

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION

Initial Salary Placement and Advancement

This Memorandum of Understanding (“MOU”) is entered by and between the San Bernardino Community College District (“District”) and the San Bernardino Community College District Teachers Association CTA/NEA (“Association”), collectively, “the parties.”

WHEREAS, the classification advancement process outlined in Appendix B is outdated, by requiring faculty to obtain prior approval from the District before beginning additional education or work experience planned toward column advancement; and

WHEREAS, the language in Appendix B is not referenced in any Article in the agreement;

THEREFORE, the language below shall replace Appendix B: Salary Schedule Regulations, and shall go into effect immediately. Following ratification of the bargaining agreement, the entirety of modified Appendix B shall be incorporated into Article 10: Wages, the current Appendix B shall be removed from the bargaining agreement.

APPENDIX B: Salary Schedule Regulations

Effective June 23, 2020

A. Track Placement for Employees Upon Initial Employment by the District.

1. Initial placement on the Salary Schedule in Appendix A-1 shall be made by the District within its discretion with consideration to applicable governmental vocational regulations and the scope of the employee's assignment. Initial placement on the Salary Schedule in Appendix A-1 shall be on either Track A or Track B.
2. To qualify for placement on Track B, the employee must be assigned to teach in a discipline for which a master's degree is not generally expected or required. After initial placement no change may be made between Tracks A and B unless the employee's assignment changes. Eighty percent of an employee's load excluding overload determines the track.

B. Classification (Column) Placement for Employees Upon Initial Employment by the District.

1. All units and/or degrees must be verified by way of official transcripts by the Office of Human Resources to be counted toward placement.
2. All earned units beyond the bachelor's degree must be earned subsequent to the date of the award of the bachelor's degree.

3. No course, semester units or degree shall be approved by the District for purposes of classification placement unless such course, semester units or degree was earned at an accredited institution of higher learning. A course, semester units or degree may be approved if the institution of higher learning was in the final stage of the accreditation process when the course, semester units or degree was completed; and accreditation is later granted within two (2) years.
4. No course, semester units, degree or work-related experience shall be approved by the District for purposes of classification placement unless such course, semester units, degree or work-related experience is reasonably related to the initial assignment of the employee.
5. All units are semester units. Quarter units shall be converted by multiplying them times a factor of two-thirds (2/3).

Description of Seven Classifications

Class (Column) C

- A. Bachelor's degree or less
- B. Associate's degree + six (6) years of work experience

Class (Column) D

- A. Master's degree
- B. Associate's degree + 45 units + six (6) years of work experience or Bachelor's degree + two (2) years of work experience

Class (Column) E

- A. 55 units beyond Bachelor's degree including Master's degree or Master's degree + 15 units
- B. Associate's degree + 75 units + six (6) years of work experience or Bachelor's degree + 15 units + two (2) years of work experience

Class (Column) F

- A. 70 units beyond Bachelor's degree including Master's degree or Master's degree + 30 units
- B. Bachelor's degree + 30 units + two (2) years of work experience

Class (Column) G

- A. 85 units beyond Bachelor's degree including Master's degree or Master's degree + 45 units
- B. Bachelor's degree + 45 units + two (2) years of work experience

Class (Column) H

- A. 100 units beyond Bachelor's degree including Master's degree or Master's degree + 60 units
- B. Master's degree + two (2) years of work experience

Class (Column) I

- A. Earned Ph.D. or Ed.D.
- B. Earned Ph.D. or Ed.D.

A Track: All faculty in disciplines for which the minimum qualifications* are a Master's degree.

B Track: All faculty in disciplines for which a Master's degree is not generally expected or required.*

Work experience must be in the faculty member's specialized vocational area.

*As defined in the "Minimum Qualifications for Faculty in California Community Colleges," issued by the Human Resources Division, Chancellors Office, California Community Colleges.

C. Step Placement for Employees upon Initial Employment by the District.

1. For step placement to be given for experience, the Office of Human Resources must receive a verification of employment from the prior employer.
2. Step placement credit for direct experience is given to:
 - instructors for teaching experience at the secondary or post-secondary level at an accredited institution.
 - counselors for counseling experience,
 - librarians for librarian experience and
 - nursing instructors and college nurses for nursing experience.

Credit for full-time teaching experience is allowed for full academic years only; fractional parts of a year less than one (1) academic year (from the first day of fall semester through the last day of spring semester) will be disregarded. Part-time teaching experience in a full academic term will be converted to a full-time equivalency in computing step placement. The combination of full-time and part-time teaching credit in any given academic year cannot exceed one year's credit.

Credit for counseling, librarian and nursing experience is allowed for full academic years only; fractional parts of a year less than one (1) academic year will be disregarded.

- Step placement credit for related experience is given for work experience other than teaching which was gained within fourteen (14) years from date-of-hire by the District. Work experience used for minimum qualifications may not be counted for step placement.

Credit for work experience will be on the basis of one step for each two (2) calendar years of work experience.

Experience with any specific employer must be on a continuous, full-time basis for a minimum of six (6) months and be directly related to the individual instructional assignment in this District.

