify the use of any of the forms of authorized leave with pay, a fraction of the employee's annual salary will be deducted. The fraction will be the number of days absent divided by the number of days in the teaching year.

When a deduction for a partial day of absence becomes necessary, the fraction of a day absent will be computed by dividing the number of hours of absence by the total number of hours the employee is scheduled to be on campus on that day, including office hours.

**8.8 PART-TIME, SUMMER, AND OVERLOAD SALARY SCHEDULE:** ~~The part-time employees' salary schedule is listed in Appendix B. Instructional part-timers, non-instructional part-timers with instructional assignments, overload for full-timers, and summer instructional assignments for all faculty are paid based on the FLCs they are assigned, and according to the rate listed in Appendix B, the newly created Schedule HC. This new schedule mirrors the Regular Salary Schedule (80); in the new Schedule HC, each cell represents the pay for one FLC at a rate of 85% of the corresponding cell in the Regular Salary Schedule (80). It applies to academic employees with assignments of sixty percent (67%) or less of full time for the college year. It also serves as the basis of compensation for summer session assignments and of additional compensation for full-time academic employees assigned beyond their regular full-time assignments. Summer Session compensation will be based on the part-time employee salary schedule in effect during the previous Spring semester.~~

**8.9 PLACEMENT ON PART-TIME SALARY SCHEDULE:** Placement of an individual on the part-time employee salary schedule is based upon academic preparation and teaching experience or acceptable equivalent.

**8.9.1** Degrees and units are used to determine step placement on the part-time employee salary schedule in accordance with the following rules:

**8.9.1.1** Persons holding an earned doctorate, or who are members of the California Bar, will be given two (2) years of teaching equivalency, to be added to the total of the years credited as a result of evaluating teaching and related experience.

**8.9.1.2** Persons holding a valid Master's degree, or a life vocational credential will receive zero (0) years of teaching equivalency.

**8.9.1.3** Persons holding only a Bachelor's degree and any number of units taken after the award of the degree will have one (1) year of teaching equivalency subtracted from the years credited for teaching and related experience.

**8.9.1.4** Persons holding only an A.A. degree and any number of units short of a

Bachelor's degree will have three (3) years of teaching equivalency subtracted from the total years credited for teaching and related experience.

**8.9.1.5** One (1) year and no years of college are assigned a value of negative four (4) years of teaching equivalency and treated as above.

**8.9.2** Both teaching and related work experience will be evaluated as set forth in Sections 8.3. of this Agreement. As with the regular academic employee salary schedule, high school and college level teaching experience will be recognized on a year-for-year basis up to five years. The maximum initial step placement on the part-time employee salary schedule will be at Step 7, except for holders of an earned doctorate or members of the California Bar, for whom the maximum initial placement will be at Step 9.

**8.10 PLACEMENT ON PART-TIME SCHEDULE UPON RETURN:** Part-time faculty returning to the District who have been in paid academic status during two semesters (summer sessions are acceptable in lieu of semesters) within a three-year period shall be advanced a step on the salary schedule beginning in the Fall Semester. Part-time faculty, [including full-time retirees](#), returning to the District after a break of more than three years shall be placed on the salary schedule at a step no lower than the step at which they were paid when they left the District.

**8.11 COLUMN ADVANCEMENT ON PART-TIME SCHEDULE:** To qualify for column advancement on the part-time employee salary schedule, part-time faculty shall submit their transcript to the Office of Human Resources by the end of July that precedes the fall semester in which the new placement starts.

**8.14.2 STEP ADVANCEMENT ON PART-TIME SCHEDULE:** To qualify for step advancement on the part-time employee salary schedule, an employee must have served in paid academic status during two semesters (summer sessions are acceptable in lieu of semesters) within a three-year period. Step advancements will be made only at the beginning of the Fall semester.

**8.12 PART-TIME COUNSELING SERVICES PAY RATE:** Counseling [and professional duties](#) service, when compensated on a part-time basis, will be paid at the appropriate hourly laboratory rate. [Part-time counselors are paid at the special rate for Professional time.](#)

**8.13 COMPENSATION FOR FULL-TIME COUNSELORS BEYOND THE 175 DAYS:** Compensation for counseling/advising responsibilities beyond the total 175 day commitment will be paid at the new Schedule HC rate, unit banking, or compensatory time, schedule permitting.

