

**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 BB

WEST VALLEY-MISSION COMMUNITY COLLEGE
DISTRICT

ASSOCIATE SALARY GUIDELINES

Associate members and overload full-time members shall be paid in accordance with the Associate Faculty Salary Schedules. The Associate Faculty Salary Schedule is currently based on ~~column B (to include steps 15, 18, and 21) of the Full-time Academic Salary Schedule and any parity adjustments~~ **current parity of one semester from the Full Time salary scheduled, up to step 21, as** negotiated between the District and ACE, WVMFT AFT 6554.

I. Initial Salary Placement

A. Initial **column** placement on the Associate Salary Schedule shall be as follows for Associate members:

~~Step 1 — One (1) year or less of full-time academic or equivalent experience.~~

~~Step 2 — More than one (1) year but less than three (3) years of full-time academic or equivalent experience.~~

~~Step 3 — Three (3) years or more but less than six (6) years of full-time academic or equivalent experience.~~

~~Step 4 — Six (6) years or more but less than eight (8) years of full-time academic or equivalent experience.~~

~~Step 5 — Eight (8) or more but less than ten (10) years of full-time academic or equivalent experience.~~

~~Step 6 — Ten (10) years or more of full-time academic~~

_____ or _____ equivalent experience, effective July 1, 2007.

Column A - AA degree + required experience of 6 years

Column B - MA degree or BA degree + 30 units earned subsequent to the BA degree; or AA degree + 90 units earned subsequent to AA degree

Column C - MA degree + 15 units earned subsequent to the MA degree; or BA degree + 45 units earned subsequent to the BA degree

Column D - MA degree + 30 units earned subsequent to the MA degree; or BA degree + 60 units earned subsequent to the BA degree

Column E - MA degree + 45 units earned subsequent to the MA; or BA degree + 75 units earned subsequent to the BA degree

Column F- Earned doctorate.

Initial column placement will be determined by the individual's educational attainment. Education evaluation will be completed by Human Resources, 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:

- a. 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.

- b. At the initial onboarding meeting with Human Resources 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.
- c. Any request to extend the deadline for providing final placement documents to Human Resources must be requested in writing and submitted to Human Resources prior to the 13th week of the semester.
- d. 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 their final step and column placement.
- e. Provisions of this section are grievable for process. The initial salary assignment is not grievable.

B. Initial step placement on the Associate 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 6. Placement shall be based on the following:

Teaching Experience:

Experience credit above Step 1 shall be determined as follows:

1. Credit for other academic experience at the high school level or above will be granted at the rate of one step for the equivalent of one 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 academic experience at K-8 will be granted at the rate of one step for the equivalent of two (2) years of full time experience.
3. Credit for ^{other} experience 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.

Non Teaching Work Experience:

Experience credit above Step 1 shall be determined as follows:

- a. ~~Teaching or work experience must have occurred within the past ten (10) years.~~
1. Credit for ~~full-time~~ 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 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 the equivalent of one year of full time experience.**
 2. Credit for ~~full-time~~ experience at the high school level or above ~~and associate experience at a post-secondary institution~~ shall be granted at the rate of one step for the equivalent of one each 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 ~~full-time~~ experience at grades K-8 level ~~and associate experience at a post-secondary institution~~ shall be granted at a rate of one (1) step for the equivalent of each two (2) ~~complete~~ years of experience.

An individual applying for credit for ~~associate~~ experience is responsible for presentation of official verification of ~~associate~~ 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 ~~the Associate Vice Chancellor~~ of Human Resources prior to the 13th week of the semester.

- a. ~~Initial placement on the Associate Salary Schedule shall be as follows for overload full-time members:~~

~~Step placement equal to the member's initial placement on the Full Time Academic Salary Schedule.~~

C. Salary Advancement After Initial Placement

- a. Associate faculty may advance on the salary schedule after initial employment no more than once each twelve (12) months as follows:
 - i. Advancement on Regular Steps (Steps 1 – 12)—associate members shall advance on regular steps by accumulating a teaching/workload of 0.80 FTE.
 - ii. Advancement on Steps 15, 18, and 21—effective July 1, 2006, associate members shall advance on these steps by accumulating a teaching/workload of 2.2 FTE.

~~B. Overload full time faculty may advance on the salary schedule after initial employment as follows:~~

- ~~1. Advancement on Regular Steps (Steps 1 – 12) —overload full time members shall advance on regular steps when they make advancement to the next step on the Full Time Academic Salary Schedule.~~
- ~~2. Advancement on Steps 15, 18, and 21 — effective July 1, 2006, overload full time members shall advance to these steps when they advance to the corresponding PG&D steps on the Full Time Academic Salary Schedule, but only if such step placement is available on the current Associate Faculty Salary Schedule.~~
- ~~3. For those overload full time faculty whose current step placement on the Associate Faculty Salary Schedule differs from their placement on the Full Time Academic Salary Schedule, effective July 1, 2006, one additional step shall be granted on the Associate Faculty Salary Schedule for each additional year of service performed by the member until the member's step placement is the same on both the Associate and Full Time Faculty Salary Schedules, but only if such step placement is available on the current Associate Faculty Salary Schedule.~~

D. Column and Step Placement for Rehires and Retirees

Associate faculty shall maintain their current earned step and column placement on the Associate Faculty Salary Schedule upon returning to the District from any interruption in employment.

Faculty returning as retirees will be placed on the Associate salary schedule, at their column/step at retirement, not to exceed the maximum step on the Associate Salary Schedule.

E. Column Advancement for Associate Faculty

Credits for column advancement will be taken into consideration from the time of Associate employment as a Part-time faculty member at WVMCCD and moving forward.

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.

- a. Column advancement notification shall be submitted by the member in writing to the Human Resources Department, with a copy to the 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.

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.

- b. 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.

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 the following academic year.

- c. All units offered for credit toward column advancement must be graduate units for those disciplines requiring a Masters degree. Prior to enrollment, written approval by the Dean is required for all undergraduate course work. A copy of the approval must be submitted to the Human Resources Department before completion of the course.

- d. Continuing education units (CEUS) will be converted as follows:
1 CEU = 48 hours of instruction = 1 semester unit

- e. Attainment of a doctorate graduate degree will result in column advancement.

F. Associate faculty moving to Full Time status Column/Step Placement

Part Time Faculty moving to Full Time status will go through the initial placement process as outlined in appendix B. Minimum Full Time step and column placement will be equal to their current part-time level. As with all others, the maximum initial step remains at step 9.

FOR THE WVMFT:

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Dated: 7/16/2021

FOR THE DISTRICT:

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