HUMAN RESOURCES DEPARTMENT

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 la 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

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 <u>full-time</u> 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:

Stephanie Duncan
Academic Hiring Unit
City College of San Francisco
)ULGD.DKR:D&RQDPOO
San Francisco, CA 941
Telephone: (415) -

^ E &Z E /^ K KDDhE/dz K>> ' /^dZ/ d
KEdZ d ˜ Z 'h 9hl!–A g'V y, K h 9` B

—						