- The credit allowed for the combination of full-time and part-time teaching and work experience in any academic year cannot exceed one year.
- No initial step placement shall be made beyond step 8.
- Evaluation of related experience is the responsibility of the Human Resources Office.
- During the first year of employment, an employee who feels that his/her first step placement has been determined in an arbitrary or capricious manner may seek representation from the Association and appeal to the Chancellor.
- Sections A & B of Appendix B apply only to employees hired after April 1, 1997.
- No initial step placement credit shall be granted beyond step 8 for experience accrued within the last fourteen (14) years as follows:

Years Experience

| <u>Direct</u> | <u>Related</u> | <u>Step</u> |
|---------------|----------------|-------------|
| 0 | 0 – 1 | 1 |
| 1 | 2 | 2 |
| 2 | 4 | 3 |
| 3 | 6 | 4 |
| 4 | 8 | 5 |
| 5 | 10 | 6 |
| 6 | 12 | 7 |
| 7+ | 14+ | 8 |

Amended May 12, 2005

D. Classification Advancement After Initial Placement.

Faculty members may apply for classification advancement (to move over columns) following their initial placement on the salary schedule based on either academic units or applied work experience gained subsequent to employment by the District. A change between tracks A or B

may not be made for classification advancement purposes unless at least 80% of the new regular load has been changed to the new track.

The process for applying for classification advancement is as follows:

1. Academic Units

- a. Only approved coursework and/or program of study will count toward classification advancement. Faculty are encouraged to obtain prior approval before beginning coursework, by submitting course/program and institution information to the Office of Human Resources.
- b. The rationale for courses and/or degrees submitted for credit toward classification advancement must meet at least one of the following conditions:
 - (i) Be directly related to the employee's current faculty service area;
 - (ii) Be consistent with the minimum qualifications necessary to maintain the employee's position with the District;
 - (iii) Meet requirements for a degree in employee's current faculty service area;
 - (iv) Be an appropriate course(s) or program of study relating to the learning process or special student situations, (e.g., conditions unique to underrepresented populations, first-generation students, etc.).
 - (v) Be professional education and/or college administration courses, providing these courses would aid the faculty member in understanding education law, finance, or organization.
 - (vi) Or otherwise add to the faculty member's professional competence
- c. No course, semester units, or degree credit shall be granted for classification advancement unless such course, semester units or degree was earned at an institution of higher learning, which has been accredited by a nationally recognized agency, such as the Western Association of Schools and Colleges (WASC). The District reserves the right to determine if the accrediting agency is acceptable. Faculty are encouraged to ask the District to make this determination prior to beginning courses or a program of study.
- d. No course or semester units shall be approved for classification advancement or for degree credit unless the employee receives a letter grade of "C" or higher or receives a "pass" designation in the "pass or fail" system.

2. Applied Work Experience

- a. Only preapproved applied work experience will count toward classification advancement. Faculty must obtain prior approval before beginning work, by submitting the work information to the Office of Human Resources.
- b. The rationale for applied work experience submitted for credit toward classification advancement must meet at least one of the following conditions:
 - (i) Be related directly to the employee's faculty service area.
 - (ii) Be consistent with the minimum qualifications to maintain the employee's position with the District.
 - (iii) Be appropriate applied work experience relating to the learning process or special student situations, (e.g., conditions unique to underrepresented populations, first-generation students, etc.).
 - (iv) Or otherwise add to the faculty member's professional competence
- c. One (1) unit of credit equivalency may be given for every eighty (80) hours of applied work experience or forty (40) hours of relevant training approved by the District.
- d. Such applied work experience (voluntary or paid) must be at different facilities or entail a different aspect of the person's skill area. The applied work experience will be considered for summer only or while off contract.

3. Classification Advancement Process

- a. The faculty member must submit the Request for Salary Advancement form with verification of successful completion, by way of transcripts or documentation of applied work experience, to the Office of Human Resources by the last day of the spring semester for advancement to be effective the following academic year. Official transcripts must be submitted by July 1 of the school academic year in which the salary advancement shall take place.
- b. Once all verification of successful completion has been submitted to the Office of Human Resources, a recommendation for classification advancement, including the effective date, will be submitted to the Board of Trustees for approval. A copy shall be provided to the faculty member.
- c. If the District denies a request for classification advancement, the Office of Human Resources must immediately supply the faculty member with a clear rationale, explaining

how the courses or work experience failed to meet the criteria in Section D,1b or Section D,2b.

- d. If an employee believes that courses, degree, or work experience have been arbitrarily or capriciously disapproved or unfairly evaluated, they may seek Association representation and appeal to the Office of Human Resources. If unsatisfied at that level, the employee may then appeal to the Chancellor.
- e. If coursework is denied for classification advancement, based on the criteria in Section D,1b, the faculty member may instead submit those courses for tuition reimbursement per Article 19, Section C. Prior approval is not required, however, the criteria for tuition reimbursement must be met.

E. Step Advancement after Initial Placement

- a. An employee on sabbatical leave shall progress on the salary schedule in the same way as he/she would have had he/she remained in service in the District.
- b. An employee on a leave of absence, not a sabbatical leave, for one (1) semester or less shall progress on the salary schedule in the same way as he/she would have had he/she remained in teaching service in the District for the full year.
- c. An employee on a leave of absence for more than a semester, not a sabbatical leave, shall not be granted a step increase on the salary schedule for the school year that the employee was on a leave of absence.
- d. An employee hired for the entire Spring semester will advance in step the following year. If the total time teaching for the District is less than one semester, no step advancement will be granted.
- e. No more than one (1) year of combined work experience and teaching experience may be earned in any one academic year.

This MOU shall be effective June 23, 2020. Upon ratification, the language in this MOU shall replace the language in Appendix B and be moved to Article 10.

For SBCCD

Dated: August 3, 2020

Kristina Hannon

Kristina Hannon, Vice Chancellor, Human Resources & Police Services

For SBCCDTA

Dated: August 3, 2020

Sheri Lillard

Sheri Lillard, SBCCDTA Lead Negotiator