1. Placement on the Salary Schedule under the California Plan for Vocational Education shall be limited to those instructors with principal teaching assignments (in excess of 50%) in vocational programs or classes as defined by the institution.

2. Transfers from the Basic Teaching Schedule to the Vocational Teaching Schedule may be made on approval of the Board of Trustees.

3. For the Community College Instructors’ Credential for teaching vocational subjects and for the Standard Designated Subjects’ Credential in Business and in Trade and Industry, placement on the salary schedule and evaluating of the vocational experience, the following formula shall be used:

A. Column Placement:
   1) If a person has a partial fulfillment credential, but otherwise qualifies for Column B, C, D, or E, he/she shall be placed one column lower on the same step until he/she has fulfilled his/her requirement.

2) Associate’s Degree equivalency shall be 64 earned units applying towards a Bachelor’s Degree or 64 units which could justify the awarding of an Associate’s Degree, other than residency.

3) Units beyond an Associate’s Degree must be earned units which would apply toward a Bachelor’s Degree as evaluated by the institution awarding the Bachelor’s Degree. Units not applying toward a Bachelor’s Degree will not be counted.

4) Vocational experience required to meet the schedule below will be counted only for full-time employment. Exceptions may be made only when part-time employment is necessary to meet minimum credential requirements.

5) The full-time experience must be verified in writing by the former employer.

6) Full-time vocational experience may not be earned while working in a full-time teaching position.

7) Full-time vocational experience used to qualify for a teaching credential will not be counted toward salary placement. Only those full-time years of experience beyond the number of years used for credential will be credited for salary placement.

B. Step Placement:

The full year(s) of experience beyond those used to qualify for the schedule below may be used for step placement.

<table>
<thead>
<tr>
<th>Column</th>
<th>Basic Teaching Schedule</th>
<th>Vocational Experience Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>6 Years</td>
</tr>
<tr>
<td>A</td>
<td>Bachelor’s Degree</td>
<td>Less than Associate’s Degree</td>
</tr>
<tr>
<td>B</td>
<td>Master’s Degree</td>
<td>Associate’s Degree</td>
</tr>
<tr>
<td>C</td>
<td>Bachelor’s Degree + 50 units including Master’s Degree</td>
<td>Associate’s Degree + 20 units</td>
</tr>
<tr>
<td>D</td>
<td>Bachelor’s Degree + 70 units including Master’s Degree</td>
<td>Associate’s Degree + 40 units</td>
</tr>
<tr>
<td>E</td>
<td>Bachelor’s Degree + 90 units including Master’s Degree</td>
<td>Bachelor’s Degree</td>
</tr>
</tbody>
</table>
EXPLANATION OF SALARY SCHEDULE

1. All degrees/coursework submitted for salary schedule placement shall have been earned from an accredited college or university.

2. The salary schedule is based on an earned baccalaureate degree. Units to be counted for column placement for columns B, C, D, E, and F are those earned after the baccalaureate degree (including Master’s and Doctorate degrees).

3. Units for advancement across the basic salary schedule must be earned by either, or a combination of both, of the following methods: (Unit means Semester Unit of Credit.)
   a) Units earned for graduate courses or upper division undergraduate courses taken for graduate credit from an accredited college or university and verified by an official transcript.
   b) Units earned for Instructional Program Development projects. Procedures for the preparation of proposals and the procedure for determining number of units of credit allowed are outlined in the Faculty Handbook.

   Note: Both released time and salary credit will not be granted for the same program development project.

4. With prior approval of the President-Superintendent and/or Vice President of Academic Affairs, courses of study other than those defined above may be used for advancement across the salary schedule.

5. The maximum initial placement on the salary schedule shall be Step 10. One step will be allowed for each full year of full-time paid academic employment experience. Partial years cannot be credited. (Experience must be verified by official letter or other written document.) NOTE: Effective August 13, 2001 Steps 1 and 2 are eliminated from the Full-Time Faculty Salary Schedule, and those faculty placed on Steps 1 and 2 shall be placed on Step 3. Step placement for all other faculty shall remain the same and in accordance with the criteria for step placement in effect prior to this change to the salary schedule. For new faculty employed effective July 1, 2002 and after, criteria for initial step placement shall be as follows: employees with no qualifying experience will be placed on the entry Step 3, those with one (1) year of experience will be placed on Step 4, two (2) years of experience on Step 5, and so on to a maximum initial placement on Step 10 with seven (7) or more years of experience.

