RECOMMENDED SALARY AND PERSONNEL BENEFIT ADJUSTMENTS

FOR

CERTIFICATED PERSONNEL

1975-76 COLLEGE YEAR

OFFICE OF THE SUPERINTENDENT-PRESIDENT
SANTA BARBARA CITY COLLEGE

GLENN G. GOODER, SUPERINTENDENT-PRESIDENT
JUNE 26, 1975
COST SUMMARY

COST TO DISTRICT FOR IMPLEMENTING THE RECOMMENDATIONS

Contract Faculty Adjustment:

Add 8% at all steps ................. $ 254,263

Hourly Faculty:

Revise hourly schedule by merging contract and hourly rating-in and relating to contract schedule:

Day-Credit ................... $ 31,431
Evening College................. $ 44,231
Continuing Education .......... $ 46,200

Administrative Staff:

Revise schedule by increasing percentage between ranges and applying average increase of 9.4%. ................. $ 40,943

Benefits:

Increase annual benefits by $80 to cover increase in medical insurance premium for employee only ............ $ 13,360

Total:....... $ 430,428
CERTIFICATED SALARY SCHEDULE

Discussion

It has been possible in recent years for the District to maintain faculty salaries at the 67th percentile of salaries in 35 comparable Southern California Community College Districts. According to the formula which has been used for that purpose, an increase of 9 percent in contract salaries would be required to maintain comparability.

Since a significant portion of the instruction in the district is done by part-time teachers and since they are most seriously disadvantaged in the current inflationary situation, the Instructors' Association has recommended that adjustments in the contract faculty salaries be less than the formula would suggest and that there be as much improvement as possible in the pay for part-time hourly teachers.

During discussions with the Instructors' Association and the Continuing Education Instructors' Association, considerable effort has been focused, also, upon re-structuring the hourly salary schedule to remove inequities and to relate the hourly schedule and the summer session schedules to the contract schedule. In addition, agreements have been reached which will reduce clerical time for payroll computation and which will extend the salary schedules through August of 1976 which will result in savings to the District.

As a result of discussions with faculty representatives, an analysis of the current economic situation and an evaluation of the needs and resources of the District, a comprehensive revision in faculty salary schedules and policies has been developed. The following actions are included in the proposed revisions:

1. Criteria for the part-time and substitute salary schedules have been merged with those of the contract Teachers' Salary Schedule.

2. A five-range, five-step Part-Time and Substitute Teachers' Salary Schedule has been computed based upon $1/1100 of the teacher's annual salary (not to exceed Step 5) per lecture hour with laboratory teaching paid at 3/4 of the lecture rate. Arrangements will be made so that no teacher will receive less for laboratory teaching in 1975-76 than they were paid in 1974-75 even though laboratory rates will go down from 82% to 75% of lecture rates.

3. Limits have been placed on initial placement and a more orderly procedure for step advancement has been established.
4. For substitute and part-time teachers in the credit program, one laboratory hour in addition to each 6 hours of lecture or 8 hours of laboratory teaching has been assigned for student advisement and co-curricular activities, professional responsibilities related to planning and curriculum development, and participating in faculty meetings and college committees.

5. Salaries for part-time and substitute counselors and librarians have been computed on the basis of their laboratory rate (not to exceed Step 5) X 22.5 + 35 X hours worked.

6. Contract Teachers' Salary Schedule and Children's Center Teachers' Salary Schedule have been increased by 8 percent.

7. A new Summer Session Salary Schedule has been generated based upon TLU's at 70 percent of contract salary rates not to exceed Step 10 in any range.

8. Part-time and hourly payrolls for Evening College and Continuing Education will be computed on the basis of hours worked per pay period and all schedules will be effective July 1, 1975 through August 30, 1976.

Benefits

The carriers of District medical insurance programs have indicated that rates will be increased from 18.8 to 20 percent for the coming year. It is believed that the value of personnel benefits should not be reduced.

In accordance with the above, the following recommendations are made:

**RECOMMENDATION #1:**

It is recommended that the attached proposed Salary Schedules, Guidelines, and Procedures for non-administrative certificated employees be adopted.