**8.13 SUBSTITUTE PART-TIME PAY RATES:** Substitute instructors [will be paid at the hourly rate calculated based on the new salary schedule HC of Appendix B. The substitute hourly rate shall be calculated as the cell of the column and step of the substitute divided by 16.](#)

[Substitute librarians, and counselors will be paid at the substitute's step of the appropriate column of their regular hourly rate for their non-instructional duties-part time salary schedule.](#)

**8.14 LARGE CLASS PAY:** ~~A large class for the purpose of additional compensation under the terms of this Article is defined as having 70 or more students enrolled at census.~~

Deans will engage in a collaborative process with department faculty to determine which courses can be appropriately designated as “large classes”.

Eligible courses for large class pay are those that meet general education, UC, and CSU requirements, those that meet graduation requirements, major requirements, and vocational courses required for a certificate, degree, or transfer. ~~Ineligible courses are television courses, open skills labs, Cooperative Education, all matriculation activities, team sports, team taught courses, independent study, and all courses numbered in the 600’s and 700’s.~~

Assignment to teach a large class is voluntary.

Additional compensation is at the ~~instructional~~special rate of pay and does not affect the FLC for the course. The compensation is consideration for the extra time needed for required ~~grading, student interactions outside of class time, and~~ paperwork.

Additional weekly compensation for large classes:

Additional compensation is triggered when enrollment at census exceeds the class maximum by 5 students. The additional hourly pay per week is calculated based on the new salary schedule HC of Appendix B. The cell of the column and step of the faculty member divided by 16 yields the hourly rate.

Class max plus 5-20 students –1 hour

Class max plus 21-40 students --2 hours

Class max plus 41-60 students –3 hours

~~70-94 students 3 hours~~  
~~95-119 students 4 hours~~  
~~120-144 students 5 hours~~  
~~145-169 students 6 hours~~

~~Part time faculty directed by their dean to perform ancillary activities including, but not limited to, attending division meetings, committee meetings, or assigned other professional responsibilities outside of teaching or their primary responsibilities (e.g. program review, annual plans, SLO, etc.) shall be compensated for the time pre-approved by the Dean at the special non-instructional hourly rate.~~

**8.15 LOAD FOR MULTI-MODAL SECTIONS**

A multi-modal class is defined as a class in which instruction is given simultaneously in multiple modalities, with each modality having a different CRN. Multi-modal classes shall be loaded at 1.25 FLC per hour.

**8.16 LOAD FOR MULTI-LEVEL SECTIONS**



A multi-level class is a class in which different levels, each one with a different CRN, are taught concurrently. Multi-level classes shall be loaded at 1.25 FLC per hour.

### **8.15 PART-TIME PARITY FOR INSTRUCTIONAL PART-TIME FACULTY, OVERLOAD AND SUMMER ASSIGNMENTS**

**A.** Part-time parity shall be defined as 85% of full-time regular compensation.

The new instructional pay schedule HC used for adjunct faculty, overload for full-time faculty, and for summer assignments for all faculty, shows the pay per semester per FLC. It is determined as 85% of the same columns and steps that appear on the regular salary schedule (80), divided by 30.

**B.** ~~The following steps shall be taken to achieve parity, as defined in paragraph A.~~

~~1. The District will place instructional adjunct faculty on a salary schedule that includes the same columns and steps that appear on the Regular Salary Schedule (80), using the methodology summarized below.~~

~~2. Determination of Parity:~~

~~The method used to compare part-time and full-time compensation for the purpose of determining how close the District is to achieving instructional adjunct parity shall be as follows:~~

~~a. each cell in the regular full-time salary schedule is divided by 525.~~

~~b. One-third (1/3) of the special rate that corresponds to each step on the adjunct faculty salary schedule will be added to each cell at that step. For steps on the adjunct lecture schedule that exceed the number of steps of the special rate schedule, the highest rate on the special rate schedule will be used.~~

~~c. b is divided by a and multiplied by 100.~~

~~d. parity is achieved when the value of "c" is 85 at a minimum of 80% of the cells on the lecture adjunct faculty schedule.~~

~~Non-instructional adjunct compensation is above parity on all non-instructional salary schedules, where the average annualized non-instructional salary for each position is calculated by multiplying each salary step by the full-time contractual hours for the position by 35 weeks, and taking the average. The parties agree that parity has been currently reached for non-instructional adjuncts under this definition as of the date of this Agreement.~~

### **B3. PART-TIME OFFICE HOURS**

Office hours will continue to be paid separately following the same procedures currently in place, including after full pro-rata at 85% is achieved.