6. An employee must render at least 75% of the working days of his/her work year in paid status in order to qualify for a year’s service advancement on the salary schedule.

7. Deviation from normal schedule shall be made only by special action of the Board of Trustees.

8. Column and/or step advancements on the schedule shall be granted only at the beginning of each contract year of employment. Step advancements (including longevity increments) shall be granted automatically by the District based upon paid service requirements.

9. An employee may apply for column advancement(s) by completing a Salary Column Advancement Application form, which is distributed to all faculty by the Human Resources office each January. In order to be granted advancement, written evidence verifying completion of requirements for such advancement must be received in the Human Resources office in accordance with the following:

   a) Faculty employed on a 10-school month contract basis: Verification must be received not later than September 1 of the contract year in which the advancement is to be effective.

   b) Faculty employed on a greater than 10-school month contract basis (i.e., 11 or 12 school month contract): Verification must be received not later than July 1, in order for the advancement to be effective July 1 of that contract year; OR not later than September 1, in order for the advancement to be effective September 1 of that contract year.

10. A full-time teaching load is fifteen (15) teaching units per semester, or thirty (30) teaching units per academic year.

11. Any teaching assignment above the full-time teaching load, whether the teaching is done day or night, shall be compensated on an hourly rate basis.
LONGEVITY INCREMENT
(Revised Effective 1992-93 Academic Year)

Faculty employees reaching the maximum step (Step 14) on Column E or F of the salary schedule will be granted longevity salary increments in accordance with the following procedures:

a) The amount of the increment shall be equal to the difference between the last two steps in column E.

b) The initial longevity increment (18X) is granted to those employees who have rendered at least four full-time years of service at the maximum salary step of Column E or F. Subsequent longevity increments shall be granted after rendering four full-time years of service on each increment step (i.e., 18X, 22X, and 26X).
(Note: Full-time years of service credited for purposes of these advancements shall be the same as for regular step advancements. See Item #6 under “Explanation of Salary Schedule.”)

c) This policy is effective July 1, 1992, based upon approval by the Board of Trustees on June 2, 1992, and shall be implemented in accordance with administrative rules and regulations as agreed to by the District and the Faculty Salary Committee. Such rules and regulations for the implementation of this longevity increment policy are as provided in the President-Superintendent’s memorandum to all full-time faculty employees dated July 8, 1992 (copies available in the Human Resources office).

HOURLY OVERLOAD AND/OR SUBSTITUTE PAY RATE FOR REGULAR AND CONTRACT FACULTY

For a regular or contract Cerritos College faculty employee (employed on a contract or regular basis), the rate of pay for service beyond his/her full-time contract load shall be 1/100th of his/her monthly (school month) rate for instructors, 1/140th of his/her monthly (school month) rate for counselors, and 1/160th of his/her monthly (school month) rate for librarians. In no case will the minimum rate per hour be less than the hourly rate he/she would be eligible to receive had he/she been employed as a part-time instructor, counselor, or librarian.

The rate of pay a faculty employee shall receive as a substitute employee shall be the same he/she would receive if he/she were serving on an hourly basis.

SUMMER SCHOOL PAY RATE FOR REGULAR AND CONTRACT INSTRUCTORS

The summer session salary for a regular or contract Cerritos College instructor shall be based upon the adopted salary schedule and shall be paid at the hourly overload pay rate for regular and contract faculty (Board Approved: November 28, 2012).

The maximum teaching load for an instructor during a summer session shall be six (6) teaching units.

If, in case of an emergency, an instructor is permitted to teach more than six (6) units, all units above six (6) shall be considered as overload and paid for at an overload rate.

Summer session salaries shall be based upon the salary schedule of the academic year immediately proceeding the summer session.