A. **Grade Assignments**

All jobs will be assigned to a grade within the appropriate salary structure based upon the job evaluation.

B. **Initial Salary Placement**

1. **Entry Level Assignment**

Individuals meeting the minimum educational and experience requirements will be assigned to entry Level 1. For placement above the minimum of the grade, credit for experience beyond the minimum requirements may be given as follows.

<table>
<thead>
<tr>
<th>Prior Experience</th>
<th>Number of Years Full-time</th>
<th>Number of Years Part-time</th>
<th>Entry Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documented successful experience in a similar or related position at the same or greater level of responsibility of the position considered for.</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Documented successful experience in similar or related position at levels below that of the position considered for but nearly at the same level.</td>
<td>2</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Documented successful experience in other work related to the position considered for.</td>
<td>4</td>
<td>8</td>
<td>1</td>
</tr>
</tbody>
</table>

2. **Equivalency Guidelines**

Documented successful experience beyond the minimum required in a similar position at the same or greater level of responsibility as the position under consideration may be used as a substitute for up to 50% of the minimum education requirements at a 2:1 ratio.

Education beyond the minimum required in a field directly related to the position under consideration may be used as a substitute for up to 50% of the minimum experience requirements at a 2:1 ratio.

The College reserves the right to exclude certain positions from the equivalency guidelines, as appropriate.

3. **Entry Placement**

The maximum initial placement for full-time employees is 6% above the minimum entry, unless recommended by the appropriate Cabinet Officer, the Executive Director of Human Resources, and VP of Financial and Administrative Operations. The placement for part-time employees is minimum entry.

C. **Salary Schedule**

Progression through the salary schedule will be based on the adopted annual salary improvement program.
### D. Fiscal Year Calendar

1. Professional staff follows the institutional work schedule with the institutional holidays below being observed:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date(s)</th>
<th>Day(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>September 3, 2018</td>
<td>Monday</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>November 12, 2018</td>
<td>Monday</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>November, 22, 23, 2018</td>
<td>Thursday and Friday</td>
</tr>
<tr>
<td>Winter Break</td>
<td>December, 24, 25, 26, 27, 28, 2018, December, 31, 2018, January, 1, 2, 3, 4, 2019</td>
<td>Monday through Friday, Monday, Tuesday through Friday</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>January 21, 2019</td>
<td>Monday</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March, 18, 19, 20, 21, 22, 2019</td>
<td>Monday through Friday</td>
</tr>
<tr>
<td>Cesar Chavez Day</td>
<td>March 29, 2019</td>
<td>Friday</td>
</tr>
<tr>
<td>Institutional Holiday</td>
<td>April 19, 2019</td>
<td>Friday</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 27, 2019</td>
<td>Monday</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4, 2019</td>
<td>Thursday</td>
</tr>
</tbody>
</table>

2. Salaries for staff employed for duration other than the complete fiscal year (September 1 - August 31) will be prorated on the basis of 260 workdays per fiscal year.