

ARTICLE V

CERTIFICATED SALARY

10501. RECORD OF SALARY PAYMENTS OF CERTIFICATED EMPLOYEES.  
A record of salary payments of all certificated employees shall be maintained by Business Services. Business Services shall compute and determine the salary step advancements for service to which employees are entitled in accordance with the regulations of the Board.

Adopted 08-30-72

10503. MONTHLY RATE. Monthly rate as used in rules for certificated employees is the rate for a four-week pay period.

Adopted 08-30-72

Amended 11-26-85

10504. CHANGE IN NUMBER OF HOURS, DAYS, OR MONTHS OF ASSIGNMENTS DOES NOT CONSTITUTE A CHANGE OF CLASS.  
For the purpose of these rules the transfer of certificated employees from one assignment to another with similar duties for a different number of hours, days, or months shall not be considered a change of class.

Adopted 08-30-72

10505. SALARIES OF FRACTIONAL-TIME CERTIFICATED EMPLOYEES. Each certificated employee with less than a full-time assignment shall receive the same fraction of full salary for his position which his fraction of assignment bears to full-time assignment.

Adopted 08-30-72

10507.

ALLOCATION TO SALARY SCHEDULE OF CERTIFICATED EMPLOYEES  
CARRIED OVER FROM THE PRECEDING SCHOOL YEAR.

A. Certificated employees carried over from the preceding school year in the same class or who are assigned to another class on the same salary schedule at the same time that they are allocated to the salary schedules for the ensuing school year shall be allocated to the salary schedule for the ensuing school year in accordance with the following procedures.

1. Allow a one column advancement for employees assigned on the preparation salary schedule where such employees are entitled to said column advancement within the limits of the schedule and in accordance with existing Board Rules.
2. Based on the salary schedule of the preceding school year, allow a one-step advancement for employees who are entitled to said step advancement in accordance with existing Board Rules governing step advancement within the limits of the schedule.
3. Place each employee on the salary schedule for the ensuing school year for his/her class on the numbered step and, in the case of preparation salary schedule, on the lettered column and numbered step that corresponds to his/her column letter and step number as determined in "1" and "2" above.

Adopted 08-02-72  
Amended 08-30-72

- B. Certificated employees carried over from the preceding school year who are assigned to a higher class at the same time that they are allocated to the salary schedule for the ensuing school year shall first have their salary determined on the appropriate salary schedule for the ensuing school year on the basis of the position from which assigned in accordance with "A" above, then allocated to the monthly rate on the salary schedule for the higher class which is next above the monthly salary rate to which entitled in their former class. If an employee may be considered to be carried over from the preceding school year from either of two classes and the resulting rates would be different, he shall have the benefit of the higher rating.
  
- C. Certificated employees carried over from the preceding school year who are assigned to a lower class at the same time that they are allocated to the salary schedule for the ensuing school year shall first have their salary determined on the salary schedule for the ensuing school year on the basis of the position from which assigned in accordance with "A" above, then allocated to the same rate if it appears on the schedule, or, if the rate does not appear, the nearest rate above on the schedule for the lower class as in the former class, but not in excess of the maximum of the lower class.
  
- D. If step advancement, reallocation, or reclassification of a class, and promotion or demotion from such class become effective at the same time, salary adjustments for the incumbents affected shall be made according to the following priority.
  - 1. Allow any earned step advancement and, if on the preparation salary schedule, any earned columnar advancement on last salary rate received.

Adopted 08-02-72  
Amended 08-30-72

2. Allow for increase or decrease due to reallocation or reclassification of the class according to "B" or "C".
3. Allow for increase or decrease due to promotion or demotion according to "B" or "C".

Adopted 08-02-72  
Amended 08-30-72

10507.10 Allocations to be within Range of Salary Schedule. All allocations to the salary schedules shall be at a rate not less than the minimum nor more than the maximum of the salary schedule of the class to which the employee is assigned, unless otherwise specifically authorized in these Rules.