**RECOMMENDATION #2:**

It is recommended that the cafeteria-type annual benefits allocation be increased from $920 to $1,000 per full-time certificated employee.
ADMINISTRATIVE SALARY SCHEDULE

Discussion

Analysis of the salaries of administrators indicate that District administrative salaries are among the lowest in the State. Analysis of the District administrative salary schedule indicates that increments between steps are 2 percent whereas in most districts increments between steps are from 3 to 5 percent.

The administrative sabbatical leave policy currently is limited to a 2-month sabbatical at no cost to the District with other administrators assuming the duties of the administrator on leave. Such a policy has limited value to the District and the employee since significant professional experiences may not be available in 2 months. Also, the increased workload for other administrators often is excessive.

Administrators are affected by increases in medical insurance programs to the same degree as are other employees.

In accordance with the above, the following recommendations are made:

RECOMMENDATION #1:

It is recommended that a new administrative salary schedule be adopted with 4 percent rather than 2 percent between steps and with an average increase of 9.4 percent.

RECOMMENDATION #2:

It is recommended that a new administrative sabbatical leave policy be adopted which provides a choice between a 2-month leave at full pay or a 1-semester leave at three-fourths pay.

RECOMMENDATION #3:

It is recommended that the cafeteria-type annual benefits allocation be increased from $920 to $1,000 per full-time administrator.
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Certificated personnel with the earned doctorate receive an additional $645 annually.

A service increment of $300 per year is paid to contract teachers, counselors, librarians, and nurses during the 18th, 19th, and 20th years of service. The increment is increased to $600 per year during the 21st, 22nd, and 23rd year of service, and to $900 per year during the 24th, 25th, and 26th year of service, and will increase according to this pattern for further years of service beyond the 26th year.

Service as a teaching faculty member of the institution presently known as Santa Barbara City College occurring prior to July 1, 1965 shall be considered as service to the Santa Barbara Community College District.
1.00 POSITIONS COMPENSATED ON CONTRACT TEACHERS' SALARY SCHEDULE

Contract Teachers' Salary Schedule rates apply to regular contract teachers, librarians, counselors, and nurses.

2.00 DEFINITION OF CLASSES

CLASS I. (a) Bachelor's Degree
    (b) Partial fulfillment of requirements for Standard Designated Subjects, Special Secondary Class A, or Community College Instructor Credentials (for instruction in vocational subject areas).
    (c) For non-credit classes, Adult Education Credential.

CLASS II. (a) Master's Degree
    (b) Standard Designated Subjects, Special Secondary Class A, or Community College Instructor Credentials (all issued for life to instruct in vocational subject areas).
    (c) Partial fulfillment of above vocational credential requirements with Bachelor's Degree.
    (d) For non-credit instruction, Bachelor's Degree (or equivalent) plus 30 additional units (or equivalent).*

CLASS III. (a) Master's Degree with 45 units beyond Bachelor's Degree
    (b) Master's Degree with 15 units beyond Master's degree
    (c) Standard Designated Subject, Special Secondary Class A, or Community College Instructor Credentials (all issued for life to instruct in vocational subject areas) with Bachelor's Degree.
    (d) For non-credit instruction, Bachelor's Degree (or equivalent) plus 45 units (or equivalent), or with Master's Degree plus 15 units (or equivalent).*

CLASS IV. (a) Master's Degree with 60 units beyond Bachelor's Degree
    (b) Master's Degree with 30 units beyond Master's Degree
    (c) Standard Designated Subjects, Special Secondary Class A, or Community College Instructor Credentials (all issued for life to instruct in vocational subject areas) with Bachelor's Degree with 15 units.
    (d) Partial fulfillment of above-vocational credential requirements with Master's Degree.
    (e) For non-credit instruction, Bachelor's Degree plus 60 units (45 may be equivalent), or with Master's Degree plus 30 units (or equivalent).*

CLASS V. (a) Master's Degree with 75 units beyond Bachelor's Degree
    (b) Master's Degree with 45 units beyond Master's Degree
    (c) Standard Designated Subjects, Special Secondary Class A, or Community College Instructor Credentials (all issued for life to instruct in vocational subject areas) with Master's Degree.
    (d) For non-credit instruction, Bachelor's Degree plus 75 units (45 may be equivalent), or with Master's Degree plus 45 units (or equivalent).*
*NOTE: Equivalencies for non-credit instruction:

1) The equivalent of eight (8) full years of directly-related work experience is equal to a Bachelor's Degree.

