

**Memorandum of Understanding
Between YCCD and the Yosemite Faculty Association**

The Yosemite Faculty Association (YFA) and the Yosemite Community College District (YCCD) mutually agree to the following regarding **Initial Step and Column Placement Timelines**:

A process document shall be established that addresses the following regarding initial step and column placement timelines:

HR processes new faculty hires as expeditiously as possible. In order for accurate salary placement to occur, faculty are obligated to submit all Verification of Employment (VOE) forms for experience they wish to be considered for step placement as well as all transcripts for column placement. Faculty are responsible for following-up with previous employers if they do not respond in a timely manner.

Using completed VOEs and submitted transcripts, faculty shall receive an email detailing their initial placement before their first paycheck. Newly hired full-time faculty have 90 calendar days from receipt of their placement email to contest an initial column or step misplacement. Any concerns raised after the window has closed may result in forfeiting a right to retroactive pay increases. If the misplacement was an error by the District, the faculty member has two years from the date of the email to bring this to the District's attention to rectify the misplacement (which includes back pay).

Other issues raised after the first semester of employment (exclusive of summer session) shall be processed per the professional improvement process in the CBA.

Faculty are entitled to seek YFA assistance at any time throughout this process.

The parties agree to the creation of the process document outlined above regarding Initial Step and Column Placement Timelines, which shall become effective Fall 2024:

Brian M. Greene

Brian Greene
YFA President

Kathren A. Pritchard

Kathren A. Pritchard (Jun 20, 2024 14:43 PDT)

Kathren A. Pritchard
Senior Director of Human Resources
Yosemite Community College District










MOU 2023-2024_03 Initial Step and Column Placement Timelines

Final Audit Report

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