

**LOS RIOS COMMUNITY COLLEGE DISTRICT
1919 Spanos Court, Sacramento, CA 95825**

**Explanation of Class Placement and Advancement
For Full-Time Faculty**

The following information is a summary of class placement and advancement procedures. For specific information, refer to the LRCFT contract.

COMPENSATION FOR SERVICES

You will be compensated for your services on the last working day of the month *following* services rendered.

METHOD OF PAYMENT

1. Pick up your pay warrant at the Business Services Office on the campus where you are teaching; **OR**,
2. Provide *self-addressed stamped envelopes* to the Business Services Office and they will mail your pay warrant/stub(s) to you. For more information, contact your Business Services Office (ARC: 916-484-8481, CRC: 916-691-7323, FLC: 916-608-6549, EDC: 530-642-5605, SCC: 916-558-2321); **OR**,
3. You may complete an AUTHORIZATION FOR TRANSFER OF FUNDS form during orientation in Human Resources; or, through the payroll department (916-568-3025) at any time, and your pay warrants will be deposited electronically. *Note: If you choose automatic transfer you will automatically receive your warrant stubs through Employee Self Service (ESS) system, if you opt to have printed copies of your stub available to pick up at your campus business office, you can elect to do so through the Self Service system.

SALARY PLACEMENT

Your salary assignment will be based on upper division and graduate semester units completed *AFTER* obtaining the bachelor's degree. Units must be obtained from an accredited college or university. Official transcripts must be received within *SIXTY (60)* days of your first day of employment (start of your assignment). Initial placement may vary from Class I to Class V depending on degrees and units as follows:

Class I	Class II	Class III	Class IV	Class V*
AA/AS; or, BA/BS; or, Alternate Placement**	AA/AS + 90; or, BA/BS + 30; or, MA/MS; or Alternate Placement** Credential***	BA/BS + 54; or, MA/MS + 24 or, Alternate Placement** Credential + 24***	BA/BS + 78; or, MA/MS + 48 or, Alternate Placement** Credential + 48***	PhD; or, J.D.; or, D.C.; or, D.V.M.

*Note: All law degrees must be from a university that is accredited by the American Bar Association (ABA) or the California Bar Association (CBA). In order to be paid at Class V, the doctorate degree must be in the discipline, or a reasonably related discipline, to the discipline being taught.

**Note: Alternate initial placement for Career and Technology Faculty, see Alternate Salary Placement section.

***Note: Credential must be a California Community College "Valid for Life" Credential.

Units past the bachelor degree *cannot* be counted unless the transcript where your bachelor degree was earned is received, showing the confer date of degree. If your bachelor and master degrees were earned at different universities, both transcripts *must* be received. If you have earned upper division units at multiple universities, then all multiple university transcripts must be received. If you have transfer units that you want to be counted as "units past the degree" then the transcript where the transfer units were earned must be received. All transcripts must be official, sealed and un-opened; otherwise they will *not* be accepted.

ALTERNATE SALARY PLACEMENT

Alternate Initial Placement for Career and Technology Faculty Hired Under California Code of Regulations Title 5 Section 53410 (Tech/Voc)

Class I:

BA/BS degree plus 2 years of full-time equivalent employment in the discipline being taught; **OR**, AA/AS degree plus 6 years of full-time equivalent employment in the discipline being taught.

Class II:

MA/MS degree; **OR**, BA/BS degree and have completed 30 semester units beyond a BA/BS degree; **OR**, BA/BS degree plus 2 years of full-time equivalent employment in the discipline being taught and have completed 12 units of education coursework in teaching methodology; **OR**, AA/AS degree plus 6 years of full-time equivalent employment in the discipline being taught and have completed 30 units beyond the AA/AS degree, including 12 units of education coursework in teaching methodology; **OR**, Faculty in the careers and technology area who possess a valid, 100% life credential in the discipline being taught.

Class III:

MA/MS degree and 24 units beyond a MA/MS degree; **OR**, BA/BS degree and have completed 54 semester units beyond a BA/BS degree; **OR**, BA/BS degree and have completed 12 units of education coursework in teaching methodology and an additional 42 units beyond the BA/BS degree; **OR**, possess a 100% life credential for careers and technology subjects and have completed 24 semester units beyond a life credential.

Class IV:

MA/MS degree and 48 units beyond a MA/MS degree; **OR**, BA/BS degree and have completed 78 units beyond a BA/BS degree; **OR**, BA/BS degree and have completed 12 units of education coursework in teaching methodology and an additional 66 units beyond the BA/BS degree; **OR**, possess a 100% life credential for careers and technology subjects and have completed 48 semester units beyond a life credential.

Class V:

Must meet all requirements in Class IV and the Doctoral Degree must be earned in a field directly related to the initial assignment.

