

"25 Step" Placement Guidelines:

1. Any faculty member currently at step 6 or below on an existing salary schedule under Article 21.D.2 or Article 21.D.3 for the 2013-2014 fiscal year shall stay at that current step on the new "25 step" salary schedules, set forth above.
2. Any faculty member who advanced from step 6 to step 7 since the 2008-2009 fiscal year will have their step on the new schedule calculated using PeopleSoft records.
3. Any faculty member who has been on step 7 since 2008-2009, use either:
 - A. IF THEY ARE NOT A PERALTA CONTRACT RETIREE:
 1. calculate average annual load since 08-09;
 2. project backwards to initial hire date; and
 3. assume they were hired at step 5.
 - B. IF THEY ARE A PERALTA CONTRACT RETIREE:
 1. calculate average annual load since 08-09;
 2. project backwards to RETIREMENT date from contract position; and
 3. assume they were hired at step 7.
4. In either case, above, figure out not only their new step, but also how many equated hours they have on that new step towards the 30 equated hours they will need to move to the next step. This information will be available to all part-time faculty and PFT.
5. Part-time faculty members who disagree with their step placement by the district have 30 days from date of receipt of the email to appeal the decision in writing, with supporting documentation, to the Vice Chancellor of Human Resources and Employee Relations, who shall respond with a written explanation of the faculty member's placement within 15 working days, with a copy of the response to PFT. In the event additional time is needed by the Vice Chancellor of Human Resources and Employee Relations, the faculty member and PFT will be provided with the notification in writing.
6. The method to determine the cost of the new steps plus the across-the-board increase shall be as follows:
 - A. The total for each faculty member's actual load for Fall 2013, plus their load for Summer 2013 and Spring 2013 shall equal the faculty member's projected load for 2013-2014.
 - B. Determine if the faculty member is on the new "PT salary schedule (no other full-time employment), 25-step salary schedule" (formerly the 75% pro-rata schedule per Article 21.D.3) or "PT salary schedule (with other full-time non-Peralta

income) 25-step salary schedule” (formerly the 60% pro-rata schedule per Article 21.D.2).

- C. Project a 1.57% increase for steps 1-7 on both part-time salary schedules.
- D. The new hourly rates for step 8 and up will be determined by adding an equal amount to each new step, 8 to 25, such that the total cost of both the across-the-board increase and the new steps as applied to part-time faculty will be projected to equal \$653,145 for 2013-2014.