2) Each extra full year of directly-related work experience is equal to 5 units - maximum allowed is nine (9) years, or 45 units.

3) Teaching is directly-related experience.

3.00 INITIAL PLACEMENT ON CONTRACT TEACHERS' SALARY SCHEDULE

For initial placement of certificated personnel on the contract Teachers' Salary Schedule, the following criteria are used:

3.01 The maximum credit granted for out-of-district experience is nine (9) years. The maximum entering step is number 10.

3.02 Teaching experience is granted full credit up to the maximum allowable.

3.03 Teaching as a full-time Teaching Assistant (15-20 hours weekly teaching load) is granted half credit to a maximum of two (2) full years credit. One step credit is granted for each two (2) years of full-time teaching as a Teaching Assistant.

3.04 Experience in an occupational industrial field other than teaching, but in a field relevant to the teaching assignment, may be granted half credit; one step credit for each two (2) years of experience.

3.05 Relevancy of the experience to the teaching assignment is determined by the Department Chairperson in consultation with the hiring officer.

4.00 UNDERPAYMENTS OR OVERPAYMENTS

Proper salary class and step placement is a joint responsibility of the employee and the District. Each teacher is encouraged to keep up-to-date records of college courses completed and other work accomplished which apply toward salary class advancement. Should a teacher suspect that he or she is placed incorrectly on the salary schedule, that information should be brought to the attention of the District immediately.

In the event that an incorrect salary placement results in an underpayment, the District will issue a supplementary warrant for the amount due the teacher. Should the incorrect salary placement result in an overpayment, the District is required to recover the full amount of such overpayment.
5.00 GUIDELINES FOR ADMINISTRATION OF THE CONTRACT TEACHERS' SALARY SCHEDULE

5.01 As required by Education Code Section 13520, a divisor will be used in calculating salaries for contract teachers serving less than a full school year. For 1975-76, this divisor is 180 for 10-month assignments and 251 for 12-month assignments.

5.02 A teacher shall be granted one increment for each year of teaching service (75 percent or more of the days in the contract college year) until the maximum salary for the class is reached. Service increments are computed on the basis of the school term only, i.e., September through June. Only one increment is allowed per year.

5.03 Transfer from one class to the next, after initial placement, is based upon plans of transfer developed by the Professional Standards and Leave Committee. Salary Class Transfers are made only once each academic year, in September.

   a. Applications for Salary Class Transfer are made available in the Personnel Office and the Office of the Dean of Instruction.

   b. Applications for Salary Class Transfer must be completed and submitted to the Professional Standards and Leave Committee on or before March 15 for any plan which is to be completed and recognized by the following September.

   c. A transcript or grade cards must be presented to verify each course used for Salary Class Transfer.

   d. Verification must be filed with the Personnel Office on or before September 1 for a Salary Class Transfer to be effective during that college year.

   e. Verification of the doctorate to qualify for the doctoral bonus must be filed with the Personnel Office on or before September 1 for the doctoral bonus to be effective during that college year.

5.04 A certificated employee who is granted a military, exchange, or sabbatical leave shall be granted the same service increments as if in regular certificated service. Personal leave, without pay, does not count toward service increments.

5.05 The amounts shown on the Contract Teachers' Salary Schedule are annual salaries for the contract school year. Amounts for extra contractual assignments, such as 11-month assignments, are added to the annual contract.
5.06 In accordance with Section 13519 of the Education Code, an amount equal to 16 2/3% of each monthly payment shall be withheld and the total amount so deducted shall be paid in two equal installments, one installment to be paid not later than the 5th day of August next succeeding, and one installment to be paid not later than the 5th day of September next succeeding. Except for the month of December, pay dates shall be the last working day of each month.

