



37 Step Increase Date until the employee reaches the top step on the salary range.  
38 B. For longevity movement on the salary schedule, length of service is computed  
39 from the first day of employment minus any unpaid leaves. An employee must  
40 be in paid status at least eleven (11) working days in a month in order for  
41 the month to count. A new Step Increase Date must be computed after a  
42 leave of absence or a break in service.

43 8.3 Change in Position.  
44

45 A. If an employee is selected for a position that requires movement to a higher  
46 classification, the salary will be adjusted on the applicable new range at Step  
47 A or at a step that will result in an increase of at least 7.5% above the present  
48 salary, whichever is more, unless the change in position is of only one range.  
49 A change in position of one (1) range will result in a salary increase of one  
50 (1) range. If an employee possesses significant experience or education beyond  
51 that which is required for the higher classification, the hiring manager may  
52 make a request to the Office of Human Resources for the employee to be  
53 placed at a higher step in the new range. The decision on this request shall  
54 be made by the Assistant Superintendent/Vice President of Human  
55 Resources, which shall not be subject to grievance or appeal by the employee.  
56 B. In the event a promotion occurs on the same date as a salary increase,  
57 the employee will first be advanced on the current salary range and will then be  
58 placed on the next higher dollar amount on the salary range appropriate for  
59 the promotion.

60 8.4 Reclassification.  
61

62 When a position has been reclassified to a higher range, employees in reclassified  
63 positions shall be placed at their current step on the new salary range. If the reclassified

64 employee has not reached the top Step of his/her current range, the Step Increase Date  
65 remains unchanged.

66 8.5 Classification Change.  
67

68 When an employee is reduced in range, except for lay off, the District may elect to  
69 assign a "Y-rating" to the new range. While in "Y-rating" status, an employee is  
70 compensated at the rate of pay received at the time of the change until such time as the  
71 compensation for the new range exceeds that rate.

72 8.6 Service Increments.  
73

74 Employees are eligible for a service increment equivalent to one (1)  
75 range upon completion of seven (7) years of service; a second service increment  
76 equivalent to one (1) range upon completion of ten (10) years of service; a third service  
77 increment equivalent to one (1) range upon completion of fifteen (15) years of service;  
78 a fourth service increment equivalent to one (1) range upon completion of twenty  
79 (20) years of service; a fifth service increment equivalent to one (1) range upon  
80 completion of twenty-five (25) years of service; and a sixth service increment  
81 equivalent to one (1) range upon completion of thirty (30) years of service. Service  
82 increments are awarded based on satisfactory performance evaluations and are  
83 calculated from the first month of employment in which an employee is in paid status for  
84 at least eleven (11) working days. A new Service Increment Date must be computed  
85 after a leave of absence or break in service.  
86

87 8.7 Work During "Off" Periods.  
88

89 A. Regular bargaining unit members working less than one hundred (100) percent  
90 and regular bargaining unit members working less than twelve (12) months may  
91 be employed in their current department on a temporary basis as hourly  
92 employees at the rate established on the classified salary schedule during their  
93 "off" period. Hours thus worked are counted toward seniority. If the hours thus

94 worked are a continuation of the regular work assignment, sick leave and  
95 vacation credit will be earned for the hours worked.

96 B. Regular bargaining unit members working less than one hundred (100)  
97 percent  
98 or regular bargaining unit members working less than twelve (12) months may  
99 be  
100

101 employed during their "off" periods in other departments of the College in their  
102 current classification or any classification at the same rate of pay as their regular  
103 classification. Their hourly rate of pay for this work will be the same as they would  
104 receive in their regular position. Hours thus worked are counted towards  
105 seniority. Sick leave and vacation credit will be earned if the hours worked meet  
106 the requirements for the accrual of sick leave and vacation.

107 C. If such an employee chooses to work on an hourly basis in a position with  
108 a different classification, the employee may be paid the hourly rate for that  
109 classification but will not earn sick leave or vacation. Hours thus worked count  
110 toward seniority in that class if it is a lower class than the one in which  
111 the employee has a regular assignment.

112 8.8 Differential.  
113

114 A. For employees who, on or before May 5, 1999, were receiving a five (5) percent  
115 shift differential for all hours worked based on their work schedule, the following  
116 will apply:

- 117 1. A differential of two (2) ranges (approximately five (5) percent on  
118 the salary schedule) will be paid when fifty (50) percent or more of an  
119 employee's assigned time must be worked after 4:00 p.m.
- 120 2. The differential is included in the employee's monthly gross rate.  
121
- 122 3. If an employee's assignment is temporarily changed during the

123 summer intersession and the employee returns to the twenty (20)  
124 hours a week after 4:00 p.m. at the end of the summer session, the  
125 differential in this subsection will resume.

