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**PROPOSAL FROM THE**  
**PASADENA AREA COMMUNITY COLLEGE DISTRICT**  
**TO THE**  
**PASADENA CITY COLLEGE FACULTY ASSOCIATION**  
**June 16, 2025**

The collective bargaining proposal presented herein by the Pasadena Area Community College District to the Pasadena City College Faculty Association and is expressly made pursuant to the Education Employment Relations Act and the Collective Bargaining Contract between the parties. The following article shall be deemed to remain unchanged in the Collective Bargaining Agreement except as set forth below:

**ARTICLE 12**  
**THE SALARY SCHEDULES**

**12.0 The Salary Schedules for the Pasadena Area Community College District are contained in the Appendix.**

*Salary Schedule Adjustments*

12.0.A Effective July 1, 2025, each cell of all Part-Time Faculty Salary Schedules shall be increased by seventy percent (70%) of the funded Cost-of-Living-Adjustment (COLA) designated for community colleges in the State Final Budget for the fiscal year of 2025-2026. Only unit members currently employed on the date of the Board approval will receive this salary increase.

Effective July 1, 2025, each cell of all Full-time Salary Schedules shall be increased by seventy percent (70%) of COLA designated for community colleges in the State Final Budget for the fiscal year of 2025-2026. Only unit members currently employed on the date of the Board approval will receive this salary increase.

12.0.B Regarding the 2026-2027 fiscal year, the parties agree to re-open the Agreement in that year specifically for 12.0.B with respect to the Full-Time Faculty Salary Schedule and Part-Time Faculty Salary Schedules only for that fiscal year.

12.0.C Regarding the 2027-2028 fiscal year, the parties agree to re-open the Agreement in that year specifically for 12.0.C with respect to the Full-Time Faculty Salary Schedule and Part-Time Faculty Salary Schedules only for that fiscal year.

The Parties agree that either party may re-open Article 12 (Salary Schedules) and Article 5 (Working Conditions) if necessitated by a court ruling or changes to applicable law regarding part-time instructional faculty and any such re-opener shall be for that limited purpose only.

## **INITIAL STEP PLACEMENT**

For unit members, previous paid employment experience (as an instructor, librarian, counselor, school nurse, or other certificated employee) is counted on a year-for-year basis if it was equivalent to the job/work assignment, such as full-time teaching in a college environment.

For purposes of calculating initial step placement, at the time of initial employment, full-time and part-time faculty members may be awarded placement credit for non-instructional occupational experience provided that it directly relates to the District assignment. Credit granted will be at the rate of one full year of credit for one full-time year of related experiences. No placement based upon any combination of past instructional experience and past non-instructional occupational experience will be higher than step 14 for full-time faculty and step 7 for part-time faculty on the salary schedule. Credit for non-instructional and instructional experience may be earned simultaneously. The new full-time faculty member will submit to Human Resources at least one of the following:

(1) A completed Request for Verification of Work Experience Form (obtained from Human Resources) from each former employer; or

(2) A letter on the employer's or contractor's letterhead verifying work experiences and dates of employment, and whether the employment was full-time or part-time.

All verified documentation must be submitted to Human Resources within 30 days of the faculty member's appointment.

## **THE FULL-TIME MONTHLY, OVERLOAD, AND INTERSESSION SALARY SCHEDULES (SCHEDULES A, C, and O)**

Initial placement on the academic credit contract schedule recognizes, on a year-for-year basis, up to a maximum of fourteen (14) years, full-time equivalent District-approved experience and part-time teaching up to the equivalent of three (3) years full-time during the preceding five (5) years. Full-time, on-campus classified service will be recognized to the extent that placement on the academic salary schedule will not result in a monthly salary reduction. [This language is status quo for all full-time teaching salary schedules. This same language appears on the monthly, overload, and intersession schedules (Schedules A, C, O).]

The designation of the class on the schedule is determined as follows:

**12.0.1 Class A Minimum Qualifications**

**12.0.2 - Class B**

- I. MA + 18 or BA + 54
- II. Eighteen (18) units beyond those required for the minimum qualifications, including an Associate of Arts Degree (or equivalent)

12.0.3 - **Class C**

- I. MA + 36 or BA + 72
- II. Thirty-six (36) units beyond those required for the minimum qualifications, including a Bachelor's Degree

12.0.4 - **Class D**

- I. MA + 54 or BA + 90
- II. Fifty-four (54) units beyond those required for minimum qualifications, including a Master's Degree

12.0.5 - **Class E**

**Doctoral Degree.** Attainment of the doctoral degree from an accredited institution of higher education. The District shall be the final arbiter in assessing the qualifications of doctorates.

