NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ADJUNCT FACULTY REQUEST FOR SALARY STEP INCREASE

NONCREDIT INSTRUCTOR

I. CRITERIA FOR STEP ADVANCEMENT

Salary step progression on Schedule C shall be based exclusively upon service with the District, with eligibility for step advancement after five (5) regular trimesters of noncredit teaching service at the previous step. One trimester of service shall require teaching for the full duration of a trimester, regardless of the number of hours per week:

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, 2016, for salary step advancement to become effective for the 2016 Fall Trimester.**

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

II. TO BE COMPLETED BY EMPLOYEE

Employee Name:_____ Banner ID: @_____
Last First

☐ I have performed five (5) regular trimesters of noncredit teaching assignments as an adjunct noncredit instructor **for the full duration of the trimester** within the District.

_____ _____
Employee Signature Date

HR APPROVAL	Date of Filing	Approved:	Date: