

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
LOS RIOS COMMUNITY COLLEGE DISTRICT  
AND  
LOS RIOS COLLEGE FEDERATION OF TEACHERS**

**August 22, 2006**

Background

During negotiations of 2002-2005, the parties discussed the need to recognize professional growth opportunities for career and technical education (voc /tech) faculty allowing other venues/opportunities. As a result of these negotiations, the “Application for Credit for Salary Schedule Advancement for Lower Division Units and Non-Academic Activities” was modified to include the following:

- 5.6 Faculty with a majority assignment in tech/voce (as determined by TOP codes) may participate in industry training (non-paid work) or certification or licensing activities specific to their industry as approved by the dean/VPI based on 18 hours of work/training for each CE unit. A maximum of six (6) units per year is allowed effective July 1, 2005.

During negotiations of 2005-2008, the parties also developed a committee to review the initial salary placement challenges of tech/voc faculty. Options the committee discussed included the potential of offering credit for CSUS courses in community college teaching (12 units), “journey level” status (if defined in another manner), etc.

Based upon the committee’s discussions during Spring 2006, the parties agree to the following contract language changes which will become effective July 1, 2006. Formal notice to affected faculty will occur no later than September 1, 2006. Faculty inquires/documentation to Human Resources regarding salary adjustments shall occur prior to October 15, 2006, (and this will be included in the letter to affected faculty):

**2.8 Initial Class Placement on Salary Schedules A-175, A-185, and B-1 and B-2, B-3**

- 2.8.1 Faculty employed by the District before July 1, 1980, and with continued employment rights as of fall semester 1980, will retain class placement on the appropriate salary schedule until additional class placement is earned in accordance with 2.8.3.
- 2.8.2 Newly employed faculty shall be placed in the appropriate salary class based on education.
  - 2.8.2.1 Appropriate class shall be determined based upon the documentation of educational achievement submitted at the time the employee is processed for employment and prior to Board approval.

2.8.3 All faculty members shall be granted class placement credit for upper division class units, graduate units and advanced degrees completed at a college or university fully accredited in accordance with Title V, Section 53406, the American Bar Association, or the California Bar Association as follows:

2.8.3.1 Initial Placement

2.8.3.1.1 *Class I*— Bachelor’s Degree but fewer than 30 semester units completed beyond a Bachelor’s Degree, or less than a Bachelor’s Degree.

2.8.3.1.2 *Class II*— Master’s Degree.

2.8.3.1.2.1 Bachelor’s Degree and 30 semester units beyond a Bachelor’s Degree.

2.8.3.1.2.2 Associate Arts Degree and 90 semester units beyond an Associate Arts Degree.

2.8.3.1.3 *Class III*— Master’s Degree and 24 semester units beyond a Master’s Degree.

2.8.3.1.3.1 Bachelor’s Degree and 54 semester units beyond a Bachelor’s Degree.

2.8.3.1.4 *Class IV*— Master’s Degree and 48 semester units beyond a Master’s Degree.

2.8.3.1.4.1 Bachelor’s Degree and 78 semester units beyond a Bachelor’s Degree.

2.8.3.1.5 *Class V*— In addition to meeting all requirements in Class IV, the possession of an earned Doctoral Degree under the following provisions and those in Article 2.8.3:

2.8.3.1.5.1 Doctoral Degrees must be earned in a field directly related to the initial assignment.

2.8.3.2 Alternative Initial Placement for Careers and Technology Faculty Hired Under Education Code 53410 (Tech/Voc)

2.8.3.2.1 *Class I*– Associate of Arts, Associate of Science, or Bachelor’s Degree

2.8.3.2.1.1 Faculty hired under Education Code 53410 who possess a Bachelor’ Degree plus 2 years of full-time equivalent employment in the discipline being taught; or

2.8.3.2.1.2 Faculty hired under Education Code 53410 who possess an Associate of Arts or Associate of Science Degree plus six years of full-time equivalent employment in the discipline being taught.

2.8.3.2.2 *Class II* – Master’s Degree.

