



HUMAN RESOURCES DEPARTMENT

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TO: Candidates for Full-Time and Part-Time Academic Positions
City College of San Francisco

FROM: Clara Starr
Associate Vice Chancellor, Human Resources

SUBJECT: ESTIMATING INITIAL PLACEMENT- ACADEMIC SALARY SCHEDULE

Attached please find the following full-time and part-time salary schedules that together with the instructions below will assist you in estimating your initial salary placement at City College of San Francisco (CCSF):

- Full-Time Salary Schedule Entitled Contract and Regular Faculty & Full-Time Temporary Faculty Annual Salary Schedule or Workload Salary Schedule (Attachment 1a and 1b)
- Part-Time Instructor Annualized 86% (100% FTE) Pro Rata Schedule with Workload Salary Table Schedule or Per Unit Pay Schedule (Attachment 2)
- Part-Time Counselors and Librarians – Use Full-Time Salary Schedule, Steps 1 to 13 (Attachment 1a)

INSTRUCTIONS

Placement on CCSF's salary schedules (Attachment #1 and 2) is determined by Level of Education and Training, Teaching Experience and Other Related Experience.

I. LEVEL OF EDUCATION/TRAINING (COLUMNS E- G)

Columns "E" through "G" (*for Full-time*) and *Colum's F-G (for Part-Time)* on the schedules represent levels of education/training. To determine your initial placement on the appropriate schedule, find the column that corresponds to your own level of education/training.

Some examples:

For Disciplines Requiring a Master's Degree:

- (1) If you have a Master of Arts/Master of Science ("MAIMS") degree or an equivalent to the MAIMS degree, you will be placed in column "F."
- (2) If you have a MAIMS degree and 45 to 75 units subsequent to the date of your Bachelor's degree, you may be placed in Column "F plus 15" or "F plus 30" or "F plus 45", depending upon the number of units you have earned subsequent to the date of your Bachelor's degree.

Estimating Initial Placement – continued

- (3) If you have a Doctorate or MAIMS degree plus 90 units subsequent to the date of the Bachelor's, you will be placed in Column "G."

For Disciplines Not Requiring a Master's Degree:

- a. If you have an Associate ("AA/AS") degree plus six years experience, or a Bachelor of Arts/Bachelor of Science ("BA/BS") degree plus two years experience, or equivalent degree and/or experience, you will be placed in Column "E."
- b. If you have an AA/AS degree plus six years experience or a BA/BS degree plus two years experience plus 30 to 45 units subsequent to the date of the AAIAS or BA/BS degree, you will be placed in Column "F" or "F plus 15."
 - i. If you have an AAIAS degree plus six years experience plus 60 to 90 units subsequent to the date of the AA/AS degree plus a BA/BS degree, OR if you have a BA/BS degree plus two years experience plus 60 to 90 units subsequent date of the BA/BS degree, you will be placed in Column "F plus 30" or "F plus 45" or "G."

All degrees must be earned from accredited institutions. All post-secondary education must be verified by official transcripts.

II. EXPERIENCE

Step increments can be awarded based on a combination of teaching experience and other related professional experience. For *full-time and part-time* faculty employed in non-MA disciplines, experience used to meet minimum qualifications **shall not** be applied to step placement.

A MAXIMUM OF NINE (9) STEPS MAY BE GRANTED FOR EXPERIENCE:

- a. A maximum of five (5) steps may be granted on a one-step-for-one-year basis for full or part time experience as a faculty member in an accredited educational institution.

One step will be granted for each year of full-time or part-time service on a full-time basis as a faculty member at an accredited educational institution outside CCSF, with a maximum number of five steps. All full or part time educational experience must be verified by the employing institution.

- b. Part-time faculty service at CCSF and non-CCSF educational institutions will be considered in the initial salary placement. See SFCCD/AFT Collective Bargaining Agreement Section 20.B.3.3 and 20.B.3.31.

Estimating Initial Placement - continued

- c. An additional four (4) steps may be granted on a one-step-for-two-year basis.

This includes verified full-time *and part-time* service as an instructor, counselor, librarian, administrator, etc. These four steps **may also be granted** for verified full-time experience in a business or field directly related to the position for which you have applied. The Associate Vice Chancellor, Human Resources, will determine the applicability of related experience in relation to placement on the salary schedule.

