

**LOS RIOS COMMUNITY COLLEGE DISTRICT  
1919 Spanos Court, Sacramento, CA 95825**

**Explanation of Class/Step Placement and Advancement (For Non Technical/Vocational Areas)**

**COMPENSATION FOR SERVICES**

You will be compensated for your services on the 10<sup>th</sup> for the month following services rendered. If the 10<sup>th</sup> falls on a weekend or holiday, you will be paid on the last working day prior to the 10<sup>th</sup>.

**METHOD OF PAYMENT**

1. Pick up your pay warrant at the Business Services Office on the campus where you are teaching; **OR**,
2. Provide self-addressed stamped envelopes to the Business Services Office and they will mail your pay warrant/stub(s) to you. For more information, contact your Business Services Office (ARC: 916-484-8481, CRC: 916-691-7323, FLC: 916-608-6549, EDC: 530-642-5605, SCC: 916-558-2321); **OR**,
3. You may complete an AUTHORIZATION FOR TRANSFER OF FUNDS form during orientation in Human Resources; or, through the payroll department (916-568-3025) at any time, and your pay warrants will be deposited electronically. (Note: If you choose automatic transfer you will automatically receive your warrant stubs through Employee Self Service (ESS) system, if you opt to have printed copies of your stub available to pick up at your campus business office, you can elect to do so through the Self Service system.

**SALARY PLACEMENT**

Your salary assignment will be based on upper division and graduate semester units completed AFTER obtaining the bachelor's degree. Units must be obtained from an accredited college or university. Official transcripts must be received within SIXTY (60) days of your first day of employment (start of your assignment). Initial placement may vary from Class I to Class V depending on degrees and units as follows:

**Adjunct/Overload Hourly Rates:**

	Class I	Class II	Class III	Class IV	Class V*
	AA/AS; or, BA/BS	AA/AS + 90; or, BA/BS + 30; or, MA/MS; or, Credential**	BA/BS + 54; or, MA/MS + 24; or, Credential**+ 24	BA/BS + 78; or, MA/MS + 48; or, Credential**+ 48	PhD; or, J.D.; or, D.C.; or, D.V.M.
Hourly Lecture Rate:	\$56.94	\$63.28	\$69.59	\$75.93	\$79.71
Hourly Laboratory Rate:	\$42.71	\$47.46	\$52.19	\$56.95	\$59.79
Hourly Counselor/ Coordinator/ Nurse/ Librarian Rate:	\$33.47	\$37.20	\$40.90	\$44.63	\$46.85

**Substitute Hourly Rates:**

Hourly Substitute Lecture Rate:	\$47.46
Hourly Substitute Laboratory Rate:	\$35.60
Hourly Counselor/Coordinator/Nurse/Librarian Substitute Rate:	\$33.47

\*Note: All law degrees must be from a university that is accredited by the American Bar Association (ABA) or the California Bar Association (CBA). In order to be paid at Class V, the doctorate degree must be in the discipline, or a reasonably related discipline, to the discipline being taught.

\*\*Note: Credentials must be a California Community College "Valid for Life" Credential.

Units past the bachelor degree cannot be counted unless the transcript where your bachelor degree was earned is received. If your bachelor and master degrees were earned at different universities, both transcripts must be received. If you have earned upper division units at multiple universities, then all multiple university transcripts must be received. If you have transfer units that you want to be counted as "units past the degree" then the transcript where the transfer units were earned must be received. All transcripts must be official, sealed and un-opened; otherwise they will not be accepted.

**SALARY STEP ADVANCEMENT**

Step increment advancements are based on accumulation of FTE (full-time equivalency). You must have completed a total of 2.000 FTE (540 lecture hours or 810 lab hours) to advance from one step to the next.

## ADJUNCT INITIAL SALARY CLASS PLACEMENT

For new adjunct instructors: LRCFT 2.8.6 – “For faculty members new to the District, official college transcripts and/or advanced degrees and/or occupational experience must be on file in the District Human Resources Office within sixty (60) days after the first day of employment with the District.”

A new adjunct instructor will be initially placed on the salary schedule according to their unofficial transcripts.

Class I for an AA/BA

Class II for MA

Class V for Ph.D., J.D., D.C. or D.V.M. (The degree must be reasonably related to the discipline being taught.)

*Please note that even if official transcripts are received in HR at the time of orientation, you may still be paid according to the above procedure. This is due to the high volume of new instructors every semester and the need to evaluate all transcripts for proper class placement.*

If no unofficial transcripts are submitted, initial placement will be at Class I, Step 1.

The instructor then has 60 days from their *first day of employment* (start of assignment) to provide official sealed unopened transcripts. If the official transcripts are received within the 60-day deadline, the transcripts will be evaluated and the instructor will be placed on the salary schedule accordingly. Salary placement will be effective retroactive to the start of the assignment.

If official transcripts are not received within the 60-day deadline, but are received before the next semester, the employee will be paid at Class I, Step 1, for the remainder of the semester, and all overpaid monies will be collected. Correct placement on the salary schedule will become effective the beginning of the next semester, and the instructor will not receive retroactive payment.

## SALARY SCHEDULE CLASS ADJUSTMENTS

For continuing adjunct instructors: LRCFT 2.9.2 – “In order for faculty members to receive class placement adjustments, evidence of work completed must be on file by August 15 for adjustment to be effective for the academic or fiscal year. Evidence shall be documents issued by the fully accredited institutions and faculty members shall certify accuracy. Official college transcripts and/or advanced degrees must be on file in the District Human Resources Office within sixty (60) days *after the class placement adjustment becomes effective*. Adjustments required by documentation provided after the 60 day period will be made at the beginning of the next semester of employment.”

1. A continuing adjunct instructor has until August 15 of each year to provide “evidence” of work completed. Within 60 days *after the class placement becomes effective* the instructor must provide official sealed unopened transcripts. If both of these deadlines are met, Class adjustment is effective Fall.
2. If “evidence” is received by the August 15 deadline date, but the official transcripts are not received within the 60 day deadline, Class adjustment is effective Spring.
3. If “evidence” is not provided by August 15, Class advancement will not be effective until the beginning of the next academic year (the next Fall semester). Note: the August 15<sup>th</sup> "evidence" is a place holder.

## OPPORTUNITIES FOR SALARY SCHEDULE ADVANCEMENT

Advancement can be earned with degrees, upper division units, lower division units and non-academic activities. Refer to section 2.9 of the LRCFT Agreement for details. Lower division units and/or non-academic activities earned prior to employment with LRCCD cannot be used for salary schedule advancement. For salary advancement purposes, lower division units and/or non-academic activities must be applicable to your job assignment with LRCCD and must be pre-approved. The required form “Application for Credit for Salary Schedule Advancement for Lower Division Units and Non-Academic Activities” is available at: <http://www.losrios.edu/hr/forms/LRCFT%20forms/AppForSalSchedAdvanc.pdf> (refer to the application form for directions). Courses and/or workshops attended during your scheduled LRCCD work hours will not be approved for salary schedule advancement purposes. Activities taken to meet flex obligations cannot be used for salary schedule advancement. You may call 916-568-3109 for additional information.