

New employees must provide written documentation of non-district teaching experience not later than thirty (30) days following hire.

- (2) The maximum monthly rate for long-term substitutes is 1/10 of Class I, Step 8, with credit for prior full-time teaching or experience in the occupational area of the assignment and pro-rata credit for all part-time teaching or experience in the occupational area of the assignment or private teaching experience for the purpose of salary-step placement ~~prior full-time experience and pro-rata credit for District part-time teaching experience~~, subject to such exceptions as the Governing Board may determine in individual cases.
- (3) At the option of the contract employee, the annual salary may be paid in ten or twelve equal monthly payments.

3.1.D. Effective July 1, 2015, the salary schedule for full- and part-time faculty shall be increased by 3.02%.

3.1.E. Effective July 1, 2016 and henceforward, a proportional share of all positive Cost of Living Adjustments (COLA), growth funding and all other general fund revenue received by the District from the state shall be automatically passed on to the salary schedule for all full- and part-time faculty at the same rate as received by the state in a method to be determined by the Federation's Executive Council. For FY 2016-17, COLA, growth funding and other general fund revenue shall be fully directed to pro-rata as stipulated in Section 3.4.

3.1.F. Effective July 1, 2016 and henceforward, any positive salary increases granted by the Board to the Chancellor of this District shall also be passed along at the same rate to all the faculty subject to this agreement, in a manner to be determined by the Federation.

3.2 ~~Classification~~ Initial Placement on Instructor Salary Schedule

Initial Placement in the salary classification set forth in Section 3.1 shall be determined by the District according to the following criteria, after receipt by the VCCCD Human Resources Department of appropriate verification of training and experience. All professional training shall be evaluated in terms of semester units (e.g., one-quarter unit equals 2/3 semester unit). New hires are encouraged to submit in person to VCCCD Human Resources all substantiating documentation in support of initial placement and to request a date-stamped copy of their submission. -If substantiating documentation in support of initial placement is submitted electronically by a new hire, the VCCCD Human Resources Department shall communicate via email within two (2) working days of receipt of the substantiating documentation in support of the new hire's initial placement. The VCCCD Human Resources Department shall communicate via e-mail to the new hire within ten (10) days the disposition of their initial placement.

Movement from one class to another on the basis of vocational credentials and experience requires that the employee be teaching in a vocational subject matter area.

3.2.A. Qualifications for Class I are:

- (1) Possession of a Bachelor's degree from an accredited college or university; or
- (2) Possession of an appropriate credential or Minimum Qualifications in a vocational subject matter, based on occupational experience.

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