Adopted 08-30-72

10508. DEFINITION OF PROMOTION. An assignment to a class on a higher schedule number or having a higher maximum salary rate than that of the former class, or than the flat rate of the former class, other than a reclassification or reallocation or assignment from a certificated faculty position to a certificated management position, shall be a promotion. For the purpose of this Rule, a transfer between assignment bases shall not be considered a promotion.

Adopted 08-30-72  
Amended 12-19-79

10509. ALLOCATION OF ACADEMIC ADMINISTRATORS TO A SALARY SCHEDULE. A new employee hired to an academic class or a current employee promoted, reclassified, or reallocated to a higher class which is academic shall be placed on the salary schedule for that class at a pay period rate which, including applicable differentials and increments, is closest to five percent above the salary rate to which the employee was entitled in his/her former class or position (including status on the schedule, career increments, degree, certificate and responsibility differentials); subject to the following provisions:

Adopted 08-30-72  
Amended 12-19-79  
Amended 04-25-84  
Amended 07-11-90  
Amended 12-06-00

A. If the employee is returning to a higher class to which he/she had been assigned earlier in the same school year, the salary in the higher class shall not be greater than it would have been had he/she remained in this class during the entire school year.

Adopted 08-30-72

B. If an employee is promoted to a position on an assignment basis which begins before the assignment basis of his/her former position after the close of a school year and prior to the opening of school in the following school year he/she shall be allocated to the salary schedule for the higher class according to the step and columnar placement to which he/she would be entitled had he/she remained in the position he/she held at the close of school and on the basis of study completed and point applications and verifying documents on file by the effective date of assignment to the higher class.

Adopted 08-30-72

10509.13 Salary Rate for an Employee Assigned, Other than by Reclassification or Reallocation, to a Class on the Master Salary Schedule Having a Lower Schedule Number. A certificated employee assigned, other than by reclassification or reallocation, to a class having a lower schedule number on the master salary schedule than that of the class from which assigned shall be allocated to the same pay period rate if it appears on the lower schedule number, or, if the rate does not appear, the rate closest to the former rate.

Adopted 12-06-00

10510. STEP AND COLUMNAR STATUS MAINTAINED WHEN SALARY RANGE FOR A CLASS IS REVISED. Whenever the salary range for an entire class is revised, the salary of each continuing incumbent in a position to which the revised range applies shall be adjusted to the numbered step and, in the case of the preparation schedule, to the numbered step and lettered column in the new range, as designated the equivalent to his/her step number and column letter in the previous range. This change in salary shall not affect his/her eligibility for step or columnar advancement.

Adopted 07-19-72

10511. MAXIMUM STEP OR MINIMUM COLUMN DEEMED MAXIMUM OF PREPARATION SCHEDULES IN DEFINING A HIGHER OR LOWER SALARY RATE. When transferring from a preparation salary schedule to the master salary schedule, as provided elsewhere in these Rules, the maximum step of the minimum column of the preparation salary schedule shall be deemed to be the maximum of such schedule in defining a higher or lower maximum salary rate, and "salary differentials" shall not be considered.

Adopted 08-30-72

10512. SALARY RATES FOR EMPLOYEES ASSIGNED TO POSITIONS HAVING RESPONSIBILITY DIFFERENTIALS.

- A. Certificated employees other than training or supplemental instructors who have received a responsibility and/or degree or certificate differential during their regular assignment basis in addition to the monthly rate to which entitled on the preparation salary schedule shall receive the salary rate in the higher class which is next above the combined preparation salary entitlement including any degree or certificate differential and the responsibility differential.
- B. When the additional responsibility for which a salary differential has been received is discontinued, employees receiving such differential shall be continued on the preparation salary schedule at their regular rate including any degree or certificate differential, but excluding the responsibility differential.

Adopted 08-30-72

10512.10 Salary Differential for Certain Assignments Not Considered in Case of Promotion. Training or supplemental instructors promoted to a higher class shall receive the salary rate in the higher class which is next above the salary rate to which entitled in their regular positions in the lower class, including the degree differential, but excluding the "salary differential" received for such assignments.