6.00 DEPARTMENTAL LEADERSHIP COMPENSATION

6.01 COMPUTATION OF COMPENSATION

For the 1975-76 college year, compensation for departmental leadership is assigned on the basis of $140 per FTE faculty plus $20 per teacher assigned to the department as of the Fall semester.

Compensation for departmental leadership may be used in any of the following ways:

--- to provide hourly release time for the chairperson

--- to provide a stipend for the chairperson

--- to be distributed among department faculty for leadership or support services provided

--- to provide for student worker assistance

6.02 PAYMENT OF STIPENDS

In those cases where stipends are paid, they are paid in two installments, one each semester on a supplementary payroll.
### 7.00 PART-TIME AND SUBSTITUTE (NON-CONTRACT) TEACHERS' SALARY SCHEDULE

#### 7.01 HOURLY SALARY SCHEDULE

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The part-time and substitute salary schedule is computed at 1/1100 of the annual salary per hour for lecture classes and, for 1975-76, at 3/4 of the lecture rate per hour for laboratory courses in accordance with the placement of the teacher on the Contract Salary Schedule but not to exceed Step 5 in any class. (The laboratory rate for part-time and substitute teachers employed in 1975-76 who were employed in 1974-75 shall be not less than the laboratory rate they received in 1974-75.)

#### 7.02 DEFINITION OF CLASSES

Teachers are rated in on Classes I through V of the Part-Time and Substitute Teachers' Salary Schedule in accordance with the same criteria as are applied for rating-in on Classes I through V of the Contract Teachers' Salary Schedule. (See Section 2.00.)
7.03 STEP PLACEMENT AND STEP ADVANCEMENT

7.031 Initial placement (or subsequent advancement) for part-time and substitute instruction shall be limited to Step 5 of the Part-Time and Substitute Salary Schedule in any class.

7.032 Regular contract teachers with the Santa Barbara Community College District shall be granted one step for each complete year of teaching experience (75 percent or more of the days in the contract college year) in the Santa Barbara Community College District.

7.033 Part-time and substitute teachers employed by the Santa Barbara Community College District prior to July 1, 1975 shall be placed on the step on which they would have placed for 1975-76 on the Hourly and Substitute Salary Schedule until requirements have been met for advancement to the next step.

7.034 Teachers, other than those referred to in Sections 8.032 and 8.033 are placed on Step 1. A one-step advance is permitted after completion of each 315 clock hours of hourly teaching in hourly assignments in the District. New totals are computed once each year on the basis of hours taught from September 1 to August 30. Advancement to the next higher step, when earned, will become effective at the beginning of the next regular school term in September. Only a one-step advancement may be made in a given fiscal year.

7.04 Assignment of part-time teachers in the credit program will include one laboratory hour in addition to each six hours of lecture or in addition to each eight hours of laboratory teaching for: Student advisement and co-curricular activities, professional responsibilities related to planning and curriculum development, and participation in faculty meetings and college committees as required.

7.05 Assignment of part-time teachers in the Continuing Education Program may include one laboratory hour in addition to six hours of lecture or in addition to eight hours of laboratory teaching, if, in the opinion of the Administrative Dean, Continuing Education, student advisement and co-curricular activities, professional responsibilities related to planning and curriculum development, and participation in faculty meetings and college committees are required.

7.06 Salaries for hourly and substitute non-teaching certificated personnel are computed on the basis of their hourly laboratory rate $ \times 22.5 \times 35$ $X$ hours worked. Placement is not to exceed Step 5 in any class.
7.07 Full-time contract and substitute teachers are limited to the equivalent of 6 teacher load units (TLU's) overload (extra hourly) per week except in extremely unusual circumstances approved by the Administrative Dean of Instruction.

