NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ADJUNCT FACULTY REQUEST FOR SALARY STEP INCREASE

COUNSELOR/LIBRARIAN

I CRITERIA FOR STEP ADVANCEMENT

Salary step progression on Schedule B shall be based exclusively upon service with the District, with eligibility for step advancement after either of the following:

Three hundred fifteen (315) hours of counseling or librarian service at the previous step. These hours must be for service performed during the regular semesters; or

Three (3) regular semesters of counseling or librarian service at the previous step. One semester of service shall require the performance of at least fifty-three (53) hours of service.

Service during any summer session or intersession, or service in substitute or "as needed" assignments will **not** be applied toward eligibility for salary step advancement.

Salary step advancement will be authorized only after the employee has satisfied the advancement criteria specified above. This form must be submitted to the District Office of Human Resources **on or before the second Friday of August, 2017 for salary step advancement to become effective for the 2017 Fall Semester.**

SALARY STEP ADJUSTMENTS WILL NOT BE MADE DURING THE ACADEMIC YEAR.

II. TO BE COMPLETED BY EMPLOYEE

Employee Name: _____ Banner ID:@_____
Last First

Location: ☐ Cypress College ☐ Fullerton College ☐ Anaheim Campus

I have completed:

☐ Three hundred fifteen (315) hours of counseling or librarian service at the previous step. These hours must be for service performed during the regular semesters; **OR**

☐ Three (3) regular semesters of counseling or librarian service at the previous step. One semester of service shall require the performance of at least fifty-three (53) hours of service.

_____ _____
Employee Signature Date

HR APPROVAL	Date of Filing	Approved:	Date:

10/2016