Adopted 08-30-72

10513. SALARY RATES WHICH ARE DEEMED EQUIVALENT FOR THE PURPOSE OF THE SALARY ALLOCATION RULES. Salary rates are deemed equivalent if the schedule number is the same, whether or not the assignment basis is the same.

Adopted 08-30-72

10513.10 Salary Rates for Substitute Certificated Personnel with Regular Status. In the case of certificated personnel with regular status who serve in substitute status in another class, the employee's salary shall be determined as follows:

- a. When a certificated employee serves as a substitute in a class having a higher maximum salary rate than that of the class to which he/she is regularly assigned, he/she shall receive the salary in the higher class which is next above the salary rate to which entitled in his/her regular class, or the salary on the basis of a promotion according to the provisions of Board Rule 10509, whichever is higher.
- b. When a certificated employee serves as a substitute in a class on an equivalent salary schedule or in a class having a maximum salary rate equal to or less than that of the class to which he/she is regularly assigned, he/she shall receive his/her regular salary if it appears on the schedule, or, if the rate does not appear, the nearest rate above on the schedule for the second class, except that in the case of equivalent schedules, he/she shall receive the rate on the schedule for the substitute position which corresponds to his/her regular rate. In no case shall the employee receive a rate which is in excess of the maximum of the schedule of the class to which he/she is assigned as a substitute.

Adopted 08-30-72  
Amended 11-26-85

- c. The salary rates provided for substitutes under the conditions of "A" and "B" above shall be paid for such substitute service during any pay period in which the employee substitutes for five or more days. In other cases when the substitute service is for less than five days, the salary of the employee in his/her regular position shall be paid, provided this is not in excess of the maximum rate of the class to which he/she is assigned as a substitute, in which case the maximum rate of the substitute class shall be paid.
- d. When a certificated employee paid at an hourly rate is assigned as a substitute in a class paid at a monthly rate, he/she shall receive the rate of the new salary schedule as a new substitute employee in the class to which assigned unless entitled to a higher rate under salary restoration rules.

Adopted 08-30-72  
Amended 11-26-85

10513.11 Salary Rate for an Employee Assigned to a Third Class While Serving in a Second Class. The salary rate of an employee who is assigned to a third class while on leave of absence from a first class to serve in a second class shall be determined on the basis of the salary rate to which the employee is entitled in the first class, except that when service in the second class has been for one school year or more the salary rate of either the first or the second class, whichever is greater, shall be used as the basis for determining the salary rate in the third class.

Adopted 08-30-72

10513.12 Salary Rate for an Employee Assigned to a Third Class While on Leave of Absence from a Second Class. The salary rate of an employee who is assigned to a third class while on leave of absence from a position in which he has had no prior service in order to continue in his former regular class shall be determined on the basis of his salary rate in such former regular class.

Adopted 08-30-72

10513.13 Salary Rate for an Employee Assigned, Other than by Reclassification or Reallocation, to a Class on the Master Salary Schedule Having a Lower Schedule Number. A certificated employee assigned, other than by reclassification or reallocation, to a class having a lower schedule number on the master salary schedule than that of the class from which assigned shall be allocated to the same pay period rate if it appears on the lower schedule number, or, if the rate does not appear, the next rate above the former rate or the maximum rate of the lower schedule number, whichever is lower.

Adopted 08-30-72

10513.15 Change of Employee's Assignment Basis Between July 1 and Beginning of Fall Semester. A certificated employee whose position is changed to another assignment basis effective during the period from July 1 to the beginning of the fall semester, inclusive, shall be given the salary rate in the new assignment based on the step to which he would have been entitled on the first day of the fall semester in the former assignment.

Adopted 08-30-72

10513.16 Salary Determination When Employee is Transferred to Preparation Salary Schedule.  
In the case of assignment from a class on the master salary schedule to a class on any preparation salary schedule the employee's salary shall be determined as follows:

- a. Allow point credit for approved preparation and place on the appropriate column of the applicable preparation salary schedule.
- b. Allocate to step on column determined by "A" above, by rating-in verified applicable experience credit earned before appointment as a probationary employee of the District.
- c. Allow one additional step on the same column determined by "A" above for each year step advance has been earned as a certificated employee, not to exceed the maximum of such column.