IN SUMMARY:

Please note that the purpose of this material is to assist you in estimating your salary placement with the College. Your final full-time salary placement shall be determined by the Associate Vice Chancellor, Human Resources based upon (1) applicable provisions of the SFCCD/AFT Collective Bargaining Agreement, (2) discretionary determinations, and (3) final verification of all data supplied by each applicant in timely manner.

For further information on Article 20.B – Initial Salary Placement (SFCCD-AFT 2121) contract, please go to <http://www.ccsf.edu/en/about-city-college/administration/human-resources/ero/aft.html>

If you have further questions regarding on how to estimate your initial salary schedule placement, please contact:

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EXHIBIT B2 (7/1/19 - 6/30/20)

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
CONTRACT & REGULAR FACULTY & FULL-TIME TEMPORARY FACULTY
ANNUAL SALARY SCHEDULE**

Effective Date 7/1/19

RATINGS →	E	F	F plus 15	F plus 30	F plus 45	F + 60/Ph.D
Disciplines requiring a Master's Degree		MA or Equivalent	BA plus 45 units with MA	BA plus 60 units with MA	BA plus 75 units with MA	Ph.D. or BA plus 90 units with MA
Disciplines not requiring a Master's Degree	Minimum Qualification: AA plus 6 years Experience or BA plus 2 years Experience or Equivalent	Minimum Qualification plus 30 units	Minimum Qualification plus 45 units	Minimum Qualification plus 60 units with BA	Minimum Qualification plus 75 units with BA	Minimum Qualification plus 90 units with BA
STEPS ↓						
1	61,030	63,700	65,925	68,150	70,375	73,045
2	63,700	66,370	68,595	70,820	73,045	75,715
3	66,370	69,040	71,265	73,490	75,715	78,385
4	69,040	71,710	73,935	76,160	78,385	81,055
5	71,710	74,380	76,605	78,830	81,055	83,725
6	74,380	77,050	79,275	81,500	83,725	86,395
7	77,050	79,720	81,945	84,170	86,395	89,065
8	79,720	82,390	84,615	86,840	89,065	91,735
9	82,390	85,060	87,285	89,510	91,735	94,405
10	85,060	87,730	89,955	92,180	94,405	97,075
11	87,730	90,400	92,625	94,850	97,075	99,745
12	90,400	93,070	95,295	97,520	99,745	102,415
13	93,070	95,740	97,965	100,190	102,415	105,085
14	95,740	98,410	100,635	102,860	105,085	107,755
15	98,410	101,080	103,305	105,530	107,755	110,425
16	101,080	103,750	105,975	108,200	110,425	113,095
17	103,750	106,420	108,645	110,870	113,095	115,765
18	103,750	106,420	108,645	110,870	113,095	115,765
19	103,750	106,420	108,645	110,870	113,095	115,765
20	103,750	106,420	108,645	110,870	113,095	115,765
21	103,750	106,420	108,645	110,870	113,095	115,765
22	103,750	106,420	108,645	110,870	113,095	115,765
23 Longevity	103,750	111,760	113,985	116,210	118,435	121,105
24	103,750	111,760	113,985	116,210	118,435	121,105
25 Longevity	103,750	114,430	116,655	118,880	121,105	123,775
26	103,750	114,430	116,655	118,880	121,105	123,775
27	103,750	114,430	116,655	118,880	121,105	123,775
28	103,750	114,430	116,655	118,880	121,105	123,775
29	103,750	114,430	116,655	118,880	121,105	123,775
30	103,750	114,430	116,655	118,880	121,105	123,775

EXHIBIT B2-W (7/1/19 - 6/30/20)

