

**SALARY SCHEDULE GUIDELINES**  
**THE ALABAMA COMMUNITY COLLEGE SYSTEM**  
**2018-2019**

1. The Alabama Community College System Salary Schedules adopted by the Alabama Community College System Board of Trustees at its meeting on July 11, 2018 are effective September 1, 2018, for employees on Salary Schedules B, C, E, and H, and are effective for Salary Schedules D-1, D-2, and D-3 employees on the first faculty duty day of the Fall Semester as indicated on each College's 2018-2019 academic calendar.
2. The Salary Schedules are designed to include all personnel except "temporary" support employees, hourly employees working less than twenty (20) hours per week, and part-time instructors.
3. Appropriate job descriptions shall be developed and maintained for all personnel.
4. Full-time professional personnel, other than instructors, will not be paid additional monies for extra work. Under extreme circumstances, the Chancellor may approve an exception to this policy.
5. Initial placement on all salary schedules shall give all community and technical college and Adult Education employees full credit for prior work experience in the public schools, colleges, and adult education programs of Alabama. Initial placement on Salary Schedules B, C, and D which gives credit for prior experience outside of public education in Alabama must be approved by the Chancellor. Initial placement on Salary Schedules E and H, and on local salary schedules, which gives credit for prior experience outside of public education in Alabama is within the discretion of the President. However, all initial salary schedule placements which give credit for prior experience outside of public education in Alabama must adhere to the following principles:
  - The experience outside of public education in Alabama for which step credit is to be awarded for initial salary schedule placement purposes should be directly related to the requirements of the position.
  - The amount of credit that is given, for initial step placement purposes, for experience outside of public education in Alabama, must be consistently applied college-wide.

Please refer to the Chancellor's Memorandum #2013-LGL-086, dated November 21, 2013 for further guidance.

If, after initial step placement, an employee moves from one salary schedule to another (as opposed to moving upward within a salary schedule – i.e., E4 to E2 or C2 to C1), the President shall have the reasonable discretion to determine in which step placement to place the employee in the new position. However, in exercising this discretion, the President shall ensure that the experience for which step credit is to be awarded should be directly related to the requirements of the position and should be consistently applied college-wide.

Notwithstanding the foregoing, in all circumstances the President must ensure that applicable law, such as the Students First Act, and applicable policy and guidelines are followed, and that the employee is given full credit for prior work experience in public schools, colleges, and Adult Education programs of Alabama.

6. Permanent support employees who work from twenty (20) to forty (40) hours per week but less than fifty-two weeks per year shall be paid amounts which equate on a *pro rata* basis to appropriate salaries contained in Salary Schedules E and H.
7. For the purposes of the Salary Schedules, a “year completed” shall equate to at least nine months of full-time employment during the respective Salary Schedule/ Academic Year (beginning either with the Fall Semester or September 1). Full-time college employees on leaves of absence for more than three months during the Salary Schedule/Academic Year are not eligible for step increases, unless otherwise required by applicable law.
8. Instructors, counselors, and librarians employed on Salary Schedules D-1, D-2, or D-3 on full-time contracts shall work the minimum number of days required by Alabama Community College System Board of Trustees policies. Duty days and work hours for counselors and librarians shall be determined by the President of each institution, based upon the needs of the institution.
9. Step increases are awarded within the sole discretion of the Alabama Community College System Board of Trustees. In budgetary crisis, step increases may not be implemented. Under circumstances when step increases are reinstated, each eligible employee will receive credit for one year as pertains to the Salary Schedules approved by the Alabama Community College System Board of Trustees.