Adopted 08-30-72

10514. SALARY RATES FOR DAY-TO-DAY SUBSTITUTE SERVICE.  
Certificated employees assigned on a day-to-day basis to replace an employee paid on the preparation salary schedule shall be paid on a flat rate as indicated below:

Full-day rate. Assignments that include three or more clock hours from the starting time to the completion time.

Half-day rate. Assignments that include fewer than three clock hours from the starting time to the completion time.

Adopted 08-21-74  
Amended 11-26-85

10516. APPROVED EXPERIENCE-NEW EMPLOYEES. New employees in positions requiring certification qualifications assigned to positions paid on the preparation salary schedule shall be allowed credit for the types of paid experience which are listed below, for the purpose of allocation to the salary schedule; provided, that proof of such experience has been submitted according to the provisions of Board Rule 10517 and the Chancellor or his designated representative has approved such experience; and provided further, that no more than one year of credit may be granted for experience acquired during any one calendar year.

Experience as an evening instructor or teacher in special day and evening classes for adults shall be computed on the basis of three hours of classroom teaching as the equivalent of one day. No such credit shall be given for evening experience on any date for which full-time day experience is granted.

- A. Experience as a certificated employee in a public school.
- B. Experience after receipt of bachelor's degree as a teacher, librarian, registrar, counselor, supervisor, or administrator in an approved private elementary or secondary school.
- C. Experience as an instructor, librarian, registrar, counselor, supervisor, or administrator in an approved public or private college or university.
- D. Experience after receipt of bachelor's degree as a professional librarian in an approved public or private library.
- E. Experience after receipt of bachelor's degree as a professional psychologist or social worker in an approved public or private agency.
- F. Experience after receipt of bachelor's degree as a public health nurse in an approved public or private agency.

Adopted 08-30-72  
Amended 08-21-74  
Amended 11-26-85  
Amended 02-08-06

- G. Experience in a capacity which relates directly to the assigned duties in disciplines designated in the agreement with the faculty exclusive representative.
- H. Active military service from December 8, 1941 through December 31, 1946 and after June 27, 1950. Credit for such service shall be given on the basis of one calendar year of military duty or major fraction thereof being equal to one year credit. Official verification of dates of active military service an Honorable Discharge or verification of satisfactory service shall be presented.

Adopted 08-30-72  
 Amended 08-21-74  
 Amended 11-26-85

10517. CREDIT FOR APPROVED TRAINING AND EXPERIENCE. Credit for approved training and experience for new certificated employees in positions which are paid on the preparation salary schedule shall be authorized in accordance with the following provisions:

- A. New employees elected to a position on the preparation salary schedule shall be elected to the minimum step and column applicable to the class in which the employee is to serve pending approval for advance step and/or column placement.
- B. Allocation above the minimum placement for such new employees shall only be permitted in accordance with the following conditions:
  - 1. An application for credit for previous training, advanced degree, and experience must be filed on the proper forms with verifying documents attached.

Adopted 08-30-72  
 Amended 08-21-74  
 Amended 11-26-85

2. The date that the application is filed is the date that it is received in the Human Resources Division or if sent by United States Mail, the date of the postmark. The effective date of an advance step and/or column placement depends upon the filing date of the salary application and verifying documents according to the following table but in no case earlier than the effective date of assignment.

Date of Filing	Effective Date
Within 2 calendar months from date of assignment order or 2 calendar months from effective date of election, whichever is later.	Effective date of election.
After above two-month period	Beginning of following regular pay period.

- C. If an employee files a protest of the evaluation of his/her salary application in accordance with Rule 10601.11 and related administrative regulations and additional credit is allowed, any salary adjustment shall be retroactive to the effective date of an allowance based on the original claims.
- D. If a substitute employee who is assigned to probationary status in a position paid on the preparation salary schedule has previously filed an application for allocation on the schedule, the placement on the preparation salary schedule shall be based upon records on file in the Human Resources Division. Supplemental applications may be filed according to the provisions of "E".