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
CONTRACT & REGULAR FACULTY & FULL-TIME TEMPORARY FACULTY**

WORKLOAD SALARY SCHEDULE

Effective Date 7/1/19

RATINGS →	E	F	F plus 15	F plus 30	F plus 45	F + 60/Ph.D
Disciplines requiring a Master's		MA or Equivalent	BA plus 45 units with MA	BA plus 60 units with MA	BA plus 75 units with MA	Ph.D. or BA plus 90 units with MA
Disciplines <u>not</u> requiring a Master's Degree	Minimum Qualification: AA plus 6 years Experience or BA plus 2 years Experience or Equivalent	Minimum Qualification plus 30 units	Minimum Qualification plus 45 units	Minimum Qualification plus 60 units with BA	Minimum Qualification plus 75 units with BA	Minimum Qualification plus 90 units with BA
STEPS ↓						
1	2,034.33	2,123.33	2,197.50	2,271.67	2,345.83	2,434.83
2	2,123.33	2,212.33	2,286.50	2,360.67	2,434.83	2,523.83
3	2,212.33	2,301.33	2,375.50	2,449.67	2,523.83	2,612.83
4	2,301.33	2,390.33	2,464.50	2,538.67	2,612.83	2,701.83
5	2,390.33	2,479.33	2,553.50	2,627.67	2,701.83	2,790.83
6	2,479.33	2,568.33	2,642.50	2,716.67	2,790.83	2,879.83
7	2,568.33	2,657.33	2,731.50	2,805.67	2,879.83	2,968.83
8	2,657.33	2,746.33	2,820.50	2,894.67	2,968.83	3,057.83
9	2,746.33	2,835.33	2,909.50	2,983.67	3,057.83	3,146.83
10	2,835.33	2,924.33	2,998.50	3,072.67	3,146.83	3,235.83
11	2,924.33	3,013.33	3,087.50	3,161.67	3,235.83	3,324.83
12	3,013.33	3,102.33	3,176.50	3,250.67	3,324.83	3,413.83
13	3,102.33	3,191.33	3,265.50	3,339.67	3,413.83	3,502.83
14	3,191.33	3,280.33	3,354.50	3,428.67	3,502.83	3,591.83
15	3,280.33	3,369.33	3,443.50	3,517.67	3,591.83	3,680.83
16	3,369.33	3,458.33	3,532.50	3,606.67	3,680.83	3,769.83
17	3,458.33	3,547.33	3,621.50	3,695.67	3,769.83	3,858.83
18	3,458.33	3,547.33	3,621.50	3,695.67	3,769.83	3,858.83
19	3,458.33	3,547.33	3,621.50	3,695.67	3,769.83	3,858.83
20	3,458.33	3,547.33	3,621.50	3,695.67	3,769.83	3,858.83
21	3,458.33	3,547.33	3,621.50	3,695.67	3,769.83	3,858.83
22	3,458.33	3,547.33	3,621.50	3,695.67	3,769.83	3,858.83
23 Longevity	3,458.33	3,725.33	3,799.50	3,873.67	3,947.83	4,036.83
24	3,458.33	3,725.33	3,799.50	3,873.67	3,947.83	4,036.83
25 Longevity	3,458.33	3,814.33	3,888.50	3,962.67	4,036.83	4,125.83
26	3,458.33	3,814.33	3,888.50	3,962.67	4,036.83	4,125.83
27	3,458.33	3,814.33	3,888.50	3,962.67	4,036.83	4,125.83
28	3,458.33	3,814.33	3,888.50	3,962.67	4,036.83	4,125.83
29	3,458.33	3,814.33	3,888.50	3,962.67	4,036.83	4,125.83
30	3,458.33	3,814.33	3,888.50	3,962.67	4,036.83	4,125.83

¹ Formula for 7/1/19-6/30/20: Steps 1 through 17 Exhibit B-2 (7/1/19-6/30/20), Columns E, F, F+15, F+30, F+45 and F+60/Ph.D ÷ 30 = Salary per Workload Unit

EXHIBIT C2 (7/1/19 - 6/30/20)