### **C. PLACEMENT OF MEMBERS ON THE SALARY SCHEDULES**



1. Newly hired adjuncts will be placed at their initial step using the same criteria as used for full-time faculty, as set forth in Article 8.3.6, with Step 5 being the highest step for initial placement. Article 8.9 does not apply.

## 2. Step Advancement

Adjunct faculty may advance no more than one step per 12-month contiguous period. After parity at 85% is reached, in order to advance one step, an instructional adjunct must serve within the District the equivalent of 18 instructional FLCs, which may be accrued indefinitely until step movement occurs, or four Spring and/or Fall semesters of service, whichever happens first. For the purposes of counting service credit for step movement, service in fall, spring and summer terms shall count. However, service in each term is not required to advance. Once the aggregate 18 FLCs is achieved, or four semesters whichever happens first, the adjunct faculty member is eligible to move one step in the next term (fall, spring or summer) that the member is hired. Once an adjunct faculty member advances, a new contiguous 12-month period starts.

## 3. On-going Step Advancement Implementation Process

Step advancement will be administered as follows: Each August 1, the District shall be responsible to review all adjuncts hired in the ensuing fall semester for step advancement eligibility. Any adjunct found to be eligible will be advanced one step, prospectively. There will be no retroactive step adjustments unless due to district error.

Faculty who believe that they will become eligible for step advancement in a spring or summer term, rather than the fall term, are responsible to provide notice to their Dean at least 90 calendar days before the start of the term in which the member believes they are eligible for advancement. Where such notice is provided, step advancement will be applied in the next term. The District is not responsible to advance members at any time other than the fall semester without prior notice from the faculty member of their eligibility. Step advancements will be implemented at the beginning of each term only, unless failure to advance a member is due to District error.

The District will send an announcement to the instructional adjunct faculty three weeks before the deadline reminding them of the deadline and the requirements for step advancement in the Spring and the Summer.

- D.** The District acknowledges that parity is not an abstract concept, but a clear goal that it is contractually obligated to achieve. To that end, the District further acknowledges that parity cannot be achieved without the district allocating funds to adjunct compensation over and above faculty raises. The district therefore commits to dedicating additional funding for instructional adjunct salary increases above and beyond salary increases for all faculty until parity is achieved.

- ~~**E.** The Parties will establish a joint study group to review possible transition to a load-based, step and column compensation model for adjunct faculty. It is understood that the study group does not engage in negotiations, but functions to provide information that the parties may utilize in negotiations.~~

#### **8.16 PAY FOR PART-TIME FACULTY FOR CANCELLED CLASS OR BUMPING BY FULL-TIME FACULTY**

Part-time faculty shall be paid for the first week of an assignment when class is canceled or they are bumped by a full-time faculty less than two weeks before the beginning of a semester. If a class meets more than once per week, part-time faculty shall be paid for all classes that were scheduled for the first week.

#### **8.17 PAY FOR PART-TIME FACULTY PERFORMING PROFESSIONAL ANCILLARY ACTIVITIES**

For professional ancillary activities, the part-time faculty member shall be compensated for the agreed upon number of units/hours in an adjunct non-instructional special rate assignment, including any and all equivalent benefits such as CalSTRS service credit and benefits eligibility.

#### **8.18 OFFICE HOUR PAY**

[Note: Same as Article 19.6.]

Part-time faculty will be compensated for office hours. Payment for office hours during Fall and Spring semesters shall be based on one (1) office hour for every three (3) FLCs taught times 17.5 weeks for all classes that are 17.5 weeks or less and times the actual class weeks for classes in excess of 17.5 weeks. The formula used by Payroll for the monthly pay will be the hours worked for this course this month divided by the total number of contact hours for this course times the FLC for this course divided by three (3) times (the number of weeks the course meets or seventeen and one half (17.5%), whichever is greater).

Monthly office hours = Hrs worked/(total contact hrs) \* (FLC/3) \* (total weeks for the course).