Adopted 08-30-72  
 Amended 08-21-74  
 Amended 11-26-85

- E. A new probationary employee who has filed an application may file additional supplemental applications. Allocation to a higher step and/or column or allowance of a degree differential on the basis of a properly filed supplemental claim shall be effective on the same basis as provided in Item "B-2" of this Board Rule.
  
- F. Previous training and experience is defined as training and experience completed before the effective date of election. In order to receive credit for an advanced degree, the degree must have been granted or there must be satisfactory evidence that all requirements for the degree were completed and of eligibility to receive the degree prior to the effective date of election.

Adopted 08-30-72  
 Amended 08-21-74  
 Amended 11-26-85

10519.10 Allocation to Hourly Rate Salary Schedule.

a. Permanent certificated employees

1) With basic assignment on Preparation Schedule

<u>Preparation Schedule</u>		<u>Semester Schedule</u>	
<u>Step</u>	<u>Column</u>	<u>Step</u>	<u>Column</u>
2	A	3	K
3 or higher	A	4	K
2 or higher	B	3	L
2 or higher	C or higher	3	M

Adopted 07-19-72  
 Amended 08-20-75

- 2) With basic assignment on Master Schedule

Allocate to the Preparation Salary Schedule in accordance with Board Rule 15013.16, then place on Hourly Rate Schedule with the same benefits as "1" above.

- b. Non-permanent certificated employees of the District

- 1) A former hourly rate employee who returns to service as an hourly rate employee shall be rated-in in accordance with Board Rule 10524.
- 2) All other employees shall be placed on Step 1, Column K.

Adopted 07-19-72  
Amended 08-20-75

10520. SUPPLEMENTAL INSTRUCTORS-ASSIGNMENT AND PAYMENT OF SALARY. The assignment of instructors, including substitutes, as supplemental instructors shall be in accordance with the following provisions:

Adopted 08-30-72  
Amended 11-26-85

- A. Instructors, including department chairpersons may be given supplemental assignments in after school activity in the fields of drama, instrumental music, choral music, stagecraft, journalism, year book and speech, and in other suitable activity areas not included within the full-time assignment or organized classroom or other recognized college activities when approved by the Chancellor or a designated representative.

Adopted 08-30-72  
Amended 11-26-85

- B. Period of Assignment. The number of supplemental assignments an employee may receive in any one semester and the period for which supplemental instructors are assigned shall be established by the Chancellor.
- C. Additional to Regular Assignment. Supplemental assignments shall be assignments in addition to the regular full-time assignment of organized classroom teaching or other recognized college activities and the usual additional pertinent duties.
- D. Supplemental instructors shall be paid only for time actually served at the rate established in the current salary schedules.

If assignment is for 40 hours or less per semester, payment will be made at the end of the semester, if for more than 40 hours per semester payment will be made at the end of each pay period.

The Chancellor shall establish the necessary administrative procedures for the processing of such assignments and the review and checking of all time reports incident thereto.

Adopted 08-30-72  
 Amended 11-26-85

10521. TRAINING INSTRUCTORS-ASSIGNMENT AND PAYMENT OF SALARY. Employees who are assigned as training instructors for the purpose of the direct supervision and instruction of the classroom teaching of student instructors shall receive for such service a responsibility differential, as established in the current salary schedule, in addition to the monthly rate to which entitled on the salary schedule.

Adopted 08-21-74

A semester unit of directed teaching equals one semester of approximately 18 weeks of direct supervision and instruction per student instructor for 20 minutes per day, three days per week, or the equivalent of approximately 18 hours per semester. A semester unit during the summer session equals approximately six weeks of direct supervision and instruction per student instructor for 60 minutes per day, three days a week.

In cases where the training instructor has more than one student instructor assigned to him/her at any one time, the amount received by the training instructor shall be increased proportionately. In no case shall the compensation paid for the service of training instructors exceed the established salary rate per semester unit.

