

46 subject to satisfactory performance evaluations, new employees are
47 eligible for advancement to the next step. That date becomes the Step
48 Increase Date. The probationary period is six months as indicated in
49 Article 16.2(A) and per Education Code 88013. Thereafter, subject to
50 satisfactory performance evaluations, employees are eligible for a one
51 – (1) step increase annually on the Step Increase Date until the
52 employee reaches the top step on the salary range.

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

58 b. Change in Position.
59

- 60 i. If an employee is selected for a position that requires movement to a
61 higher classification, the salary will be adjusted on the applicable new
62 range at Step A or at a step that will result in an increase of at least
63 7.5% above the present salary, whichever is more, unless the change
64 in position is of only one range. A change in position of one (1) range
65 will result in a salary increase of one (1) range. If an employee
66 possesses significant experience or education beyond that which is
67 required for the higher classification, the hiring manager may make a
68 request to the Office of Human Resources for the employee to be placed
69 at a higher step in the new range. The decision on this request shall be
70 made by the Assistant Superintendent/Vice President of Human
71 Resources, which shall not be subject to grievance or appeal by the
72 employee.

- 73 ii. 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.

c. 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.

d. 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.

e. 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.

f. Work During "Off" Periods.

i. 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.

- ii. 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.

- iii. 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.

g. Differential.

- i. 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.

133 2. The differential is included in the employee's monthly gross rate.
134

135 3. If an employee's assignment is temporarily changed during the
136 summer intersession and the employee returns to the twenty
137 (20) hours a week after 4:00 p.m. at the end of the summer
138 session, the differential in this subsection will resume.

139 ii. For employees who are not receiving a differential under the provisions
140 of 8.8.A above, the following shift differential will apply, effective May 5,
141 1999: A differential of two (2) ranges (approximately five [5] percent) will
142 be paid when an employee is required to work beyond 5:00 p.m., only
143 for the hours worked beyond 5:00 p.m.

144 iii. For any differential in A-B above, the following apply:
145

146 1. No shift differential shall be paid for alternate workweek
147 schedules, as permitted under Article 7.2, nor for any overtime
148 work.

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

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

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

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

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

160 3. The differential is included in the employee's gross monthly rate.
161

162 v. For any differential in A, B, or D above, the following applies:
163

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.

h. Pay Days.

i. 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.

i. 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

191 increase unless this increase exceeds the highest step of the higher classification, in
192 which case the unit member shall be paid at the highest step.

193 j. Personal/Professional Growth Reimbursement Benefit.
194

195 i. Bargaining unit members will be eligible for a Personal/Professional Growth
196 Benefit when three (3) semester units are completed at a school accredited by
197 a regional accrediting association.

198 ii. The benefit will consist of up to \$500.00 educational reimbursement
199 for the costs of completing three (3) or more semester units of lower-
200 division credit, or up to \$850.00 for the costs of completing three (3)
201 semester units of upper- division or graduate credit with a grade of "C"
202 or better.

203 iii. If an employee has access to similar funds (financial aid, scholarships,
204 military benefits, etc.) those funds must be used first and any
205 remaining unreimbursed expenses may be applied for through this
206 process. Violations of this provision shall subject the employee to
207 repayment of Personal/Professional Growth funds to the District.

208 iv. Only one (1) of the above benefits may be earned each contract year.

209 v. Application for the Personal/Professional Growth Reimbursement Benefit must
210 be submitted within one (1) semester following the same year the course work
211 is completed. The employee must include the transcript or grade slip and
212 receipts for the educational expenses with the application. Forms for claiming
213 this benefit are attached as Appendix D.

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

218

219 Signed and entered into this _____ day of _____, 2025.

220 FOR THE COLLEGE DISTRICT

FOR THE ASSOCIATION

221 _____

222 _____

223 _____

224