

ARTICLE XVI
FACULTY CLASSIFICATION PROCEDURES

J. FACULTY WITH LICENSES OR CREDENTIALS

Faculty who possess (or acquire) a professional certification following the criteria described below will be credited with one (1) additional step-placement (horizontal) on their assigned pay range. A maximum of two (2) step-placements (horizontal) will be awarded during the entire time of employment with the College.

1. Professional Certifications published in the current edition of "The Guide to National Professional Certification Programs" (available at the Human Resources Office) classified as either Competency-based or Curriculum-based types of certification will be used to determine this provision. Other certification guides or directories may be considered for approval by the Job Specifications Committee.

PROVIDED THAT:

- a. The certification must be current and related to the faculty member's primary assignment to continue to retain the additional step(s).
- b. Faculty employed by the college on the effective date of this Agreement may apply for these additional step credits; any such additional step placements will be effective at the beginning of the following fiscal year.
- c. A faculty member may choose to void a certification or allow a certification to expire and substitute one certification for another to satisfy the two step-placement maximum (restriction).
- d. If a certification of license is the minimum requirement for the faculty member's job description, no step-placement credit will be awarded.
- e. Request for certification step-placement must be submitted to Human Resources by December 31 for implementation at the beginning of the following fiscal year.

GUAM COMMUNITY COLLEGE
Office of the President
735-5636/5637

Date: August 8, 2005

MEMORANDUM

TO: All Employees

FROM: President

SUBJECT: Administrative Directive No. 2005-05
[Administrators or Staff](#) with Licenses or Credentials

To offer benefits similar to College faculty, the following guidelines apply to administrators and staff:

PLACEMENT ON A HIGHER SALARY RANGE (PROMOTION)

Administrators or staff who possess (or acquire) a professional certification following the criteria described below will be credited with one (1) additional step-placement (horizontal) on their assigned pay range. A maximum of two (2) step-placements (horizontal) will be awarded during the entire time of employment with the College.

Professional certifications published in the current edition of "The Guide to National Professional Certification Programs" (available in the Human Resources Office) classified as either Competency-based or Curriculum-based types of certification will be used to determine this provision. Other certification guides or directories may be considered for approval by the Faculty Job Specifications Committee.

The following provisions apply:

1. The certification must be current and related to the administrator's or staff member's primary assignment to continue to retain the additional step(s).
2. Administrators or staff members employed by the College on the effective date of this Directive may apply for these additional step credits; any such additional step-placements will be effective at the beginning of the following fiscal year.
3. Administrators or staff members may choose to void a certification or allow a certification to expire and substitute one certification for another to satisfy the two step-placement maximum (restriction).

4. If a certification of license is the minimum requirement for the Administrator's or staff member's job description, no step-placement credit will be awarded.
5. Requests for certification step-placement must be submitted to the Human Resources Office by December 31st of each year for implementation at the beginning of the following fiscal year.

If you should have questions, please contact the GCC Human Resources Office.

/s/

H. delos Santos, Ed.D.