For the purpose of prorating the salary of employees who render service as training instructors during a part of a semester or a part of a summer session, where one regular training instructor replaces another training instructor, the instructor having the longer assignment shall be paid. The payment of salary shall be prorated according to the following table:

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Number of weeks of service as a training instructor	Fractional part of training instructor's salary to be paid
Nine or less per semester	one-half
More than nine per semester	one
Three or less per summer semester	one-half
More than three per summer semester	one

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The Chancellor shall establish the necessary administrative procedures for the processing of such assignments and the review and checking of all time sheets incident thereto.

Adopted 08-21-74

10524. RETURN TO SERVICE-ALLOCATION TO SALARY SCHEDULE.

A former certificated employee who reenters service in the same or equivalent class in the District shall be allocated as follows:

- A. Allow any step advancement earned in last assignment for which salary was received.

Adopted 08-21-74

- B. Make any adjustment in the schedule, step, and column due to changes in salary schedules during the period of absence from service.

- C. Place on the step determined by "A" and "B" above except that for an employee who returns after an absence of more than 39 months, but not more than 10 years and four months, after the last day for which he/she received salary, including service as a substitute in the same or equivalent class, the placement shall not be higher than the maximum step a new employee can be allocated on the preparation salary schedule, Step 3 on the master salary schedule, or Step 2 of Column K of the hourly rate salary schedule. If more than 10 years and four months elapsed since the last day for which salary was received, the step placement shall be based on applicable salary allocation rules.

Adopted 08-21-74

Amended 08-20-75

- D. If assigned to a position on the preparation salary schedule, allocate to the column of the schedule to which assigned on the effective date of his/her termination, provided that, if the employee has met the qualifications for columnar advancement which are in effect at the time of his/her reinstatement, he/she shall be allocated to the first column higher than that upon which he/she was placed on the effective date of his/her termination.

Adopted 08-21-74

- E. Place on the current salary schedule according to the step and/or column determined above or on the basis of allocation as a new employee, whichever is higher, provided that for neither placement may the allocation be to a higher step or higher column than the employee could have received had he/she remained in service.
  
- F. The returning employee shall be given salary restoration effective on the date of return to service on the basis of material currently in the files at the time of his/her return. If evidence of an advanced degree or additional training and experience is filed in the Division of Human Resources within two calendar months from the date of the assignment order returning him/her to service or two calendar months from the effective date or return to service, whichever is later, the higher columnar placement or the placement based on allocation as a new employee shall be effective on the date of return to service. The allocation as a new employee is possible only during the academic year in which the employee returns to service.

Absence from a position while in active military service or its equivalent, as defined in the Education Code, shall not be included in computing the period of time after the last day for which he/she received salary.

(For the purpose of this rule, if employees are assigned to positions while the regular employees are in classes having the same maximum salary rate, the classes are equivalent).

Adopted 08-21-74

10526. STEP ADVANCEMENT-BOARD MAY GRANT OR WITHHOLD. The Board may grant or withhold step advancement on an annual basis. This Board Rule shall be called to the attention of the Board not later than June 15 of each year.

Adopted 08-30-72

10528. SALARY SCHEDULE-DEFINITION OF. For the purpose of Board Rules 10529 through 10534, inclusive, "salary schedule" is defined as a step schedule excluding salaries limited to the lowest applicable step and flat rates.

Adopted 08-30-72

10529. STEP ADVANCEMENT. A certificated employee shall receive a step advancement in his/her assignment within the limitations of the salary schedule of his/her class either at the beginning of the first pay period within his/her assignment basis which commences on or after July 1 or at the beginning of his/her first pay period which commences on or after the beginning of the spring semester in accordance with the following provisions:

- A. Pay Period Rate Employee. The employee must have had an assignment to active service in a certificated position compensated on a pay period rate salary schedule or flat rate for substitutes for at least the number of hours that correspond to 130 days within the limits of his/her A, B, C, D, or M assignment code basis or combination thereof and 12 payroll periods have passed since the last step advance was granted. An assignment to active service on such pay period rate salary schedule as a temporary consultant, active employee, or as a substitute shall count toward the required number of hours of service in the regular assignment. No credit for step advancement shall be allowed for service which provided the equivalent of step advancement for salary determination of an assignment effective on or after the beginning of the current academic year.