ANNUALIZED 86% (100% FTE)
PRO RATA "MIRROR" SCALE - PAY-BY-LOAD
EFFECTIVE 7/1/19

				RATINGS				
TABLE	TITLE	Semesters Worked	STEP	F	F + 15	F + 30	F + 45	F + 60 / Ph.d.
51	Instructor, PAY-BY-LOAD	1-4	1	54,782.00	56,695.50	58,609.00	60,522.50	62,818.70
		5-8	2	57,078.20	58,991.70	60,905.20	62,818.70	65,114.90
		9-12	3	59,374.40	61,287.90	63,201.40	65,114.90	67,411.10
		13-16	4	61,670.60	63,584.10	65,497.60	67,411.10	69,707.30
		17-20	5	63,966.80	65,880.30	67,793.80	69,707.30	72,003.50
		21-24	6	66,263.00	68,176.50	70,090.00	72,003.50	74,299.70
		25-28	7	68,559.20	70,472.70	72,386.20	74,299.70	76,595.90
		29-32	8	70,855.40	72,768.90	74,682.40	76,595.90	78,892.10
		33-36	9	73,151.60	75,065.10	76,978.60	78,892.10	81,188.30
		37-40	10	75,447.80	77,361.30	79,274.80	81,188.30	83,484.50
		41-44	11	77,744.00	79,657.50	81,571.00	83,484.50	85,780.70
		45-48	12	80,040.20	81,953.70	83,867.20	85,780.70	88,076.90
		49-52	13	82,336.40	84,249.90	86,163.40	88,076.90	90,373.10
		53 & Over	14	84,632.60	86,546.10	88,459.60	90,373.10	92,669.30

Pro Rata Formula: Steps 1 through 14 of Exhibit B-2 (7/1/19-06/30/20), Columns F, F+15, F+30, F+45, and F+60/Ph.D X .86 = Theoretical Annualized 1.00 FTE Salary (Used As Basis For Determining Salaries Per Workload Unit)

NOTE: Semesters/Step relationship assumes hire at Step 1. Employees hired at greater than Step 1 also progress to additional steps at the rate of one step every four semesters, but based on their original step of hire. For example, an instructor hired at Step 2 will progress to Step 3 at the beginning of the fifth semester worked, Step 4 at the beginning of the ninth semester worked, etc.

WORKLOAD SALARY TABLE
86% PRO RATA "MIRROR" SCALE (1.00 LOAD FACTOR)
EFFECTIVE 7/1/19

TABLE	TITLE		RATINGS				
51	Instructor PAY-BY-LOAD						
	YEARS COMPLETED FOR FT OVERLOAD ASSIGNMENTS ONLY	Semesters Worked	STEPS	F	F + 15	F + 30	F + 45
0-4**	1-4	1	1,826.07	1,889.85	1,953.63	2,017.42	2,093.96
5-9	5-8	2	1,902.61	1,966.39	2,030.17	2,093.96	2,170.50
10 or more	9-12	3	1,979.15	2,042.93	2,106.71	2,170.50	2,247.04
	13-16	4	2,055.69	2,119.47	2,183.25	2,247.04	2,323.58
	17-20	5	2,132.23	2,196.01	2,259.79	2,323.58	2,400.12
	21-24	6	2,208.77	2,272.55	2,336.33	2,400.12	2,476.66
	25-28	7	2,285.31	2,349.09	2,412.87	2,476.66	2,553.20
	29-32	8	2,361.85	2,425.63	2,489.41	2,553.20	2,629.74
	33-36	9	2,438.39	2,502.17	2,565.95	2,629.74	2,706.28
	37-40	10	2,514.93	2,578.71	2,642.49	2,706.28	2,782.82
	41-44	11	2,591.47	2,655.25	2,719.03	2,782.82	2,859.36
	45-48	12	2,668.01	2,731.79	2,795.57	2,859.36	2,935.90
	49-52	13	2,744.55	2,808.33	2,872.11	2,935.90	3,012.44
	53 & Over	14	2,821.09	2,884.87	2,948.65	3,012.44	3,088.98

Pro Rata Formula: Steps 1 through 14 of Exhibit C-1 (7/1/19-6/30/20), Columns F, F+15, F+30, F+45, and F+60/Ph.D. ÷ 30 = Salary per Workload Unit (Ref. Article 20.A.5 et seq.)

**Overload Only: Step 1 is not applicable to contract and regular faculty whose first date of paid service was prior to 8/1/96.

NOTE: Semesters/Step relationship assumes hire at Step 1. Employees hired at greater than Step 1 also progress to additional steps at the rate of one step every four semesters, but based on their original step of hire. For example, an instructor hired at Step 2 will progress to Step 3 at the beginning of the fifth semester worked, Step 4 at the beginning of the ninth semester worked, etc.