

Master's Required Salary Placement – PT Faculty

Salary placement is based on education and work experience. Employees should submit all transcripts by the deadline to meet the minimum qualifications, and keep their teaching status at Peralta active. Work experience is optional for master's required disciplines.

Columns:

Column advancement is based on semester units taken after the completion of your BA/BS. For example, if your master's program was around 30 semester units, then you will be placed on column A. If your master's program was 62 units, you will be placed on column C.

A = less than 45	B = 45 units	C = 60 units	D = 75 units	E = 90 units or more
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During initial salary placement, employees can submit any units taken after the completion of their BA. Any units count as undergraduate, graduate, professional, extension courses, etc.

Steps:

Step movement is based on the work verification letters that an employee submits. Work verification is optional but 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 new hire part-time faculty is step 7. Any work submitted beyond step 7 will not place a new hire faculty beyond step 7.

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

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 check 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.

Please see page 2 for a brief explanation of salary advancement after the initial placement.

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Column Movement after Initial Placement (after the 90 day deadline):

- Employees can advance to a different column after the 90 day 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.