12.0.6 The two categories within Classes B, C, and D are as follows:

- a. **Category I** Open to faculty in subject matter areas in which a Bachelor's Degree or higher is offered;
- b. **Category II** Open only to faculty in the following areas in which no Bachelor's Degree is offered:

- Administration of Justice
- Advertising/Graphic Design
- Automotive Technology
- Building Construction
- Business Information Technology
- Computer Information Systems
- Cosmetology and Barbering
- Dental Assisting
- Dental Hygiene
- Dental Laboratory Technology
- Drafting – Mechanical
- Drafting Electrical Technology
- Electronics Technology
- Emergency Medical Technology
- Environmental Technology
- Fashion
- Fire Technology
- Food Services
- Legal Assisting
- Machine Shop Technology

Medical Assisting  
Photographic Technology/ Commercial  
Photography  
Printing Technology  
Radiologic Technology  
Sign Art  
Telecommunications  
Vocational Nursing  
Welding

## **12.1 ADJUNCT CREDIT AND NONCREDIT SEMESTER AND INTERSESSION SALARY SCHEDULES (SCHEDULES B AND G)**

Effective the semester following board approval of this proposal, the adjunct faculty on the non-credit schedule will be moved to the Adjunct Credit Semester Faculty and Adjunct Credit Intersession Faculty schedules. The non-credit adjunct faculty will need to submit, to Human Resources, transcripts within 90 days in order to be considered for movement to subsequent columns other than Column A or Column E.

Initial placement of the schedule recognizes on a year-for-year basis up to six years suitable teaching experience and/or vocational experience exceeding that required to meet minimum teaching qualifications. [This language is status quo for all adjunct teaching salary schedules. This same language appears on the adjunct semester and intersession schedules (Schedules B and G).]

The designation of the class on the schedule is determined as follows:

### **12.1.1 - Class A**

Minimum Qualifications

### **12.1.2 - Class B**

- I. MA + 18 or BA + 54
- II. Eighteen (18) units beyond those required for the minimum qualifications, including an Associate of Arts Degree (or equivalent)

### **12.1.3 - Class C**

- I. MA + 36 or BA +72
- II. Thirty-six (36) units beyond those required for the minimum qualifications, including a Bachelor's Degree

### **12.1.4 - Class D**

- I. MA + 54 or BA + 90
- II. Fifty-four (54) units beyond those required for minimum qualifications, including a Master's Degree

12.1.5 - **Class E**

**Doctoral Degree.** Attainment of the doctoral degree from an accredited institution of higher education. The District shall be the final arbiter in assessing the qualifications of doctorates.

12.1.6 The two categories within Classes B, C, and D are as follows:

- c. **Category I** Open to faculty in subject matter areas in which a Bachelor's Degree or higher is offered;
- d. **Category II** Open only to faculty in the following areas in which no Bachelor's Degree is offered:

- Administration of Justice
- Advertising/Graphic Design
- Automotive Technology
- Building Construction
- Business Information Technology
- Computer Information Systems
- Cosmetology and Barbering
- Dental Assisting
- Dental Hygiene
- Dental Laboratory Technology
- Drafting – Mechanical
- Drafting Electrical Technology
- Electronics Technology
- Emergency Medical Technology
- Environmental Technology
- Fashion
- Fire Technology
- Food Services
- Legal Assisting
- Machine Shop Technology
- Medical Assisting
- Photographic Technology/ Commercial Photography
- Printing Technology
- Radiologic Technology
- Sign Art
- Telecommunications
- Vocational Nursing
- Welding

**12.2 THE NONTEACHING MONTHLY AND OVERLOAD SCHEDULES (SCHEDULES R and X)**

Initial placement of the schedule recognizes on a year-for-year basis up to 13 years suitable teaching experience and/or vocational experience exceeding that required to meet minimum teaching qualifications. [This language is status quo for all full-time teaching salary schedules. This same language appears on the monthly, overload, and intersession schedules (Schedules R and X).]

**CLASS A**

Minimum Qualifications.

**CLASS B**

- I. MA + 18 or BA + 54.
- II. Eighteen units beyond those required for the minimum qualifications, including an associate degree (or equivalent\*\*\*).

**CLASS C**

- I. MA + 36 or BA + 72.
- II. Thirty-six units beyond those required for the minimum qualifications, including a bachelor's degree.

**CLASS D**

- I. MA + 54 or BA + 90.
- II. Fifty-four (54) units beyond those required for minimum qualifications, including a master's degree.

**CLASS E**

- I. For academic disciplines: possession of an earned doctorate from an accredited institution
- II. For vocational disciplines: completion of a bachelor's degree and graduation from a three-year program at a professionally oriented institution recognized and approved by the California Community Colleges Chancellor's Office which degree can be translated to the equivalent of a doctorate.