Adopted 08-21-74

Amended 07-21-76

For the purposes of this Board Rule, in computing the number of hours that correspond to 130 days, the number of hours that constitute a day is found by dividing the number of hours assigned per month (4 weeks) by 20. If there is a change in the number of assigned hours then the average number of hours per day shall be computed in proportion to the assignments and their respective periods.

Adopted 08-21-74  
Amended 07-21-76

For the purposes of this Board Rule, in computing time served as a flat-rate substitute that corresponds to 130 days, pay for two days at a half-day rate or one day at a full-day rate equals one day.

Adopted 08-21-74  
Amended 07-21-76

- B. Hourly Rate Employee. The employee must have had an assignment to active service in a certificated position compensated on Column K of the hourly rate salary schedule for at least 70 hours within the C assignment code basis and in addition the period of service must have occurred in at least seven pay periods since the last step advance was granted. An assignment to active service as a substitute shall count toward the 70 hours in the regular position.

Adopted 08-21-74  
Amended 08-20-75  
Amended 07-21-76

- C. "Assignment to active service" in the construction of this Board Rule means all of the time for which pay is received, except that excluded in sections "A" and "D". In addition, credit for paid or unpaid time shall be included for leaves of absence listed in Board Rule 10533.

Adopted 08-21-74  
Amended 07-21-76

- D. Extra assignments outside the A,B,C, or D code basis, such as summer session assignments, shall not be counted toward satisfying the step advancement requirement.

Adopted 08-21-74  
Amended 07-21-76

10533. STEP ADVANCEMENT-CREDIT FOR CERTAIN EXPERIENCE-REGULAR EMPLOYEES. Credit for the following experience shall be granted to any employee, other than a substitute employee, on the same basis as if such experience were an assignment to active service in the District:

Adopted 08-21-74

- A. Service in an exchange position.
- B. Sabbatical leave of absence, including time during which the sabbatical leave program was interrupted because of accident or illness, in accordance with Rule 101030.13.
- C. Service as an officer of a certificated employee organization while on leave of absence to serve as such officer.
- D. Service as a member of a local, state, or national legislative body while on leave of absence to serve as such member.
- E. Active military service of the United States of America or of the State of California while on military leave of absence.
- F. Full-time paid service of the American Red Cross during any period of national emergency declared by the President of the United States of America or during any war in which the United States of America is engaged, provided the employee is on leave of absence for such service.

Adopted 08-21-74

- G. Service of the United States Merchant Marine during any period of national emergency declared by the President of the United States of America or during any war in which the United States of America is engaged, provided the employee is on leave for such service.
- H. Federal grant leave of absence.
- I. Satisfactory service as a member of the Peace Corps while on leave of absence to serve as such a member. Acceptable verification of satisfactory service during the period of leave must be received prior to the granting of step advancement.
- J. Work experience leave of absence.

Adopted 08-21-74

- K. Part-time service leave as authorized by Board Rule 10108.16.

Adopted 09-10-75

- L. Exchange leave of absence.

Adopted 11-26-85

10534. STEP ADVANCE-CREDIT FOR CERTAIN EXPERIENCE-SUBSTITUTE EMPLOYEES. Service in any of the following fields, during the period indicated, shall be considered equivalent to certificated service toward step advancement at the beginning of the first pay period of a regular assignment basis which commences on or after July 1 for those substitute certificated employees who have received salary for at least the number of hours that correspond to 130 days in the District, during any year preceding their entry into the service indicated in sections "A" to "C" below and subsequent to any break in service as an employee of the District.

- A. Active military service of the United States of America or of California while on military leave of absence.

Adopted 08-21-74

- B. Full-time paid service of the American Red Cross during any period of national emergency declared by the President of the United States of America or during any war in which the United States of America is engaged.
- C. Service of the United States Merchant Marine during any period of national emergency declared by the President of the United States of America or during any war in which the United States of America is engaged.

