

# Full-Time Faculty Step Placement



# LRCFT Contract

The collective bargaining agreement (contract) between the Los Rios Community College District (LRCCD) and the Los Rios College Federation of Teachers (LRCFT) will be referred to several times in this presentation

To access the LRCFT contract:

- Visit: <https://employees.losrios.edu/employee-groups/collective-bargaining>

## Los Rios College Federation of Teachers (LRCFT)

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- [\[PDF\] 2023 to 2026 LRCFT Collective Bargaining Agreement \(PDF\)](#)
- [www.lrcft.org](http://www.lrcft.org) 

# Salary Schedules

**Los Rios Community College District salary schedules can be found at:**

<https://employees.losrios.edu/human-resources-and-benefits/human-resources/salary-schedules>

## Faculty (Instructional)

- [PDF 2024-25 Faculty Salary Schedule A – 164-Day \(Full-Time Professors\) \(PDF\)](#)
- [PDF 2024-25 Faculty Salary Schedule A – 174-Day \(Counselors, Coordinators, and Nurses\) \(PDF\)](#)
- [PDF 2024-25 Faculty Salary Schedule B \(Adjunct/Overload Faculty\) \(PDF\)](#)
- [PDF 2024-25 Instructional Substitutes \(Certificated Substitutes\) Salary Schedule \(PDF\)](#)
- [PDF 2024-25 Stipends \(PDF\)](#) – for faculty athletic/coaching stipends, performing arts stipends

# Salary Schedule Overview

**All full-time faculty are paid on the appropriate Faculty Salary Schedule A:**

- Faculty Salary Schedule A - 164-Day (Full-Time Professors/Librarians)
  - 10-month positions, 164 work days per year
- Faculty Salary Schedule A - 174-Day (Counselors, Coordinators & Nurses)
  - 12-month positions, 174 work days per year

**The step placement process is the same for all “A” salary schedules**

**This process does not apply to adjunct/overload assignments, which are part-time and paid on the Faculty Salary Schedule B (LRCFT Contract, Section 2.7).**

# General Overview

- Step placement is determined upon documentation of qualifying academic and/or occupational work experience (LRCFT Contract, Section 2.6)
- Individual salary placement will vary for each new hire
- Newly hired full-time faculty begin with an initial placement, pending receipt of salary placement documentation
- New hires will be paid at their initial placement until their official salary placement has been determined by Human Resources
- The highest possible placement for newly hired faculty is Step 8 (LRCFT Contract 2.6.2.2).
  - Depending upon their experience, newly hired full-time faculty will start between Step 1 and Step 8 on the Faculty Salary Schedule A

# Academic (Certificated) Experience

## Full-Time (100% for the Academic Year)

- Step placement credit for elementary, high school, accredited college, and university experience shall be granted for verified full-time (100%) academic year experience at the rate of one (1) step for each teaching year
- Includes concurrent part-time work at multiple districts, which is equivalent to full-time work in an academic year
  - Ex: If someone worked 0.5 FTE at College A and 0.5 FTE at College B for both the fall and spring semesters in a given year then that counts as one (1) step

# Academic (Certificated) Experience

## Part-Time (100% for the Academic Year)

- Accumulated part-time certificated work experience at an accredited college or university, converted to full-time equivalent will be used for up to seven (7) years of credit toward initial salary placement
- Every 2.0 FTE of part-time certificated experience counts as one (1) step
  - Los Rios full-time faculty work 2.0 FTE each year (1.0 FTE in the fall semester and 1.0 FTE in the spring semester)
  - Academic experience is based on semesters. Quarterly FTE will be converted to the semester equivalent
- If a new hire only has part-time academic experience, then the highest possible placement is Step 8 (based on 7 years of combined part-time work)

# Occupational Experience

**Must be paid experience that is directly related to the job assignment or teaching discipline**

- Ex: Someone hired as a Nursing Assistant Professor who worked full-time as a nurse in a hospital can use this experience toward step placement
- Every one year (12 calendar months) of full-time, occupational experience is eligible for one (1) step
- Part-time occupational experience can be combined for full-time equivalency.



# Excluded Experience

The following is excluded from step placement experience:

- a) Experience as a practice/student teacher, nurse, researcher, librarian, counselor and/or the equivalent
- b) Experience as an intern
- c) Experience as an assistant to a teacher, counselor, researcher, librarian, nurse and/or the equivalent where duties are basically as a facilitator or as an aide in the performance of such duties
- d) Experience as a teaching assistant where the aggregate accumulated annual formula hours teaching load is less than the equivalent of one (1) hour full-time experience of a teacher, counselor, researcher, librarian, nurse or the equivalent, employed by the Los Rios Community College District or less than one (1) year full-time experience at the college where teaching assistant experience was gained

# Step Placement Process

- Newly hired faculty have sixty (60) days from their start date to provide verification(s) of employment (VOEs) to the Human Resources Department
- There is one form for academic experience and one form for occupational experience. To review both verification forms, visit our [Class/Step Placement and Advancement for Faculty page](#).
- New hires will need to submit the appropriate forms to applicable current/past employer(s) and request that the employer complete the verification. **New hires should not complete their own verification form**
- It is preferred that employers complete a Los Rios verification of employment (VOE) form; however, we will also accept something in writing containing the company's letterhead, an official signature, and provides the same information as the verification form (job title, dates of employment, etc.)

# Step Placement Process

- All experience must be verified in writing by an authorized representative, or the equivalent for self-employed individuals (LRCFT Contract, 2.6.2.2.4)
  - Authorized representatives include: managers, supervisors, and Payroll or Human Resources representatives
- Some employers use third party verification services for employment verifications. We cannot accept third party verifications and/or request information from third party verification services
- If you run into any challenges obtaining your verification(s), please send an email to [HR-FTFaculty@losrios.edu](mailto:HR-FTFaculty@losrios.edu) for further assistance

# Step Placement Process

- Once all salary placement documentation has been received, Human Resources will begin the salary placement evaluation
- When the evaluation has been completed, newly hired faculty will receive a letter from Human Resources along with a copy of the evaluation for their review and signature
- If a newly hired faculty member's official salary placement is higher than their initial placement, and they have already been paid for services rendered, they will receive a retroactive adjustment and be paid for the difference in salary as of the start of their assignment

**Please contact the Human Resources  
Department should you have any  
questions**

Los Rios Community College District  
Human Resources Department  
916-568-3112  
[HR-FTFaculty@losrios.edu](mailto:HR-FTFaculty@losrios.edu)

