

	<b>LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE</b>	<b>HR H-511</b>
		<b>STEP (LEVEL) ADVANCES, FACULTY</b>
<b>ISSUE DATE:</b> October 9, 2007	<b>SERVICE:</b> <input checked="" type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED	
<b>REPLACES:</b> HR Guide H-511 Dated January 10, 2007	<b>CHANGES:</b> <ul style="list-style-type: none"> <li>Figure H-511 updated to reflect current pay rates adopted by the Board of Trustees, September 9, 2007.</li> </ul>	

## I. POLICY

It is the policy of the District to grant or withhold faculty earned step advancements annually.

## II. DEFINITIONS

- **Adjunct Faculty** is any faculty member who is employed at an adjunct rate pursuant to Education Code § 87482.5 for no more than 60 percent of the load of scheduled duties for a full-time regular faculty member having comparable duties averaged over the semester.
- **Monthly Rate (Contract) Faculty** is a full-time faculty member paid on the Faculty Preparation Salary Schedule.
- **Paid Active Service** includes time for which pay was received. Designated leaves of absence are also counted as paid active service for purposes of step advance.
- **Pay Scale Area** means a set of jobs who share the same salary schedules. This guide refers to two pay scale areas which in SAP are identified as:
  - Pay Scale Area 3, Faculty, Regular who share the preparation salary schedules.
  - Pay Scale Area 4, Faculty, Adjunct who share the adjunct salary schedules.
- **Salary Schedule** is a set of rates of pay along with the associated rules and policies governing the application of the schedule to specific employee assignments.

## III. REQUIREMENTS

### A. General Requirements

1. **Step Dates:** Step advances for eligible faculty are processed three times a year to be effective on July 1(12 month faculty only). September 1(10 month faculty only) or February 1 (all faculty). Only one step advance can be granted per year per faculty member.
2. **Eligibility:** To be eligible for a step advance, a faculty member must be in paid active service or on one of the leaves of absence specified in LACCD Board Rule 10533 for at least 130 paid days and at least 12 months must have passed since the last step advance was granted.

3. **Leaves of Absence:** For service credit to be granted toward step advance, the faculty member must be in paid status unless on one of the designated leaves of absence designated as a creditable leave of absence by board rule. Table 511A, Step Advance Creditable Leaves of Absence, below, identifies such leaves of absence.
  - a. For leaves such as illness and industrial accident, service credit is earned as long as the leave is paid. Should the leave of absence become unpaid, step advance service credit does not accrue.
  - b. Time spent in an unpaid leave of absence that is not on the designated list is not included in step advance calculations.
  - c. Part-time leave status is granted for the creditable leaves of absence and earns step advance credit accordingly.

<b>TABLE H-511A STEP ADVANCE CREDITABLE LEAVES OF ABSENCE</b>		
<b>LEAVE TYPE</b>	<b>FACULTY</b>	
	<b>CONTRACT<sup>1</sup></b>	<b>ADJUNCT<sup>2</sup></b>
Exchange	X	
Governmental Service <sup>3</sup>	X	
Grant	X	
Military	X	X
Organization	X	
Part-Time Service <sup>4</sup>	X	
Peace Corps	X	
Sabbatical	X	
Work Experience	X	
<sup>1</sup> LACCD Board Rule 10533 <sup>2</sup> LACCD Board Rule 10534 <sup>3</sup> Includes Legislative, Merchant Marine, and Red Cross service. <sup>4</sup> LACCD Board Rules 10533 and 10108.16		

4. **Concurrent Assignments**
  - a. Creditable time is earned separately for each eligible assignment according to a faculty member's assignment on the salary schedule. When one assignment in a faculty pay scale area is eligible for a step advance, all assignments in that pay scale area (PSA) are eligible for the step advance. All assignments in that pay scale area then "reset" their days credit "counter" to zero.
  - b. If a person is concurrently in two assignments, one of which is 10 month and the other is 12 month, eligibility for a step advance on July 1 will result in the actual step advance being granted for the 12 month assignment on July 1 and the 10 month assignment on the following September 1.
5. A change in position does not affect the accumulation of days for step advancement as long as the new position is in the same Employee Pay Scale Area.

6. The District maintains records of days/years of active service earned beyond the maximum of the last step on a pay scale. However, such record keeping does not imply any entitlement to extra compensation.
7. Step advance credit is recorded in days.
8. Extra days of service do not result in a "bonus step" effect when moving from a schedule with fewer steps to one with more steps.
9. The following are not counted in Step Advances calculations.
  - a. Winter intersession and Summer Session assignments
  - b. Stipends (wage payments not based on scheduled work hours)
  - c. Salary changes due to COLA and/or other rate adjustments
10. The Board of Trustees may grant or withhold step advances on an annual basis (Board Rule 10526).

