

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT SALARY RECLASSIFICATION PROCEDURES & GUIDELINES

As a contract faculty member, you are eligible to apply for salary reclassification following your initial placement on the salary schedule. Reclassification is based on academic units gained subsequent to employment by the District.

1. **Appendix B** of the collective bargaining agreement describes the conditions under which courses can be approved for salary reclassification. Prior to enrolling in any courses (whether or not they lead to a formal degree), submit a **“Request for Approval of Coursework for Salary Reclassification”** to the Vice President of Instruction or Student Services (whichever applies). Attach a copy of the catalog description for all courses you plan to take. NOTE: Per the contract, reclassification is based on “academic units” earned at an “accredited institution of higher learning”. This form must be submitted prior to enrolling in any classes.
2. In accordance with the collective bargaining agreement, no more than 15 semester units per school year can be counted toward salary reclassification. Do not submit copies of your transcripts as you go along; wait until you have accumulated the total number of units to advance to another step on the salary schedule.
3. In order to receive classification advancement (once you have completed **15 semester units** (or 22.5 quarter units) of approved coursework with a grade of “C” or better), an employee must file a letter of intent (**Request for Salary Reclassification**) in the Human Resources Office before the last day of the spring semester for the following school year. Verification of successful completion of the course(s) with a passing grade must be submitted to Human Resources by July 1 of the school year in which the classification advancement shall take place.
4. **Official transcripts must be in the Office of Human Resources and Employee Relations before salary reclassification can take place.** Human Resources will take responsibility for submission of the reclassification to the Board of Trustees.

Please refer to Appendix B of the collective bargaining agreement for complete information about the salary reclassification process.

NOTE: Faculty on “B Track” (vocational), please refer to the Salary Schedule Placement Guidelines for the number of units required for each salary reclassification.

If you have any questions, please contact Mary Ward, Human Resources Technician, at 382-4048.

Enclosures: Salary Schedule Placement Guidelines
Request for Approval of Coursework for Salary Reclassification
Request for Salary Reclassification
CTA Agreement - Appendix B – Salary Schedule Regulations (Revision 5/12/05)

The Academic Salary Reclassification Packet is also available online at: www.sbccd.org – Human Resources–Human Resources Forms–Academic Salary Reclassification Procedures, Guidelines and Forms.

Salary Schedule Placement Guidelines

Class (Column) C

- A. Bachelor's degree or less.
- B. Associate's degree + six (6) years of work experience

Class (Column) D

- A. Master's degree
- B. Associate's degree + 45 units + six (6) years of work experience or Bachelor's degree + two (2) years of work experience

Class (Column) E

- A. 55 units beyond bachelor's degree including master's degree or master's degree + 15 units
- B. Associate's degree + 75 units + six (6) years of work experience or Bachelor's degree + 15 units + two (2) years of work experience

Class (Column) F

- A. 70 units beyond bachelor's degree including master's degree or master's + 30 units
- B. Bachelor's degree + 30 units + two (2) years of work experience

Class (Column) G

- A. 85 units beyond bachelor's degree including master's degree or master's degree + 45 units
- B. Bachelor's degree + 45 units + two (2) years of work experience

Class (Column) H

- A.
 - 100 units beyond bachelor's degree including master's degree or master's degree + 60 units
- B. Master's degree + two (2) years of work experience

Class (Column) I

- A. Earned Ph.D or Ed.D.
- B. Earned Ph.D or Ed.D.

Explanatory Notes:

- A Track: All faculty in disciplines for which the minimum qualifications* are a master's degree.
- B Track: All faculty in disciplines for which a master's degree is not generally expected or required.*

Work experience must be in the faculty member's **specialized vocational area**.

Highest initial placement is Step 8

*As defined in the "Minimum Qualifications for Faculty in California Community Colleges," issued by the Human Resources Division of the Chancellor's Office, California Community Colleges.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Request for Approval of Coursework for
Salary Reclassification

Name _____ Date _____

1. Name of institution where coursework is to be taken: _____
All courses must be credit based and taken at colleges that have been accredited by agencies recognized by the U. S. Department of Education. Please confirm the accreditation status of the college prior to submitting your request.

2. Semester/year/dates course(s) will be taken: _____

Table with 4 columns: Course Number(s), Course Title(s), Semester Units OR Quarter Units. Contains 5 empty rows for data entry.

4. This work constitutes [] new or [] refresher material for me.

5. Expected benefits to be derived from the course(s) and reason(s) for taking it. Include how this work relates to your assignment in the SBCCD.