Adopted 08-21-74

10535. ELIGIBILITY FOR A DEGREE OR CERTIFICATE DIFFERENTIAL. An employee on a preparation salary schedule is eligible for a degree or certificate differential under the following conditions:

Adopted 04-13-71

Amended 08-21-74

10535.10 Degrees and Equivalent. All degrees must be earned degrees granted by an accredited institution of higher learning, or earned degree of at least equivalent standard granted by a foreign university. The equivalency of such foreign degree shall be determined by the Chancellor.

Adopted 04-13-71

Amended 08-21-74

10535.11 Doctor of Philosophy Degree or Equivalent. Possession of an earned degree of doctor of philosophy or other earned degree of equivalent standard, the granting and equivalence according to the provisions of Subsection 10535.10 above.

Adopted 04-13-71

Amended 08-21-74

10535.12 Professional Doctor's Degree or Equivalent. Possession of an earned professional doctor's degree or other degree of equivalent standard, granted by an accredited institution of higher learning, provided that:

- a. The requirements for the above degree include the completion of a three-year full-time doctoral or equivalent program in the professional field in which the degree is obtained.
- b. The employee has a baccalaureate or other earned degree of at least equivalent standard granted by an accredited institution of higher learning in addition to the professional degree specified in paragraph A above.

Adopted 04-13-71  
Amended 08-21-74

10535.13 Verification. Satisfactory evidence that the degree has been granted or that all requirements have been met and that the employee is eligible to receive the degree must be filed according to the time limits and other point regulations.

Adopted 04-13-71  
Amended 08-21-74

10535.14 Certificate Differential. An employee paid on a preparation salary schedule shall be eligible for a certificate differential equal to the degree differential for an earned doctor's degree in lieu of any degree differential, provided that all of the following conditions are met:

Adopted 04-13-71  
Amended 08-21-74  
Amended 01-12-05

- a. The employee is a member of the State Bar of California or has a certificate issued by the appropriate authorizing entity in one of the fields agreed to by the District and the faculty union.

Adopted 04-13-71  
Amended 08-21-74  
Amended 01-12-05

- b. The employee has a baccalaureate or higher degree from an accredited institution plus 70 semester units of upper division or graduate college work above minimum requirements.

Any employee who does not meet this unit requirement may request an exemption based upon eminence and outstanding accomplishment in his professional field.

- c. The employee has the proper credential and is assigned in a field covered by his professional certificate or membership or is available for such assignment.
- d. The requirements for filing application for a certificate differential and the effective date shall be the same as for degree differentials.

Adopted 04-13-71  
Amended 08-21-74

10535.15 Appeals Committee. In consultation with the faculty union, the Chancellor or his designee shall form an appeals committee as needed to address faculty appeals regarding the awarding of degree and certificate differentials.

Adopted 04-13-71  
Amended 08-21-74  
Amended 11-26-85  
Amended 01-12-05

10536. ELIGIBILITY FOR CAREER INCREMENTS.

A. An employee being paid on the maximum step and column of the preparation salary schedule is eligible for career increments under the conditions stated below. A year of service is defined as a year during which the employee has served sufficient time to be eligible for step advancement in accordance with Board Rules governing step advance.

1. First Increment. Has rendered five years of service in the District while allocated to Step 10 or higher of Column E of the preparation salary schedule or a higher rate while not paid on the preparation salary schedule.
2. Second Increment. Has rendered eight years of service in the District while allocated to Step 10 or higher of Column E of the preparation salary schedule or a higher rate while not paid on the preparation salary schedule.

Adopted 07-19-72  
Amended 11-26-85

B. For the purposes of this Board Rule, service rendered previous to a break in service that was greater than 39 months shall not be considered.

Adopted 07-19-72  
Amended 11-26-85

10537. PAYMENT LIMITED TO TIME ACTUALLY SERVED-EXCEPT AS PROVIDED HEREIN. Salary payments under the provisions of Board Rules 10538 to 10540, inclusive, shall be made only for time actually served, and for benefits to which entitled under other Board Rules.

Adopted 08-30-72