



## APPENDIX A GUIDELINES FOR STEP PLACEMENT ON THE SALARY SCHEDULE

### Initial Step Placement Guidelines:

#### Current Employee

- A current regular faculty or classified employee who has accepted an administrative appointment shall be placed on the salary schedule
  - At the step that is at least 10% above his/her current salary; or
  - In accordance with the following guidelines for salary placement;
  - Whichever is higher.

#### New Administrator:

- Normally, salary placement is at Step 1 of the salary schedule and may be placed as high as the sixth step of the salary schedule with documentation of previous experience as provided below.
- Experience used to meet minimum qualifications shall not also be used for step placement.
- Credit for experience in one category shall not also be used for credit in another category.
- Initial step placement above step six may only be requested for highly unusual or extenuating circumstances, requires approval of the chancellor, and is subject to approval of the Board itself.

Credit for previous experience may be granted as follows:

	Experience	Step Credit Per Years of Experience
1	<i>Public or Private Higher Education</i>	One step for each year
2	<i>California Public High School</i>	One step for each year
3	<i>Public Sector City, County, State, or Federal Government</i>	One step for each two years
4	<i>Non-Management Professional Experience for an Educational Institution</i> For example, as an attorney or CPA providing professional services for an accredited education institution	One step for each two years
5	<i>Management or Non-Management Experience for a Private Sector Organization</i> For example, as a senior lead researcher for a position responsible for institutional research, senior lead health professional for a position responsible for allied health programs, or a licensed professional in a related occupation.	One step for each two years

6	<i>Additional Experience as Part of an Unpaid Assignment or Following a Course of Study</i> For example, management internship and/or fellowship. In any accredited education institution or private sector organization	One step for each two years
	<i>Additional related work experience not credited per above.</i> Unusual and requires documentation outside of usual categories. Requires Chancellor approval.	One step for each two years

These guidelines may be used as a guide for placement, but do not constitute a right to specific or additional step placement. The district retains its right to make salary placement decisions. Decisions regarding step placement are not subject to grievance or appeal.

**Initial Step Placement Guidelines:**

A current regular faculty or classified employee who has accepted an administrative appointment shall be placed on the salary schedule at the step that is at least 10% above his/her current salary or in accordance with the following guidelines for salary placement, whichever is higher.

Normally, a new administrator shall be placed at Step 1 and may be placed as high as Step 6 of the salary schedule depending on credit for previous experience as provided below. Experience used to meet minimum qualifications shall not also be used for step placement. Further, credit for experience in one category shall not also be used for credit in another category. Initial step placement above step six may only be requested for highly unusual or extenuating circumstances, requires approval of the chancellor, and is subject to approval of the Board itself. Credit for previous experience may be granted as follows:

1. *Public or Private Higher Education:*  
 Credit for previous related, equivalent-level, full-time administrative management experience in an accredited public or private higher education institution may be granted on the basis of one step for each year of full-time equivalent work experience.
2. *California Public High School:*  
 Credit for previous related, equivalent-level, full-time administrative management experience in a California public high school may be granted on the basis of one step for each year of full-time equivalent work experience.
3. *Public Sector City, County, State, or Federal Government:*  
 Credit for relevant, equivalent-level, full-time administrative management experience in a public sector city, county, state, or federal government organization may be granted on the basis of one step for each two years of full-time equivalent work experience.
4. *Non-Management Professional Experience for an Educational Institution:*  
 Credit for previous related, equivalent-level, non-management professional experience in the discipline in, or directly for, an accredited education institution, at

the high school level or above, may be granted on the basis of one step for each two years of full-time equivalent work experience. This credit shall apply only in unusual circumstances where the professional experience is directly relevant to the administrative responsibilities of the position for which the candidate is being hired. For example, as an attorney or CPA providing professional services for an accredited education institution may be granted one step for each two years of work experience.

5. *Management or Non-Management Experience for a Private Sector Organization:*

Credit for previous related, equivalent-level, administrative management or non-management professional experience in the discipline for a relevant private sector organization may be granted on the basis of one step for each two years of full-time equivalent work experience. This credit shall apply only in unusual circumstances where the experience is directly relevant to the administrative responsibilities of the position for which the candidate is being hired. For example, as a senior lead researcher for a position responsible for institutional research, senior lead health professional for a position responsible for allied health programs, or a licensed professional in a related occupation.

6. *Additional Experience as Part of an Unpaid Assignment or Following a Course of Study:*

Credit for previous relevant, equivalent-level, appropriate work experience in any accredited education institution or private sector organization, as part of an unpaid position or related to, but not required as part of, a course of study, and not included above, may be granted on the basis of one step for each two years of full-time equivalent work experience; for example, management internship and/or fellowship.

A new administrator employee with additional related work experience not credited per above may request that additional step(s) be granted. The request and supporting documentation shall be submitted to the president or vice chancellor with a copy to the vice chancellor of human resources/EO. The president or vice chancellor, in consultation with the vice chancellor of human resources/EO, shall make a recommendation to the chancellor. The chancellor may grant additional step(s) on the basis of one step for each two years of specific work experience. Further, in unusual circumstances the chancellor may consider eminence in the administrator's field and must be accompanied by statements from experts in the field or as evidenced by the production of tangible products, such as publications or presentations to professional organizations that would require a depth and breadth of relevant knowledge and experience to warrant the placement.

The chancellor may also consider internal equity considerations that include a review of salary placements of similar administrators, and competitiveness of the external market. Additionally, the chancellor may also consider efforts to recruit a candidate that meets the standards for selection and expectations for performance within the normal placement range.

Part-time and/or less than full annual contracts shall be provided credit on a pro rata basis.

These guidelines may be used as a guide for placement, but do not constitute a right to specific or additional step placement. The district retains its right to make salary placement decisions. Decisions regarding step placement are not subject to grievance or appeal.

For questions, clarifications, or assistance with a request, the administrator may contact the District Office of Human Resources or any member of the Executive Board of the Administrative Management Association; information available at <http://fhda.edu/ama>.