

**PROPOSAL FROM THE  
PASADENA CITY COLLEGE CALIFORNIA FEDERATION OF TEACHERS, LOCAL 6525  
TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT**

**AUGUST 3, 2023**

The collective bargaining proposal presented herein by the Pasadena City College California Federation of Teachers, Local 6525 to the Pasadena Area Community College District is expressly made pursuant to the Educational Employment Relations Act and the Collective Bargaining Contract between the two parties.

The following articles shall be deemed to remain unchanged in the Collective Bargaining Agreement except as set forth below:

**ARTICLE 8  
AGREEMENT**

Article 8

**PAY AND ALLOWANCES**

8.1 Salary Schedule.

- A. Employees are assigned to a range on the classified salary schedule. Each range consists of six (6) Horizontal Steps (A, B, C, D, E, and F). Initial placement will be at Step A unless otherwise authorized by the Superintendent-President. The salary schedule for ~~2021/2022~~ 2023/2024 is attached as Appendix B to this agreement.
- B. Each range on the salary schedule will be approximately 2.5% more than the immediately preceding range, and each step will be approximately 5.0% more than the immediately preceding step.

8.2 Step Increase Date.

- A. On the first of the month after completion of the probationary period and subject to satisfactory performance evaluations, new employees and employees in new positions are eligible for advancement to the next step. That date becomes the Step Increase Date. Each month of employment is included in this probationary period if employees are in paid status at least eleven (11) working days during the month. Thereafter, subject to satisfactory performance evaluations, employees are

eligible for a one – (1) step increase annually on the Step Increase Date until the employee reaches the top step on the salary range.

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

### 8.3 Change in Position.

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

### 8.4 Reclassification.

When a position has been reclassified to a higher range, employees in reclassified positions shall be placed at their current step on the new salary range. If the reclassified employee has not reached the top Step of their current range, the Step Increase Date remains unchanged.

8.5 Classification Change.

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

8.6 Service Increments.

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

8.7 Work During "Off" Periods.

- A. Regular bargaining unit members working less than one hundred (100) percent and regular bargaining unit members working less than twelve (12) months may be employed in their current department on a temporary basis as hourly employees at the rate established on the classified salary schedule during their "off" period. Hours thus worked are counted toward seniority. If the hours thus worked are a continuation of the regular work assignment, sick leave and vacation credit will be earned for the hours worked.
- B. Regular bargaining unit members working less than one hundred (100) percent or regular bargaining unit members working less than twelve (12) months may be

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

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

#### 8.8 Differential.

- A. For employees who, on or before May 5, 1999, were receiving a five (5) percent shift differential for all hours worked based on their work schedule, the following will apply:
  - 1. A differential of two (2) ranges (approximately five (5) percent on the salary schedule) will be paid when fifty (50) percent or more of an employee's assigned time must be worked after 4:00 p.m.
  - 2. The differential is included in the employee's monthly gross rate.
  - 3. If an employee's assignment is temporarily changed during the summer intersession and the employee returns to the twenty (20) hours a week after 4:00 p.m. at the end of the summer session, the differential in this subsection will resume.
- B. For employees who are not receiving a differential under the provisions of 8.8.A above, the following shift differential will apply, effective May 5, 1999: A differential of two (2) ranges (approximately five [5] percent) will be paid when an employee is required to work beyond 5:00 p.m., only for the hours worked beyond 5:00 p.m.

- C. For any differential in A-B above, the following apply:
1. No shift differential shall be paid for alternate workweek schedules, as permitted under Article 7.2, nor for any overtime work.
  2. If an employee's assignment is temporarily changed from differential-bearing hours to hours that would not bear a differential, that differential shall be removed.
  3. No employee shall receive both differentials under A and B above at the same time.
- D. A differential of two (2) ranges (approximately five [5] percent on the salary schedule) will be paid to bargaining unit members in the following circumstances and with these provisions:
1. When, in the opinion of the District, the employee performs duties of a distasteful, dangerous, or unique nature.
  2. When all members in a class are involved in a rotational schedule plan.
  3. The differential is included in the employee's gross monthly rate.
- E. For any differential in A, B, or D above, the following applies:
- Where appropriate, assignment to duties for which differential shall be paid shall be made on the basis of seniority among those within the appropriate class who request such an assignment.

