

**WVMCCD AND WEST VALLEY-MISSION FEDERATION OF TEACHERS (WVMFT, AFT 6554) TENTATIVE AGREEMENT  
ADOPTION CONTINGENT ON SUCCESSFUL CONCLUSION OF SUCCESSOR NEGOTIATIONS RESOLVING ALL  
OPEN CONTRACT SECTIONS AND SUBJECTS**

*June 30, 2021*

**APPENDIX B**

**WEST VALLEY-MISSION COMMUNITY COLLEGE  
DISTRICT ACADEMIC SALARY GUIDELINES**

All regular and contract faculty shall be compensated in accordance with the Academic Salary Schedule. Pending final placement, the member will be assigned to the column for which supporting documentation has been provided during or prior to the initial pre-employment meeting.

After documents and materials have been received, a letter will be sent to the member identifying final placement.

I. Initial Salary Column and Step Placement

**Initial Column Placement shall be based on the following:**

- Column A - AA degree + required experience of 6 years
- Column B - MA degree or BA degree + 30 ~~additional credits~~ units earned subsequent to the BA degree; or AA degree + 90 ~~additional credits~~ units earned subsequent to AA degree
- Column C - MA degree + 15 ~~additional credits~~ units earned subsequent to the MA degree; or BA degree + 45 ~~additional credits~~ units earned subsequent to BA degree
- Column D - MA degree + 30 ~~additional credits~~ units earned subsequent to the MA degree; or BA degree + 60 ~~additional credits~~ units earned subsequent to BA degree
- Column E - MA degree + 45 ~~additional credits~~ units earned subsequent to the MA degree; or BA degree + 75 ~~additional credits~~ units earned subsequent to BA degree
- Column F - ~~Any research-oriented doctoral degree such as a Ph.D. or Ed.D. or professional doctoral degree such as an M.D. or J.D.~~ Earned Doctorate

A. Initial ~~salary schedule~~ column placement will be determined by the individual's educational attainment. Education evaluation will be completed by ~~the Director of Human Resources or designee~~, and will be based on the following:

- 1. Earned degrees for initial salary placement must be from accredited institutions of

higher education. "Accredited institution of higher education" is defined as an institution of higher education in the United States, its territories, and the District of Columbia, accredited by a United States regional accrediting association.

2. For disciplines requiring a Masters degree, academic course work must be upper division or graduate level.
3. For disciplines not requiring a Masters degree, academic course work must be college level.

**Units are defined in terms of semester units and must be received from an accredited institution. Quarter units will be converted to semester units on the basis that 3 quarter units equal 2 semester units.**

Process:

To be considered for column placement, all documents and materials must be submitted to the Human Resources Department prior to the end of the 14th week of the semester. Degrees and course work accomplished at foreign institutions shall be evaluated by a recognized foreign transcript evaluator **and include semester units**, prior to column placement:

- a. ~~After~~ **At** the initial ~~pre-employment~~ **onboarding** meeting with Human Resources ~~personnel, a letter will be sent~~ **information will be provided** to the member which will include all deadline dates and a list of information required to complete the initial salary placement.
  - b. **Any request to extend the deadline to provide final placement documents to Human Resources** ~~Extension of this deadline~~ must be requested in writing and submitted to the ~~Director of~~ Human Resources prior to the 13th week of the semester.
  - c. ~~If the required information identified in Step 1 has not been received by the 7th week, a follow up notice including the deadline dates will be sent to the member's residence. If the required information has not been received by the end of the 14th week of the semester, a notice will be sent to the member stating that documents and materials have not been received, and the placement assigned during the initial pre-employment meeting will become final.~~ **their final step and column placement.**
  - d. Provisions of this section are grievable for process. The initial salary assignment is not grievable.
- B. Initial step placement ~~shall be based on the prior teaching and/or work experience of the individual. Placement shall be based on the following~~ **on the Full-time Salary Schedule shall be as follows:**

Initial step placement shall be based on the prior teaching and/or work experience of the individual. The maximum entry shall be Step 9 (Currently listed on salary schedule). Placement shall be based on the following:

Teaching Experience:

Experience credit above Step 1 shall be determined as follows:

1. Credit for ~~full-time~~ **other** academic experience at the high school level or above ~~and associate experience at a post-secondary institution~~ will be granted at the rate of one step for **the equivalent of one** each year of full time experience. Credit for associate experience will be calculated on the basis of the District's load system (one year equals 2.0).
2. Credit for ~~full-time~~ academic experience at K-8 will be granted at the rate of one step for **the equivalent of** each two (2) ~~complete~~ years of **full time** experience.
3. Credit for ~~full-time work~~ **other** experience ~~for instructional faculty~~ will only be granted if it is related to the assignment. Credit will be granted at the rate of one step for each two years (24 months) of full-time (40-hours/week) experience. ~~For non-instructional faculty (Librarians, Counselors, and Lab Faculty Specialists) directly related work experience in a non-academic setting may be granted at the rate of one step for each year of full time experience.~~

Non Teaching Work Experience:

Experience credit above Step 1 shall be determined as follows:

1. Credit for work experience shall only be granted if it is related to the assignment. Credit shall be granted at the rate of one (1) step for the equivalent of two years (24 months) of full-time (40 hours/week) experience. For non-instructional faculty (Librarians, Counselors, and Lab Faculty Specialists) directly related work experience in a non-academic setting may be granted at the rate of one step for the equivalent of one year of full time experience.
2. Credit for experience at the high school level or above shall be granted at the rate of one step for the equivalent of one year of full-time experience. Credit for associate experience shall be calculated on the basis of the District's load system (one year equals 2.0).
3. Credit for experience at grades K-8 level shall be granted at a rate of one (1) step for the equivalent of two (2) complete years of experience.