Coursework in Teaching Methodology**CSUS Community College Faculty Preparation Certificate requires 12 units as listed:**

- ID 250 "The Community College Institution and Student" (3 units)
- ID 251 "Curriculum, Instruction and Assessment at the Community College (3 units)
- ID 252 "Theory and Practice: Effective Teaching and Classroom Communication Strategies" (3 units)
- ID 253 "Sponsored Experiences at the Community College (3 units)

CSUS California Adult/Vocational Education Subjects Designated Teaching Credential requires 12 units as listed:

- EDS 102 "Characteristics and Management of Vocational/Technical/Applied Academics Education for Adult Students"
- EDS 103 "Assessment and Instruction in Vocational/Technical/Adult/Applied Academics Education"
- EDS 104 "Teaching Diverse Learners in Vocational/Technical/Adult Education"
- EDS 105 "Advanced Instructional Design, Program Evaluation and Leadership in Vocational/Technical/Adult/Applied Academics Education"

- Units noted above are acceptable for salary advancement while teaching in Careers & Technology without the credential being issued.
- Units noted above are lower division and do not need to be pre-approved for past or future salary placement as long as the employee has completed their AA and has 6 years of experience.
- Lower division units for salary placement purposes, other than units listed above, still must be pre-approved.
- All twelve units for either certificate must be complete for salary class placement

INITIAL SALARY CLASS PLACEMENT

For new faculty members: LRCFT 2.8.6 – "For faculty members new to the District, official college transcripts and/or advanced degrees and/or occupational experience must be on file in the District Human Resources Office within sixty (60) days after the first day of employment with the District."

A *new* faculty member will be initially placed on the salary schedule according to their unofficial transcripts.

Class I for an AA/BA

Class II for MA

Class V for Ph.D., J.D., D.C. or D.V.M. (The degree must be reasonably related to the discipline being taught.)

Please note that even if official transcripts are received in HR at the time of orientation, you may still be paid according to the above procedure. This is due to the high volume of new faculty members each academic year and the need to evaluate all transcripts for proper class placement.

If no unofficial transcripts are submitted, initial placement will be at Class I, Step 1.

The faculty member then has 60 days from their ***first day of employment*** (start of assignment) to provide official sealed un-opened transcripts and/or a foreign transcript evaluation from a Los Rios approved agency (<https://www.losrios.edu/community/jobs-at-los-rios/application-attachments/foreign-transcript-evaluation>). If the official transcripts are received within the 60-day deadline, the transcripts will be evaluated and the faculty member will be placed on the salary schedule accordingly. Salary placement will be effective retroactive to the start of the assignment.

If official transcripts are ***not*** received within the 60-day deadline, but are received before the next semester, the employee will be paid at Class I, Step 1, for the remainder of the semester, and all overpaid monies will be collected. Correct placement on the salary schedule will become effective the beginning of the next semester, and the faculty member will not receive retroactive payment.

SALARY SCHEDULE CLASS ADJUSTMENTS

For continuing faculty members: LRCFT 2.9.2 – “In order for faculty members to receive class placement adjustments, evidence of work completed must be on file by August 15 for adjustment to be effective for the academic or fiscal year. Evidence shall be documents issued by the fully accredited institutions and faculty members shall certify accuracy. Official college transcripts and/or advanced degrees must be on file in the District Human Resources Office within sixty (60) days ***after the class placement adjustment becomes effective***. Adjustments required by documentation provided after the (60) day period will be made at the beginning of the next semester of employment.”

1. A continuing faculty member has until August 15 of each year to provide “evidence” of work completed. Within 60 days ***after the class placement becomes effective*** the faculty member must provide official sealed un-opened transcripts. If both of these deadlines are met, Class adjustment is effective Fall.
2. If “evidence” is received by the August 15 deadline date, but the official transcripts are not received within the 60 day deadline, Class adjustment is effective Spring.
3. If “evidence” is not provided by August 15, Class advancement will not be effective until the beginning of the next academic year (the next Fall semester). Note: the August 15th "evidence" is a place holder.

OPPORTUNITIES FOR SALARY SCHEDULE ADVANCEMENT

Advancement can be earned with degrees, upper division units and pre-approved lower division units or non-academic activities. Refer to section 2.9 of the LRCFT Agreement for details. Lower division units and/or non-academic activities earned prior to employment with LRCCD cannot be used for salary schedule advancement. For salary advancement purposes, lower division units and/or non-academic activities must be applicable to your job assignment with LRCCD and must be pre-approved. The required form “Application for Credit for Salary Schedule Advancement for Lower Division Units, Continuing Education Units, and Non-Academic Activities” is available at (refer to the application form for directions): <https://employees.losrios.edu/docs/lrccd/employees/hr/forms/application-credit-salary-schedule-advancement.pdf>. Courses and/or workshops attended during your scheduled LRCCD work hours will not be approved for salary schedule advancement purposes. Activities taken to meet flex obligations cannot be used for salary schedule advancement. You may call 916-568-3179 for additional information.