126 B. For employees who are not receiving a differential under the provisions of 8.8.A  
127 above, the following shift differential will apply, effective May 5, 1999:

128 A differential of two (2) ranges (approximately five [5] percent) will be paid when  
129 an employee is required to work beyond 5:00 p.m., only for the hours worked  
130 beyond 5:00 p.m.

131 C. For any differential in A-B above, the following apply:

132  
133 1. No shift differential shall be paid for alternate workweek schedules,  
134 as permitted under Article 7.2, nor for any overtime work.

135 2. If an employee's assignment is temporarily changed from differential-  
136 bearing hours to hours that would not bear a differential, that differential  
137 shall be removed.

138 3. No employee shall receive both differentials under A and B above at the  
139 same time.

140 D. A differential of two (2) ranges (approximately five [5] percent on the salary  
141 schedule) will be paid to bargaining unit members in the following circumstances  
142 and with these provisions:

143 1. When, in the opinion of the District, the employee performs duties of  
144 a distasteful, dangerous, or unique nature.

145 2. When all members in a class are involved in a rotational schedule plan.

146  
147 3. The differential is included in the employee's gross monthly rate.  
148

149 E. For any differential in A, B, or D above, the following applies:

150  
151 Where appropriate, assignment to duties for which differential shall be paid shall

152 be made on the basis of seniority among those within the appropriate class who  
153 request such an assignment.

154 8.9 Pay Days. Pay days are on the 10th and 25th of each month.  
155

156 Check issued on the 25th of the month  
157

158 This check represents a net advance against the earnings for the month in which  
159 this check is issued (“earned salary advance” or ESA). This check reflects all  
160 applicable

161 payroll deductions (voluntary and involuntary) and payroll adjustments for the ESA.

162 Check issued on the 10th of the month  
163

164 This check represents the net balance due for the preceding month. This check reflects  
165 the earnings for the preceding month and deducts the ESA previously paid on the 25th  
166 of the preceding month. This check also reflects all applicable payroll deductions  
167 (voluntary and involuntary) and payroll adjustments for the balance of earnings due  
168 for the preceding month if the 10th or the 25th falls on a Saturday, Sunday or  
169 holiday, employees are paid on the preceding working day. No voluntary deductions are  
170 made for the months of July and August, and the employee must take full responsibility  
171 for any

172 voluntary deductions the employee is obligated to pay on a twelve (12) month basis.

173  
174 8.10 Working Out of Classification. Any unit member required to work out of classification  
175 for

176  
177 more than five (5) working days out of fifteen (15) working days, shall have his/her salary  
178 adjusted upward beginning with the first working day in the higher classification. A unit  
179 member required to work out of class shall receive a five (5) percent salary increase  
180 unless this increase exceeds the highest step of the higher classification, in which case  
181 the unit member shall be paid at the highest step.

182 8.11 Personal/Professional Growth Reimbursement Benefit.  
183

- 184 A. Bargaining unit members will be eligible for a Personal/Professional Growth  
185 Benefit when three (3) semester units are completed at a school accredited by  
186 a regional accrediting association.
- 187 B. The benefit will consist of up to \$250.00 educational reimbursement for the costs  
188 of completing three (3) or more semester units of lower-division credit, or up  
189 to  
190 \$425.00 for the costs of completing three (3) semester units of upper-division  
191 or graduate credit with a grade of "C" or better.
- 192 C. Only one (1) of the above benefits may be earned each contract year.
- 193 D. Application for the Personal/Professional Growth Reimbursement Benefit must  
194 be submitted within one (1) semester following the same year the course work  
195 is completed. The employee must include the transcript or grade slip and  
196 receipts  
197 for the educational expenses with the application. Forms for claiming this benefit  
198 are attached as Appendix D.

199 During the term of the agreement the parties will meet to develop a professional development  
200 plan which provides education and training to unit members in various subject areas to enable  
201 employees to achieve District operational goals.

202  
203 Signed and entered into this 22<sup>nd</sup> day of September, 2021.

204  
205 FOR THE DISTRICT

206   
207 [Robert Blizinski \(Sep 28, 2021 09:57 PDT\)](#)

208 Robert S. Blizinski

209

210

211

FOR PCC-CFT, Local 6525

212   
213 [Julio Huerta \(Sep 24, 2021 09:41 PDT\)](#)

214 Julio C. Huerta

215   
216 [Ahrien T. Johnson \(Sep 22, 2021 12:17 PDT\)](#)

217 Ahrien T. Johnson