An individual applying for credit for experience is responsible for presentation of official verification of experience which shall include the name of the institution and the units, hours, and subjects taught. To be considered, the required information must be submitted to the Human Resources Department by the 14th week of the semester in which the member was hired. A request for an extension of this deadline must be made in writing and submitted to Human Resources prior to the 13th week of the semester.

II. C. Step Advancement

1. Faculty will be advanced one step on the salary schedule for each completed academic year of service until the maximum step is reached or the member is eligible for Professional Growth and Development.
2. Earned step advancement will be granted August 1st of each year regardless of hire date.
3. Professional Growth and Development step advancements shall be granted in accordance with the provisions of the collective bargaining agreement. The project must not involve duplication of preceding PG&D projects, sabbatical leave projects, course work used for column advancement, or activities supported through District funding.
  - a. Exception: Course work included in a PG&D project or sabbatical leave which leads to the awarding of a degree may be applied to move from one column to the next at the time the degree is awarded.

III. D. Column Advancement

1. **Credits for column advancement will be taken into consideration from the time of employment as a Full-time faculty member at WVMCCD and moving forward.**
2. Column advancement shall be granted August 1st of each year. Advancement shall be made to the lateral step of the appropriate column. Quarter units shall be converted to semester units at a 3 to 2 ratio.
3. Column advancement applications shall be submitted by the member in writing to the Human Resources Department, with a copy to the ~~Division Chair~~ **Dean**, by the second Friday in March for column advancement the following academic year. Human Resources will notice Finance of all proposed advancements by the first Friday in April.
4. All degrees or earned course work submitted for column advancement must have been concluded on or before August 30th **of the same year Column advancement was granted.**
5. Transcripts of credit must be on file in the Human Resources Department by the first Friday in October. Under special circumstances, an extension of this deadline may be granted. A written request for extensions must be received by Human Resources prior to the first Friday in October.
6. Unless an extension has been approved, failure of a member to meet the deadlines specified in this article shall result in **the denial of the column advancement application for the current year. The application will be re-considered for** ~~column advancement being implemented~~ the following academic year.

- 7. All units offered for credit toward column advancement must be graduate units for those disciplines requiring a Master’s degree. Prior to enrollment, written approval by the ~~Division Chair~~ **Dean** is required for all undergraduate course work. A copy of the approval must be submitted to the ~~Director~~ of Human Resources **Department** before completion of the course.
- 8. Continuing education units (CEUS) will be converted as follows:  
1 CEU = 48 hours of instruction = 1 semester unit
- 9. Attainment of a doctorate graduate degree will result in column advancement.
- 10. Course work completed as part of a PG&D project or sabbatical leave may not be used for column advancement ~~except as noted under II B of this Appendix.~~

~~IV. E.~~ Placement for Temporary, Substitute and Overload Assignments

- a. Temporary, substitute and overload services performed by members shall be paid on the Associate Salary Schedule appropriate to the assignment.
- b. Regular or contract faculty members shall initially be placed on the step of the Associate Salary Schedule which corresponds to their regular step placement on the Academic Salary schedule. ~~The member shall advance annually when carrying an overload assignment.~~

**Regular or contract faculty members shall have the step on the Associate Salary Schedule which corresponds to their step on the Full time Academic Salary Schedule for overload assignments except when:**

- 1. **Their step on the Associate Salary Schedule is higher than their step on the Full Time Academic Salary Schedule; or**
- 2. **The corresponding step on the Associate Salary Schedule is not available and in such cases their step on the Associate Salary Schedule shall be step-21/(the highest step).**

~~V.~~ Compensation — See Article 13.

**~~APPENDIX B~~**

**COLUMN PLACEMENT**

~~Column A — Associate degree plus required experience.~~

~~Column B Master’s degree; or Bachelor’s degree plus 30 units earned subsequent to the Bachelor’s degree; or an Associate degree plus 90 units earned subsequent to the Associate degree.~~

~~Column C Master’s degree plus 15 units earned subsequent to the Master’s degree; or Bachelor’s degree plus 45 units earned subsequent to the Bachelor’s degree.~~

~~Column D — Master's degree plus 30 units earned subsequent to the Master's degree; or Bachelor's degree plus 60 units earned subsequent to the Bachelor's degree.~~

~~Column E — Master's degree plus 45 units earned subsequent to the master's degree; or Bachelor's degree plus 75 units earned subsequent to the Bachelor's degree.~~

~~Column F — Earned doctorate~~

~~Units are defined in terms of semester units and must be received from an accredited institution. Quarter units will be converted to semester units on the basis that 3 quarter units equal 2 semester units.~~

~~For disciplines requiring a Masters degree, academic course work must be upper division or graduate level.~~

~~For disciplines not requiring a Masters degree, academic course work must be college level.~~

~~These definitions are applicable to those faculty members hired on or after July 1, 1998. Members hired prior to that date are covered by the definitions contained in the contract/salary/Board policy in effect at their time of hire.~~

FOR THE WVMFT:

FOR THE DISTRICT:

DocuSigned by:  
*Kate Disney*  
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Dated: 7/16/2021

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