

Step Advancement for Associate Faculty

In January, 2024, dozens of Associate Faculty were due to advance a step on their salary schedule. A glitch in the District's payroll system caused a number of these faculty to remain at their current step on their salary schedule, consequently not realizing the pay increase for which they qualified. Some time passed and the glitch was presumably discovered by an Associate. The District subsequently audited all of the Associate Faculty steps to correct the mishap. We've been told that all necessary pay corrections have been made. But just in case...

How do you find out if you are on the "right" step?

1. Find your step.
2. Know the rules of Associate step advancement (Article 27.03.B).

1. Find your step.

Here is the link to our 2024-2025 SRJC Faculty Salary Schedule:

http://www.afa-srjc.org/Contract/salary_sched.pdf

Columns and Rows in the Schedule

- **Class Columns** on the Salary schedule: placement determined by education, classes A-D.
- **Step Rows** on the Salary Schedules: placement determined by years of experience; steps 1-9, maximum initial placement at step 4.

Faculty can find their step on their salary schedule by finding the rate from their pay stub and matching it to a rate on their salary schedule. For example, below from a pay stub issued August 9, 2024, the rate is \$80.03 per hour. This amount matches with the amount in column C, row 9 from the 2023-2024 base hourly salary schedule. This means the pay stub below belongs to a person on step 9 back in 2023-2024. Note that step 9 is currently the highest step, so this person would still be on step 9 in 2024-2025, but they would be making \$83.33 per hour.

Pay Detail	Units	Rate	Earnings
24-3011	30.00	80.03	2,400.90

2. Know the rules of Associate step advancement (See Article 27.03.B for Specifics).

Assume that Associates never serve in a full-time, contract temporary regular assignment for the following bullet points.

- If you are on step 9, there's likely no reason to check to see if you're on the right step.
- Summer is not a semester.
- For those teaching a substantial, consistent amount over several years, it can be easy to keep track of steps.

Example

If you were initially placed at step 1, you use the Enhanced Lecture and Lab 1.00 Hourly salary schedule, and you teach a 3-unit course (have 20% load) every semester, then you would advance from step 1 to step 9 in 16 years.

- If you're starting at step 1 and your load is greater than 6.7% every semester, you can advance to step 4 after six academic years of service. Any semester off or load at 6.7% or below doesn't count toward step advancement when you're at steps 1, 2, or 3. It basically takes four semesters to advance each step at these levels.
- If you're starting at step 4 and your load is greater than 13% every semester, you can advance to step 9 after 10 more academic years of service. Any semester off or load at 13% or below doesn't count toward step advancement when you're at step 4 or above. It basically takes four semesters to advance each step at these levels.

Example

Kevin, who earned a PhD in Economics from UW, began working as an Associate at SRJC in Spring 2020. Kevin began at step 3 in the Economics Department. Kevin’s work history is listed below. Kevin heard of the debacle in January 2024 so he decided to check his check stub, which listed a rate of \$143.47. What step should Kevin be on in Spring 2024?

semester	sp2020	f2020	sp2021	f2021	sp2022	su2022	f2022	sp2023	f2023	sp2024
step	3									?
load (%)	20	0	20	20	20	60	40	20	40	60

1. Find your step

Kevin’s rate, along with his education, suggests he’s at step 4 in January 2024

semester	sp2020	f2020	sp2021	f2021	sp2022	su2022	f2022	sp2023	f2023	sp2024
step	3	3	3	3	3	4	4	4	4	?
load (%)	20	0	20	20	20	60	40	20	40	60

2. Know the rules of Associate step advancement (Article 27.03.B).

Kevin had enough load to move from step 3 to step four by summer 2022. Notice that Fall 2020 didn’t count toward advancing from step 3 to step 4. Also, notice that step 4 was realized in summer 2022... since summer 2022 wasn’t a semester, though, summer 2022 doesn’t count for step advancement from step 4 to step 5.

Since Kevin only has three semesters at step 4, and his rate of \$143.47 put him at step 4 on the 2023-2024 salary schedule, then the correct step for spring 2024 is indeed step 4. Kevin doesn’t need to contact payroll as they have it right!

A final note:

In the above scenarios, it was assumed that Associates never serve in a full-time, contract temporary regular assignment. Under normal circumstances, Associates receive two semesters step credit for each semester served in a full-time, contract temporary regular assignment (e.g., a leave replacement assignment).