2.8.3.2.2.1 Faculty who possess a Bachelor’s Degree and who have completed 30 semester units beyond a Bachelor’s Degree.

2.8.3.2.2.2 Faculty who possess a Bachelor’s Degree plus 2 years of full-time equivalent employment in the discipline being taught and who have completed 12 units of education coursework in teaching methodology (see 2.8.3.2.2.3.1 below); or

2.8.3.2.2.3 Faculty who possess an Associate Degree plus 6 years of full-time equivalent employment in the discipline being taught and who have completed 30 units beyond the Associate Degree, including 12 units of education coursework in teaching methodology (see 2.8.3.2.2.3.1 below).

2.8.3.2.2.3.1 Approved coursework in teaching methodology includes the 12 units of education coursework required for the CSUS Community College Faculty Preparation Certificate or the California Adult/Vocational Education Subjects Designated Teaching Credential. Human Resources will determine equivalencies for those with similar units (i.e., out of state).

2.8.3.2.2.4 Faculty in the careers and technology area who possess a valid, 100% life credential in the discipline being taught.

- 2.8.3.2.2.4.1 Years of experience used to obtain the careers and technology credential cannot be used for step placement.
- 2.8.3.2.3 *Class III* – Master’s Degree and 24 units beyond a Master’s Degree.
  - 2.8.3.2.3.1 Faculty who possess a Bachelor’s Degree and who have completed 54 semester units beyond a Bachelor’s Degree.
  - 2.8.3.2.3.2 Faculty who possess a Bachelor’s Degree and who have completed 12 units of education coursework in teaching methodology (2.8.3.2.2.3.1) and an additional 42 units beyond the Bachelor’s Degree.
  - 2.8.3.2.3.3 Faculty who possess a 100% life credential for careers and technology subjects (see 2.8.3.2.2.4) and who have completed 24 semester units beyond a life credential.
- 2.8.3.2.4 *Class IV* – Master’s Degree and 48 semester units beyond a Master’s Degree.
  - 2.8.3.2.4.1 Faculty who possess a Bachelor’s Degree and who have completed 78 units beyond a Bachelor’s Degree.
  - 2.8.3.2.4.2 Faculty who possess a Bachelor’s Degree and who have completed 12 units of education coursework in teaching methodology (2.8.3.2.2.3.1) and an additional 66 units beyond the Bachelor’s Degree.
  - 2.8.3.2.4.3 Faculty who possess a 100% life credential for careers and technology subjects (see 2.8.3.2.2.4) and who have completed 48 semester units beyond a life credential.
- 2.8.3.2.5 *Class V* – In addition to meeting all requirements in Class IV, the possession of an earned Doctoral Degree under the following provisions and those in Article 2.8.3:

2.8.3.2.5.1 Doctoral Degrees must be earned in a field directly related to the initial assignment.

2.8.4 A faculty member desiring to adjust his/her placement due to the new Associate's Degree/Vocational Credential and other changes in language pursuant to 2.8.3 shall notify the Human Resources Office in writing by August 15 and provide supporting documentation of any potential salary class changes in order to receive an increase for the current academic year. Failure to submit the necessary information by August 15 will cause a forfeiture of the potential placement change for that academic year. Official transcripts and/or advanced degrees must be on file in the Human Resources Department within sixty (60) days after the class placement adjustment becomes effective.

2.8.4.1 Individuals with degrees from foreign institutions must have his/her transcripts/degrees evaluated by a Foreign Degree Evaluation Service to determine his/her equivalency to a U.S. regionally accredited institution.

2.8.5 Vocational faculty who receive a 100% life credential based on years of experience cannot use the same years for step advancement.

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.

LOS RIOS COMMUNITY  
COLLEGE DISTRICT

LOS RIOS COLLEGE FEDERATION  
OF TEACHERS

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Jon Sharpe, Deputy Chancellor

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Dean Murakami, LRCFT President

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Ann Aaker, Associate Vice Chancellor  
Human Resources

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Dennis Smith, LRCFT Chief Negotiator

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