



# HUMAN RESOURCES DEPARTMENT

33 GOUGH STREET • SAN FRANCISCO, CA 94103 • FACULTY/ADMINISTRATORS: (415) 241.2246  
CLASSIFIED: (415) 241.2252 • FAX: (415) 241.2335 • WWW.CCSF.EDU/HR

To: Part-Time and Full-Time Hires Beginning Fall 2016

From: Clara Starr, Associate Vice Chancellor, Human Resources Department

Date: March 10, 2017

Re: Negotiated Changes to Initial Step Placement Calculations

---

In mid-September 2016, the District and American Federation of Teachers Local 2121 (AFT 2121) approved and ratified a Collective Bargaining Agreement (CBA) covering July 1, 2015 to June 30, 2018. The changes agreed to as part of the negotiations over that CBA included some significant changes to Article 20.B of the CBA, which governs initial step placement calculations for faculty hires, and which the parties agreed would apply to all hires beginning with the Fall 2016 semester.

Because the CBA was ratified and approved after the Fall 2016 semester had already begun, the new rules were not applied in setting initial step placements for Fall 2016 hires. Accordingly, the District has been working to obtain necessary information and recalculate the initial step placements for such hires. In the near future, we will be individually contacting all impacted employees and providing them with individualized explanations of their revised initial step placement. Step placement corrections shall be retroactively applied as of the beginning of employment in Fall 2016, and all impacted employees will be made whole for pay owed as a result of such adjustments.

Pending the issuance of those individual letters, the District and AFT 2121 have agreed that it is appropriate to send out this general notice explaining the negotiated changes and how they may affect you.

**Change #1: Step Credit for Full-Time Equivalent Part-Time Faculty Service At Non-District Accredited Educational Institutions (Articles 20.B.3.3/20/B.3.3.1)**

Under the prior CBA, up to five step placement increments were given to full-time hires on a 1:1 basis for each year of (1) full-time service as a faculty member at accredited educational institutions, or (2) "full-time equivalent service" within the District. In addition, up to an four further step placement increments were given on a 1:2 basis for each additional two years of (1) or (2), or for each two additional years of full-time work in a business, occupation, or field directly related to the position for which the faculty member is hired.

No credit, however, was given for part-time service as a faculty member at non-District accredited educational institutions, even if that part-time service was "equivalent" to full-time faculty employment. Beginning with Fall 2016, that will

**BOARD OF TRUSTEES**

THEA SELBY, PRESIDENT • DR. BRIGITTE DAVILA, VICE PRESIDENT • RAFAEL MANDLEMAN  
ALEX RANDOLPH • JOHN RIZZO • TOM TEMPRANO • SHANELL WILLIAMS • BOUCHRA SIMMONS, STUDENT TRUSTEE  
SUSAN E. LAMB, INTERIM CHANCELLOR

change. *Henceforth, step placement increments will also be given to full-time hires for years of “full-time equivalent part-time service as a faculty member in an accredited educational institution outside of the San Francisco Community College District,” on the same basis as for full-time faculty service at such institutions or full-time equivalent service inside the District.* Please note, however, that this will not increase the maximum number of increments available on a 1:1 or 1:2 basis, and that in no case shall any hire be credited for more than one year’s experience for service that occurs within a single academic year.

The impact of this change is that you may receive a retroactive initial step increase if you (a) were hired as a full-time faculty member in or after Fall 2016, (b) did not receive credit for all five potential 1:1 increments or all four potential 1:2 increments, and (c) worked for another accredited educational institution as a part-time employee on a “full-time equivalent” basis.

**Change #2: Standards for Initial Step Placement for Part-Time Faculty (Article 20.B.3.1)**

The negotiated changes also include a significant change in how initial step placement will be determined for new part-time faculty hires.

Under the prior CBA, all part-time faculty hires were placed on Step 1 of the appropriate column on the appropriate pro-rata mirror scale. *Beginning with Fall 2016, however, initial step placement for part-time faculty hires shall be determined by applying placement credit increments in the same manner as for full-time faculty under Section 20.B.3.3 and 20.B.3.3.1, including credit for part-time service (on a full-time equivalent basis) at a non-District accredited educational institutions as described above.*

As a result of this change, retroactive initial step increases will be applied to all individuals hired as part-time faculty members in or after Fall 2016 who have qualifying full-time and/or part-time faculty experience at an accredited educational institution, and/or qualifying full-time work experience in a business, occupation or field directly related to the part-time position for which he or she was hired.

As a result of the above changes, have your employer/previous employer complete the enclosed Verification of Employment Forms and return the forms to the Human Resources Department no later than **May 1, 2017**.

If you have any questions regarding these changes, please contact Clara Starr, Associate Vice Chancellor of Human Resources at (415) 241-2249 or Stephanie Duncan, Personnel Analyst at (415) 241-2305.

Cc: Chris Hanzo, AFT 2121  
Personnel File