#### 8.9 Pay Days.

- A. Pay days are on the 10th and 25th of each month.
1. Check issued on the 25th of the month  
  
This check represents a net advance against the earnings for the month in which this check is issued ("earned salary advance" or ESA). This check reflects all applicable payroll deductions (voluntary and involuntary) and payroll adjustments for the ESA.
  2. Check issued on the 10th of the month

This check represents the net balance due for the preceding month. This check reflects the earnings for the preceding month and deducts the ESA previously paid on the 25th of the preceding month. This check also reflects all applicable payroll deductions (voluntary and involuntary) and payroll adjustments for the balance of earnings due for the preceding month if the 10th or the 25th falls on a Saturday, Sunday or holiday, employees are paid on the preceding working day. No voluntary deductions are made for the months of July and August, and the employee must take full responsibility for any voluntary deductions the employee is obligated to pay on a twelve (12) month basis.

8.10 Working Out of Classification. Any unit member required to work out of classification for more than five (5) working days out of fifteen (15) working days, shall have their salary adjusted upward beginning with the first working day in the higher classification. A unit member required to work out of class shall receive a five (5) percent salary increase unless this increase exceeds the highest step of the higher classification, in which case the unit member shall be paid at the highest step.

8.11 Personal/Professional Growth Reimbursement Benefit.

- A. Bargaining unit members will be eligible for a Personal/Professional Growth Benefit when three (3) semester units are completed at a school accredited by a regional accrediting association.
- B. The benefit will consist of up to ~~\$250.00~~ **\$1000.00** educational reimbursement for the costs of completing three (3) or more semester units of lower-division credit, or up to ~~\$425.00~~ **\$2000.00** for the costs of completing three (3) semester units of upper- division or graduate credit with a grade of "C" or better.
- C. Only one (1) of the above benefits may be earned each contract year.

- D. Application for the Personal/Professional Growth Reimbursement Benefit must be submitted within one (1) semester following the same year the course work is completed. The employee must include the transcript or grade slip and receipts for the educational expenses with the application. Forms for claiming this benefit are attached as Appendix D.
  
- E. During the term of the agreement the parties will meet to develop a professional development plan which provides education and training to unit members in various subject areas to enable employees to achieve District operational goals.

**APPENDIX D**  
**Pasadena Area Community College District**

**APPLICATION FOR PERSONAL/PROFESSIONAL GROWTH REIMBURSEMENT BENEFIT**  
**Pasadena City College – California Federation of Teachers Local 6525**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Department \_\_\_\_\_ Contract Year 20 \_\_\_\_\_

College Attended \_\_\_\_\_

I hereby apply for the following benefit (check appropriate area):

**NOTE:** As a benefit, these amounts will **not** be subject to payroll deductions.

\_\_\_\_\_ **Up to \$250.00 \$1000.00** for completing three (3) or more semester units of lower-division credit at a school accredited by the Western Association of Schools and Colleges

\_\_\_\_\_ **Up to \$425.00 \$2000.00** for completing three (3) or more semester units of upper-division or graduate credit at a school accredited by the Western Association of Schools and Colleges

My **expenses** were:

Tuition	_____
Books	_____
Fees	_____
Other instructional materials	_____
<b>Total</b>	_____

I **certify** that

- I have attached an unofficial transcript or grade slip as proof of satisfactory completion.
- The units were completed during the current contract year.
- The units were earned on my own time at no District expense.
- I earned a grade of "C" or better on the applicable units.
- I understand that I may earn only one of the above benefits each **contract fiscal year**.
- I understand that an application for the Personal/Professional Growth Benefit must be submitted within one semester following the same year that course work is completed.
- I have attached original receipts.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SUBMIT APPLICATION TO THE HUMAN RESOURCES OFFICE (C204)**

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Human Resources

Benefit Amount	_____
Transcript Verified	_____
Contract Year Earned	_____
Approved for Payment	_____

cc: Fiscal Services  
Employee

professional growth - PCC-CFT (**02/08 09/2023**)