

## Non-Master's Required Salary Placement – PT Faculty

Salary placement is based on education and work experience. Employees should submit all transcripts and employment verification by the deadline to meet the minimum qualifications, and keep their teaching status at Peralta active.

### Columns:

Initial column placement is based on the conditions in the following chart:

A =	B =	C =	D =	E =
Possession of an Associate degree plus six (6) years of occupational experience.	Possession of an Associate degree plus six (6) years of occupational experience plus 15 units after the Associate degree, <b>OR</b>  Possession of an Associate degree plus seven (7) years of occupational experience.	Possession of an Associate degree plus six (6) years of occupational experience plus 30 units after the Associate degree, <b>OR</b>  Possession of an Associate degree plus eight (8) years of occupational experience.	Possession of an Associate degree plus six (6) years of occupational experience plus 45 units after the Associate degree.	Possession of a Bachelor's degree from an approved college or university plus the required two (2) years of occupational experience for the discipline.

Employees can submit any units taken after the completion of their AA during initial placement. Any units count as undergraduate, graduate, professional, extension courses, etc.

### Steps:

Initial step placement is based on the work verification letters that an employee submits. Work verification is required and can help place an employee in a higher hourly rate. Every step counts as one full-time year equivalent of work submitted, which means that employees can only move a whole steps (no half steps).

The maximum step placement for a new hire part-time faculty is step 7. Any work submitted beyond step 7 (6 years full-time equivalent) will count towards salary placement in a column beyond column A.

<b>Step 1</b> = 0 to less than one year of work submitted
<b>Step 2</b> = 1 year of full-time equivalent work submitted (FTE)
<b>Step 3</b> = 2 years FTE
<b>Step 4</b> = 3 years FTE
<b>Step 5</b> = 4 years FTE
<b>Step 6</b> = 5 years FTE
<b>Step 7</b> = 6 years FTE

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All work verification must be submitted by the 90 day deadline, and must be directly related to the employee's role at Peralta.

Employees receive a paycheck on the last business day of the month. Please see the Pay Schedule chart in the Salary Schedule sheet for PT faculty.

\*Lab rates are 80% of lecture rates.

\*Non-instructional rates are 50% (counselors, librarians, other non-teaching academic positions).

\*\*Office hours are not paid automatically. Employees should submit a request to their Dean if they wish to be paid for office hours. Please see the PFT contract for more details on how office hour pay works for part-time faculty.

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### Column Movement after Initial Placement (after the 90 days deadline):

- Employees can advance to a different column after the 90 days deadline by submitting official sealed transcripts of graduate level courses, or
- By going through an approval process for undergraduate level courses and then submitting official sealed transcripts.

**Graduate level courses:** No requirements are necessary other than submitting official transcripts to the PCCD Human Resources Office. Employees should submit their official transcripts within the first four weeks of the Fall or Spring semester for their new rate to be effective that same semester. Transcripts received after the first four weeks will not be effective until the following semester.

**Undergraduate level courses:** Employees should make a list of courses that they wish to take and fill out the Faculty Request Courses for Salary Advancement sheet with that information. The request should be submitted to HR and will go through an approval process. You can contact the HR Office by email for more details.

A maximum of 20 undergraduate units can be counted towards salary advancement after the initial salary placement.

Employees should submit their official transcripts within the first four weeks of the Fall semester or Spring semester for their new rate to be effective that same semester. Transcripts received after the first four weeks will not be effective until the following semester.

To make salary adjustments, HR will verify the courses in the official transcript with the approved list of courses. Undergraduate courses that are not approved will not be counted.

### Step Movement after Initial Placement:

Part-time faculty will continue to move steps during their time at Peralta based on their workload. Employees can move steps after they have accrued a total of 30 equated hours.

\*New steps will only be effective during the Fall semester or Spring semester.

Please contact the Human Resources Office for more details.