7.08 Evening College and Continuing Education payrolls are prepared on the basis of hours worked per pay period.

8.00 SUMMER SESSION SALARY SCHEDULE

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The Summer Session Salary is computed on the basis of TLU's and the rate is 70 percent of the annual rate per TLU but not to exceed Step 10 in any class.

9.00 CHILDREN'S CENTER CONTRACT TEACHERS' SALARY SCHEDULE

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9.00 continued:

The Director and Head Teachers assigned full-time receive an additional $59 per month in addition to the scheduled salary.

9.01 DEFINITION OF CLASSES

Class I: Teachers with provisional instructional permits. Teachers with regular Children's Centers' permits, but with less than a Bachelor's Degree.

Class II: Teachers with Bachelor's Degrees. Teachers with instructional permits issued on a postponement of requirements basis.

Class III: Teachers with regular Kindergarten-Primary or General Elementary credentials or Standard Teaching Credentials with Specialization in Elementary Teaching issued by the California State Board of Education. Teachers with regular instructional permits or Type A or Type B supervision permits issued for service in Children's Centers.

9.02 INITIAL PLACEMENT AND STEP ADVANCEMENT

For initial placement of certificated personnel on the salary schedule, the following criteria are used for the evaluation of previous experience:

a. The maximum credit granted for out-of-district experience is six (6) years. The maximum entering step is number 7.

b. Teaching experience is granted full credit up to the maximum allowable.

c. Each year of experience advances the candidate one step on the schedule.
9.03 PART-TIME AND SUBSTITUTE CHILDREN'S CENTER TEACHERS' SALARY SCHEDULE

9.031 Hourly Salary Schedule

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The Part-Time and Substitute Children's Center Teachers' Salary Schedule is computed at 1/1700 of the annual salary per hour.

9.032 DEFINITION OF CLASSES

Teachers are rated-in on Classes I through III of the Part-Time and Substitute Children's Center Teachers' Salary Schedule in accordance with the same criteria as are applied for rating-in on Classes I through III of the Contract Children's Center Teachers' Salary Schedule. (See Section 8.01)

9.033 STEP PLACEMENT AND ADVANCEMENT

Part-time and substitute teachers are placed on Step 1. A one-step advance is permitted for each complete year of teaching experience (75 percent or more of the days in the contract college year) in the Santa Barbara Community College District.
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Administrative Salary Schedule
1975-76
(Effective July 1, 1975-August 30, 1976)

(P R O P O S E D)

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
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The standard doctoral bonus ($645) as applied to Certificated Salary Schedule is added where the degree is held.

NOTE: Administrative Dean - Step 5 is the benchmark. Step increments are 4% from the benchmark. Assistant Dean is 90% of Administrative Dean. Counselor is 80% of Administrative Dean.
(PROPOSED)

ADMINISTRATIVE SABBATICAL LEAVE POLICY

PURPOSE OF LEAVE

Sabbatical leave may be granted to certificated administrative personnel for the purpose of carrying out an approved program which will benefit the District and the Administrator. Consideration will be given to programs which involve the completion of requirements for an academic degree, or which involve an organized program of study or research, or which involve a project to develop or revise an administrative function of Santa Barbara Community College District. Leave is not granted as a reward for work already performed, but rather as a means of preparing for improved service in the future.

ELIGIBILITY

Any certificated Administrator who has satisfactorily completed a sequence of six full years of certificated service in the District is eligible to apply for such leave.

TERM OF LEAVE

An Administrative Sabbatical Leave may be for 2 months with full pay, or 1 semester at three-fourths pay. Administrative vacation time up to 22 days may be combined with either leave.

REPLACEMENT

In the case of the 2-month sabbatical leave, other administrators will assume the duties of the administrator on leave at no cost to the District.

In the case of a 1-semester sabbatical leave, the administrator will be replaced on a temporary basis by a member of the faculty selected by the Superintendent-President and approved by the Board of Trustees or by another administrator who, in turn, will be replaced by a member of the faculty. No more than one administrator shall be on semester sabbatical leave at one time.