**B. Monthly Rate (Contract) Faculty**

1. All monthly rate (contract) faculty paid on the preparation schedule:
  - a. Retain the same pay scale and level when partially or fully reassigned from one monthly rate faculty position to another.
  - b. Receive 20 days credit for each month paid toward step advance. If for some reason a portion of the month is unpaid, the same percentage reduction is applied to the 20 days credit. For example, if one half the month is unpaid, only 10 days credit is earned.

**2. Levels, Steps, and Career Increments**

- a. Step advance on the Faculty Preparation Salary Schedule is an automatic process based on a faculty member's PSA, job classification, paid active service, longevity, and individual faculty member's assignment to the salary schedule at the time step advance is computed. In the District's computer system, this process is called Level Advance.
- b. Unless limited below, automatic step advancement for eligible employees occurs through designated salary levels as follows:
  - 1) Steps 1 through 12 may be advanced annually.
  - 2) Step 13 is three-year transition phase.
  - 3) Career Increments are advanced every three years.
- c. Figure H-511, Levels, Steps, and Career Increments, illustrates the salary progression process.

FIGURE H-511 – LEVELS, STEPS, AND CAREER INCREMENTS \*

LEVELS, STEPS, AND CAREER INCREMENTS		
COLUMN E		
1	\$5,747	1
2	5,954	2
3	6,168	3
4	6,390	4
5	6,620	5
6	6,859	6
7	7,105	7
8	7,361	8
9	7,626	9
10	7,901	10
11	8,185	11
12	8,480	12
13	8,785	13
14	8,785	13
15	8,785	13
16	8,995	1
17	8,995	1
18	8,995	1
19	9,210	2
20	9,210	2
21	9,210	2
22	9,430	3
23	9,430	3
24	9,430	3
25	9,655	4
26	9,655	4
27	9,655	4
28	9,885	5
29	9,885	
30	9,885	
31	9,885	
32	9,885	
33	9,885	
34	9,885	
35	9,885	

**Level:** An advance on a pay scale based on a year of service defined as at least 130 paid work days within a 12 month period. A level advance does not necessarily result in greater compensation as demonstrated in the chart above.

**Step:** An advance in pay based on a year of service defined as at least 130 paid work days. The number of steps for which additional pay is granted is limited in number based on the applicable pay scale for the assignment.

**Career Increment:** An advance in pay based on three years of service defined as three separate level advancements.

\* Adapted from pay rates adopted by the Board of Trustees on September 9, 2007, Board Report, Human Resources Division, communication 2, effective July 1, 2007.

**C. Adjunct Faculty**

1. All adjunct faculty positions on a adjunct pay scale retain the same level when partially or fully reassigned from one adjunct faculty position to another. Since different adjunct pay scales have different numbers of levels, a new assignment is limited to the maximum level allowed for a particular pay scale
2. Since Adjunct Faculty and Regular (Contract) Faculty assignments are in different Pay Scale Areas (PSA) and use different methods to compute credit, the days credit calculations are kept separate and distinct for each group.
3. In order to receive a step advance, the total of all adjunct assignments (classroom and non-classroom) must be paid for at least 130 days (excluding summer and winter) and 12 months must have passed since the last step advance was granted.
4. **Adjunct Faculty Step Advance Formula:** Add all adjunct hours (classroom and/or non-classroom assignments) paid for each Fall/Spring month and multiply by 2. The answer is the days credited per month.
  - a. The limit is 20 days per month.
  - b. Hours assigned and scheduled but not paid do not count.
  - c. Table 511B, Adjunct Faculty Step Advance Days Credit Per Month, lists how many days may credited per total monthly hours paid for adjunct faculty.

<b>TABLE H-511B ADJUNCT FACULTY STEP ADVANCE DAYS CREDIT PER MONTH <sup>1</sup></b>	
<b>TOTAL MONTHLY HOURS <sup>2</sup> PAID</b>	<b>DAYS CREDIT</b>
1	2
2	4
3	6
4	8
5	10
6	12
7	14
8	16
9	18
10	20
11 or More	20
<sup>1</sup> No credit during summer or winter intercession <sup>2</sup> Standard hours for classroom faculty; Actual hours for non-classroom faculty	

IV. **ADDITIONAL SOURCES**

**LACCD BOARD RULES**

Chapter X, Human Resources

[Article V, Certificated Salary](#)

10510 Step and Columnar Status Maintained When Salary Range for a Class is Revised

10524 Return to Service – Allocation to Salary Schedule

10526 Step Advancement – Board May Grant or Withhold

10528 Salary Schedule

10529 Step Advancement

10533 Step Advancement – Credit for Certain Experience – Regular Employees

10534 Step Advancement – Credit for Certain Experience – Substitute Employees

**LACCD HUMAN RESOURCES GUIDES**

[HR H-500 Pay Scales](#)

HR H-510 Level (Step) Advances

**LACCD COLLECTIVE BARGAINING AGREEMENTS**

[AFT Faculty Guild Local 1521:](#)

Article 30 Wage-Step Placement

Appendix A, 2005-06 Faculty Salary Schedules and Rates