SECTION 3

COMPENSATION

3.1 SALARY SCHEDULES

Management, Supervisory and Confidential personnel salary schedules shall be adopted by the Governing Board. Salary schedules shall be competitive as determined by the District with comparable San Francisco Bay Area Community College Districts. The goal is to target the median total compensation in relation to the Bay 10 Community College Districts. Total compensation is defined by the combination of salary and benefits.

Although subject to change by the District, currently the comparable San Francisco Bay Area Community College Districts are:

- Chabot/Las Positas Community College District
- Contra Costa Community College District
- Foothill/De Anza Community College District
- Marin Community College District
- San Mateo County Community College District
- West Valley/Mission Community College District
- Peralta Community College District
- Ohlone Community College District
- San Francisco Community College District

The salary schedule shall provide for salary ranges and annual step increments for years of service to a maximum of five years on the Management schedule and six years on Supervisory and Confidential salary schedules.

3.2 SALARY PLACEMENT GUIDELINES

Placement of all MSC employees on the salary schedule of the District shall be done in a common and uniform manner, based upon the responsibilities and requirements of the position.

The Chancellor may recommend initial placement above the first step if the MSC employee possesses previous related work experience which exceeds the District's entry-level qualifications for the position.

3.3 CONTRACT DATES

The contract dates for regular managers shall be set based on the following situations:
3.3.1 If contract managers’ hire dates are between July 1 and February 28 (or 29), inclusively, in any fiscal year, their first contracts shall expire June 30 of the current fiscal year. A determination on contract renewal for the following fiscal year must be made by March 1 of the current fiscal year.

3.3.2 If contract managers’ hire dates are between March 1 and June 30, inclusively, in any fiscal year, their first contracts shall expire June 30 of the following fiscal year. A determination on contract renewal for next following fiscal year must be made by March 1.

3.4 SALARY STEP INCREASEMENTS

All regular MSC employees will be advanced to the next higher step of the salary range assigned to the job classification as follows.

3.4.1 Contract managers’ salary step increment shall be July 1 based on contact renewal.

3.4.2 Supervisory and Confidential members’ salary step increment shall be the anniversary date of their original hire date as regular Supervisory and Confidential employees.

1) If the original hire date or date of promotion is between the first and sixteenth of the month, inclusively, the anniversary date shall be first of said month.

2) If the original hire date or date of promotion is between the seventeenth and the thirty-first of the month, inclusively, the anniversary date shall be the first of the following month.

3.4.3 Subsequent earned increments shall be granted on each anniversary date until the maximum step of the salary range is reached.

3.5 PROFESSIONAL GROWTH

3.5.1 Professional Growth Committee (PGC)

A Professional Growth Committee (PGC) shall be formed within the District to review applications submitted by MSC employees for Professional Growth salary awards. The Committee shall be comprised of three (3) MSC employee representatives and the Vice Chancellor, Human Resources or his/her designee from the District. Representatives shall be appointed by the MSCC Executive Committee. The chairperson shall be the Vice Chancellor, Human Resources.

3.5.2 Professional Growth Award Applications

MSC employees may submit applications (See Appendix C) for growth awards to the Human Resources Office once annually and no later than March 1 of each academic year. The Professional Growth Committee (PGC) will receive applications from the Human Resources Office and shall review them no later than May 15 of each academic year.
3.5.3 Professional Growth Award Payments

For approved Professional Growth activities, payment shall be made on the basis of $100 per semester unit or equivalent to a maximum of twelve (12) units completed in the previous calendar year. (Quarter units shall be considered as equal to two-thirds (2/3) of a semester unit.) Once approved, payments shall be made in a lump-sum payment.

Payments shall be made in the following month after the Board approval of the Professional Growth award.

3.5.4 Verification

All required verifying evidence of completion for Professional Growth awards must be submitted to the District Office of Human Resources no later than March 1 if the award is to be granted for that academic year, provided all other conditions of this section have been met.

3.6 ADMINISTRATOR ADDITIONAL PAY

3.6.1 Additional Pay

Equitable salary adjustments shall be made for a MSC employee who is temporarily required to work in a position which has a higher salary range, or for a MSC employee who is assigned major additional or greater responsibility. For Managers these adjustments shall be made for changes in assignment which go beyond thirty days each year and shall require approval of the Governing Board.

3.6.2 Compensation Overload Teaching Assignment

Managers, Supervisors, or Confidential employees who are employed as instructors within the District on an overload assignment, shall be appropriately placed on, and paid according to the adjunct faculty salary schedules.

3.7 LONGEVITY

3.7.1 Longevity pay is an amount paid to a MSC employee in recognition of total years of continuous service with the District as follows:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Annual Longevity</th>
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<tbody>
<tr>
<td>10</td>
<td>$1,200</td>
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<tr>
<td>15</td>
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<tr>
<td>20</td>
<td>$2,400</td>
</tr>
<tr>
<td>25</td>
<td>$3,000</td>
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</tbody>
</table>
3.7.2 To qualify for longevity, a MSC employee must have the required number of years of paid, regular service. Years of service shall be calculated from the initial date of hire to the next annual/anniversary hire date. Longevity placement will occur in the month following the employee’s anniversary hire date. Time spent on unpaid leave or in special employment shall not be included in calculating years of service, unless otherwise prohibited by applicable law.

3.7.3 Longevity pay is added to annual salary and paid on a monthly prorated basis. MSC employees working less than full time shall receive a prorated amount of longevity pay.

3.7.3 Longevity pay shall be used in calculating employee retirement and insurance benefits, to the extent permitted by the appropriate retirement system and insurance carrier.

3.8 EDUCATIONAL DEGREE AWARD

3.8.1 MSC employees who have received a doctorate degree from an accredited institution and provide an official transcript to the District Office of Human Resources shall receive an annual $2,500 award paid on a monthly prorated basis.