**CLASSES B, C, D (Category II)**

Open only to faculty in the following subject matter areas in which no bachelor's degree is offered:

Administration of Justice	Fashion
Advertising/Graphic Design	Fire Technology
Automotive Technology	Food Services
Building Construction	Legal Assisting
Business Information Technology	Machine Shop Technology
Computer Information Systems	Medical Assisting
Cosmetology and Barbering	Photographic Technology
Dental Assisting	Commercial Photography
Dental Hygiene	Printing Technology
Dental Laboratory Technology	Radiologic Technology
Drafting--Mechanical Drafting	Sign Art
Electrical Technology	Telecommunications
Electronics Technology	Vocational Nursing

285                      Emergency Medical Technology                      Welding

286

287                      \*\*\*60 semester units

288

289    **12.3    ADJUNCT CREDIT NONTEACHING SALARY SCHEDULE (SCHEDULE 5)**

290

291                      Effective the semester following board approval of this proposal, all non-instructional adjunct faculty  
292                      currently compensated according to Schedule H (e.g., adjunct health professional, adjunct nurse  
293                      practitioner) Initial placement of the schedule recognizes on a year-for-year basis up to 13 years  
294                      suitable teaching experience and/or vocational experience exceeding that required to meet minimum  
295                      teaching qualifications.

296                      **CLASS A**

297                      Minimum Qualifications.

298

299                      **CLASS B**

300                      I.    MA + 18 or BA + 54.

301                      II.   Eighteen units beyond those required for the minimum qualifications, including an associate  
302                      degree (or equivalent\*\*\*).

303

304                      **CLASS C**

305                      I.    MA + 36 or BA + 72.

306                      II.   Thirty-six units beyond those required for the minimum qualifications, including a bachelor's  
307                      degree.

308

309                      **CLASS D**

310                      I.    MA + 54 or BA + 90.

311                      II.   Fifty-four (54) units beyond those required for minimum qualifications, including a master's  
312                      degree.

313

314                      **CLASS E**

315                      I.    For academic disciplines: possession of an earned doctorate from an accredited institution

316                      II.   For vocational disciplines: completion of a bachelor's degree and graduation from a three-year  
317                      program at a professionally oriented institution recognized and approved by the California  
318                      Community Colleges Chancellor's Office which degree can be translated to the equivalent of a  
319                      doctorate.

320

321                      **CLASSES B, C, D (Category II)**

322                      Open only to faculty in the following subject matter areas in which no bachelor's degree is offered:

323

324                      Administration of Justice

325                      Advertising/Graphic Design

Fashion

Fire Technology

326	Automotive Technology	Food Services
327	Building Construction	Legal Assisting
328	Business Information Technology	Machine Shop Technology
329	Computer Information Systems	Medical Assisting
330	Cosmetology and Barbering	Photographic Technology
331	Dental Assisting	Commercial Photography
332	Dental Hygiene	Printing Technology
333	Dental Laboratory Technology	Radiologic Technology
334	Drafting--Mechanical Drafting	Sign Art
335	Electrical Technology	Telecommunications
336	Electronics Technology	Vocational Nursing
337	Emergency Medical Technology	Welding

338  
339 \*\*\*60 semester units  
340

#### 341 **12.4 ANNUAL CONTRACT SALARIES**

342 **12.4.1** The annual contract salaries shall be determined in the following  
343 manner:

344  
345 **12.4.2** Determine the employee's classification and step on the basic  
346 tenthly payment salary schedule (Classes A through Doctor's Degree,  
347 Steps 1 through 33);

348  
349 **12.4.3** Multiply this product by the appropriate responsibility ratio;

350  
351 **12.4.4** Multiply this product by the number of months specified in the  
352 time assignment for the position to determine the annual salary.

#### 353 **12.5 ADVANCEMENT ON THE CONTRACT SCHEDULES**

354 **12.5.1** Vertical advancement on the salary schedules occurs only if the  
355 service has been rendered for at least three-fourths of the academic  
356 year in the case of those on contract. Step or class changes occur July  
357 1 following official certification of completion of the degree(s) or  
358 unit(s). Advancement for completion of a master's degree or a  
359 doctor's degree will be granted in the month following notification of  
360 the completion of the degree requirements.

361  
362 **12.5.2** Class and step changes are granted contingent on satisfactory  
363 performance as evidenced by a current satisfactory evaluation.

364



## 12.6 ADVANCEMENT ON THE HOURLY SCHEDULE

**12.6.1** For the purposes of hourly compensation, regular and contract unit members who had been placed on an hourly schedule prior to employment as a regular or contract unit member will continue to be paid on the hourly schedule until such time as the overload rate on Schedule A is equal to or greater than the rate of the hourly schedule. Such members are not eligible to advance on the hourly schedule. Vertical advancement on the hourly schedules for eligible unit members occurs when a unit member has:

- a. Advanced to a step on the Annual Contract Schedule that is higher than the current placement on the appropriate hourly schedule, or
- b. For the Credit Hourly Schedule B taught at least 150 hours in the credit program since the initial placement or the last step placement, or
- c. For the Credit Hourly Schedule C (Summer), taught at least 400 hours in the credit program since initial placement or the last step placement, or
- d. For Noncredit Hourly Schedule D taught at least 400 hours in the noncredit program since initial placement or the last step placement.