Rationale: _____

_____ Degree: _____

_____ Salary Reclassification

_____ Other: _____

***NOTE: A copy of your program outlining the courses required to obtain your degree, along with a detailed course description from the college catalog, must accompany this request when submitted for approval.

This form must be submitted to the Vice-President for approval prior to beginning any course(s) toward salary reclassification. The Vice Chancellor of Human Resources will review the documentation for final approval and notify the applicant within five (5) working days in writing. Once the notification is received, the applicant may begin the course work.

Approved [] Not Approved [] Response from Vice President (if any): _____

Signature: _____
Vice President

Date: _____

Approved by: _____
Office of Human Resources

Date: _____

APPENDIX B SALARY SCHEDULE REGULATIONS (Revision – Board Approved May 12, 2005)

C. CLASSIFICATION ADVANCEMENT AFTER INITIAL PLACEMENT OF AN EMPLOYEE

Faculty members may apply for reclassification following their initial placement on the salary schedule based on either academic units or applied work experience gained subsequent to employment by the District. A change between tracks may not be made for reclassification purposes unless at least 80% of the new regular load has been changed to the new track.

The process for seeking approval of courses or applied work experience and applying for reclassification is as follows:

1. Academic Units

a. Applications for preliminary approval of course work must include:

1. The full title, number and catalog description of the course;
2. The name and accrediting agency of the institution of higher learning;
3. A rationale for the requested approval;
4. A complete transcript of all previously completed coursework.

b. The rationale for courses submitted for credit toward salary reclassification must meet at least one of the following conditions:

1. Related directly to employee's teaching field;
2. Be consistent with the minimum qualifications necessary to maintain the employee's position with the District;
3. Meet requirements for a degree in employee's teaching area;
4. Be an appropriate course relating to the learning process or special student problems, e.g. problems unique to disadvantaged or minority students, gifted learners, or writing behavioral objectives for instructional purposes.
5. Add to the employee's professional competence if outside the employee's teaching field;
6. Professional education and/or school administration courses may be accepted, providing they would aid the faculty member in understanding school law, finance and organization.

c. No more than 15 semester units per school year (July through June), or more than 6 semester units per school semester, will be allowed toward change of classification, unless the employee is on a sabbatical or a leave of absence for the purpose of full-time study.



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- d. No course shall receive preliminary approval by the Vice President if it is substantively similar in content or title to a course for which the employee previously received credit for either initial placement or reclassification.
- e. No course or semester units shall be approved for classification advancement and no degree credit shall be granted unless such course, semester units or degree was earned at an institution of higher learning which has been accredited by a nationally recognized agency such as the Western Association of Schools and Colleges (WASC). The District reserves the right to determine, at the time of final review, and prior to the faculty member commencing academic work, if the accrediting agency is acceptable.
- f. Course or semester units shall be approved for reclassification advancement, and degree credit shall be granted if the institution of higher learning was in the final stage of the accreditation process when the course, semester units or degree was completed and accreditation is later granted within two (2) years.
- g. No course or semester units shall be approved for classification advancement or for degree credit unless the employee receives a letter grade of "C" or higher or receives a "Pass" designation on the "pass or fail" system.

2. Approval Process

- a. Credit for course work must receive preliminary approval by the appropriate Vice President.
- b. The Vice President shall process course approval requests and forward the results to the Vice Chancellor of Human Resources within fifteen (15) calendar days of receipt of the completed request.
- c. The Vice President may give preliminary approval to lower division courses for classification advancement only if such courses are directly related to the current assignment, or are directly related to a probable assignment in the immediate future, and such courses are generally equivalent in content to upper division or graduate courses.

In order to receive credit for lower division courses, the employee must include with his/her request a rationale which indicates how such courses are generally equivalent in content to upper division or graduate courses.

- d. After preliminary approval, the Vice President will forward all documentation to the Vice Chancellor of Human Resources.



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- e. The Vice Chancellor of Human Resources will review the documentation for final approval and notify the applicant within five (5) working days in writing. Once the notification is received, the applicant may begin the course work.

3. Reclassification Process

- a. In order to receive classification advancement, an employee must file a letter of intent in the Human Resources Office before the last day of the spring semester for the following school year. Verification of successful completion of the course(s) with a passing grade must be submitted to Human Resources by July 1 of the school year in which the classification advancement shall take place.

Documentation of approved courses shall include a list of courses for which salary credit was previously approved, and a list of courses with a passing grade by July 1 of the school year in which the classification advancement shall take place.

- b. Once all verification of successful completion has been submitted to the Vice Chancellor of Human Resources, a recommendation for reclassification, including the effective date, will be submitted to the Board of Trustees for approval.