APPLICATIONS

Applications for leave and a detailed plan for use of the sabbatical period will be submitted to the Administrative Salary Committee for review. The committee will review all applications, and will submit its recommendations to the Superintendent-President.

REPORT ON SABBATICAL

Within sixty days after return to duty, the Administrator will submit to the Superintendent-President a written report covering the period of sabbatical. When applicable, a transcript or other evidence of completion of the planned program will accompany this report.

The applicant will agree to serve the District for at least twice the period of the leave following completion of the leave. A letter of indemnification for sabbatical leave must be signed and notarized.
Memorandum

To: Members of the Board of Trustees       Date: June 24, 1975

From: Glenn G. Gooder, Superintendent-President

Subject: ATTACHED

Attached is a memo from the Counseling Staff regarding their position. I believe it is a positive statement and explains their concern.

I have indicated that the proposed salary package indicates that no one would receive a lower lab rate next year than they received this year. With that understanding, I believe we have a year to discuss this with the Instructors' Association and others.

GGG:emb
Atth.
TO:    Board of Trustees
       Dr. Glenn G. Gooder
       Instructors Association Salary Committee

FROM: Santa Barbara City College Counselors

DATE: June 23, 1975

RE:    Counseling Staff's Position on the
       Hourly Salary Schedule

The counseling staff has very intense feelings about certain elements of the
1975-76 hourly salary schedule proposed by the Instructors Association, and
the one proposed by the Superintendent-President. In each proposal there are
a number of items to which we lend our support, as well as one major item to
which we object strenuously. Following are elements of the proposals that
we support:

1. The concept of an hourly salary schedule with designated
   lecture and laboratory rates for each level throughout
   the entire schedule.

2. The designation of counseling as a laboratory activity.

3. The position that a full-time counselor sabbatical leave
   replacement receive an hourly salary comparable to that
   earned by an hourly instructor when each is computed over
   a week or month period of time.

While we accept and support the aforementioned positions, there is one area
of major disagreement. We object to the proposal that regular contractual
counselors work at an hourly rate that is a fraction of the laboratory
instruction rate. This element of both proposals would require members of
the contractual counseling staff to work for a salary ranging from as little
as $5.04 per hour to $7.39 per hour! We feel that regular contractual
counselors should continue to be paid the full laboratory instruction rate
for hourly work. The following considerations are offered in support of this
contention:

1. For at least the last eleven years counselors have
   been compensated at the instructor laboratory rate.

2. Computation of a contractual counselor's hourly
   salary as a fraction of the hourly laboratory
   instruction rate is based upon the contention that
   counseling, unlike instruction, does not require
   outside-of-class preparation for which there is
   no financial compensation. While counselors do
   not in a strict sense have "outside-of-class
   preparation", we do provide a number of services
   without pay that are necessary "outside preparation"
   for the counseling function. Among such assignments
   are the following:
A. We conduct SCAT and ACT testing sessions regularly throughout the academic year on Saturdays and in the evenings. There are twenty-two (22) such sessions planned for 1975-76 involving approximately 198 hours of counselor time.

B. We provide testing for career planning in the evenings at regular intervals during the year.

C. We conduct Santa Barbara City College Preview, an information and recruitment program for area high school seniors and their parents, in the fall semester of each year. This activity involves approximately 72 counselor hours.

3. Since a regular contractual counselor has been assigned to the evening program as of the spring semester 1975, we anticipate substantially less need for hourly assignment. At this point, our anticipated request for hourly assignment for the evening program is limited to the provision of expanded services during the two week registration periods preceding each semester.

In concluding, we reiterate our acceptance of the position that counselor sabbatical leave replacements receive an hourly salary that when computed over a weekly or monthly basis is equal to that earned by a full-time hourly laboratory instructor for the same period of time. However, we feel strongly that contractual counselors should continue to receive the full hourly laboratory rate for work beyond the contractual assignment. We recognize that developing an equitable hourly salary schedule that is acceptable to all groups is a very demanding task, and we welcome the opportunity to discuss our particular concerns with appropriate individuals and groups.