12.6.2 Hours in excess of 225 (credit-B), 530 (credit-C) and 900 (noncredit-D) will carry over into the next step accumulation.

## 12.7 APPLICATION FOR ADVANCEMENT

12.7.1 To qualify for a higher salary classification for the subsequent semester, an academic employee must present the form "Application for Salary Change" to the Office of Human Resources by the last day of the prior semester. All work designated on the application form must be verified official transcripts received in the Office of Human Resources. The decision for disapproval of a step or class change is the responsibility of the Vice President for Instruction.

12.7.2 Acceptable Study. Upper division or graduate units from an accredited college or university are acceptable for advancement on the salary schedule provided that the course is not a repeat and is related to the current assignment or represents a reasonable objective for future local employment.

12.7.2.1 District and Association agree that unit members will be moved to the appropriate place on the doctoral column of the salary schedule when they have attained a doctoral degree from an accredited institution of higher education.

12.7.2.2 Community college courses are allowed if they are approved in advance by the Vice President for Instruction as part of a planned program of at least twelve (12) units, including upper division and/or graduate work. Miscellaneous community college courses, not in an approved plan, may be allowed if appropriate under Section 12.6.3.c. This course work must be directly related to a teaching assignment and not a repetition of

previous work. Courses that are audited are not allowed.

## **12.8 CALENDAR-MONTH PAY REGULATIONS AND PROCEDURES**

**12.8.1 Pay Days.** Salary payments for monthly bargaining unit members shall be made on or before the fifth work day after the close of the calendar months for which payment is due except as otherwise indicated below.

12.8.1.1 The District will extend to full-time faculty the option of receiving their annual contract salary paid over twelve (12) months.

12.8.1.2 Any request to change from a ten month to a twelve month salary schedule must be received in the Fiscal Services office by the last working day in May of any academic year.

12.8.1.3 In the event of separation of service from the District, if a unit member receives salary payment beyond the earned amount, as determined by the Education Code adjustment process, the unit member will make a reimbursement within thirty (30) days of notice and/or the unit member's final compensation will be appropriately adjusted.

**12.8.2 Deduction for Unpaid Absence.** Deduction for personal (unpaid) absence, whether because of unpaid leave or employment after the first work day of a month or separation from service before the last work day of a month shall be made on the basis of a per diem rate for all persons employed at a monthly salaried rate. Pursuant to Education Code Section 87815, the per diem rate shall be computed fractionally at one divided by the number of work days normal for the employee's contractual services.

**12.8.3 Retirees.** Contract and regular unit members who retire are eligible for rehire but are not guaranteed employment. Retirees who are offered employment will be compensated at the appropriate part-time salary schedule based on their step and column placement on Schedule A at the time of retirement.

## **12.9 OVERLOAD HOURLY SALARY SCHEDULE**

**12.9.1 Teaching Faculty.** The hourly schedule for teaching faculty, including the overload differential, can be found in Schedules B-1 and D.

**12.9.2 Non-teaching Faculty.** An amount equal to four percent (4%) of the hourly rate of any non-teaching academic employee will be added to the hourly rate of such employee, when hourly work is performed on any regular assigned monthly paid work day(s). For the purposes of this section, hourly service in a week which exceeds normal full-time service will be entitled to the four percent (4%) differential, except that in no case will hourly teaching assignments be entitled to the four percent (4%) teaching differential during summer intersessions.

## **12.10 FACULTY SUPERVISING INTERNSHIP COURSES**

12.10.1 Faculty supervising for internship courses shall be compensated \$100.00 for each

student who completes the course requirements, up to 20 students.

12.10.2 Faculty supervising internship courses shall receive the \$100.00 compensation-per-student based upon the completion of:

1. A minimum of four meetings with the student;
2. A minimum of one meeting with the employer or placement agency regarding student progress
3. All student course work/requirements including, but not limited to:
  - a. Student Learning Objectives,
  - b. Final project, paper or journal,
  - c. Signed Faculty Advisor Record,
  - d. Signed time sheet from Employer (completing the required hours for the units earned),
  - e. Signed evaluation sheet completed by the employer
4. A final grade submission.

12.10.3 Faculty supervising an internship course shall be limited to no more than 20 students enrolled in a designated internship course. Additional students may be added only with permission of the Division Dean and the appropriate Vice President or designee.

12.10.4 Ancillary Work

All Faculty will be paid \$50.00 per hour for all pre-approved ancillary work.

Signed and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

FOR THE COLLEGE DISTRICT

FOR THE ASSOCIATION

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