

## APPENDIX C

### Section 1: **Salary Schedule Placement - Approval of Graduate Credit for Columnar Salary Advancement**

- A. Only official college transcripts indicating a grade of “C” or higher will be accepted for salary advancement purposes. An official transcript is one that bears the official seal of the college and/or the original signature of the registrar or deputy. However, if the transcript may be delayed, a letter or document, signed by an appropriate college/university official and including the official college seal, which indicates course completion and/or which indicates the completion of course work towards the posting of a degree, shall be accepted in lieu of a college transcript (until receipt of official transcript). When the transcript or appropriate document has been received by the Human Resources Division and recorded, a receipt shall be sent to the unit member.
- B. Unit members shall keep their records current by submitting an official transcript as soon as a column change is anticipated.
- C. Unit members with any questions regarding these regulations are encouraged to contact the Human Resources Division Office.

### **CREDENTIAL REQUIREMENTS**

Certificated staff members must hold a valid California credential appropriate for their assignment.

### Section 2: **Columnar Requirements**

**Entry Level** Entry Level Salary: Including the Bachelor’s Degree, but less than the minimum requirements for “Column 1,” listed below.

Column 1 Including 30 semester units taken after the Bachelor’s Degree completion or Preliminary, Intern, or Vocational Credential.

Column 2 Including 45 semester units taken after the Bachelor’s Degree completion or a Master’s Degree.

Column 3 Including 75 semester units taken after the Bachelor’s Degree completion or 60 semester units after the Bachelor’s Degree including a Master’s Degree.

**NOTE:** In order to advance to Column 3 without a Master’s Degree, units must conform with Board Approval Guidelines, Section 4-N.

Column 4 Including 75 semester units taken after the Bachelor's Degree including a Master's Degree or Master's Degree plus 45 semester units taken after the Master's.

**NOTE:** A Master's Degree outside of the provisions of Section 4N will be accepted upon initial placement on the salary schedule, with the exception of degrees in religion/divinity.

Section 3: **Crediting of Previous Experience**

Only previous K-12 contractual experience, requiring a regular teaching credential, for at least 75% of a school year will be considered in items A below. When a unit member is hired during the school year and he/she has been under contract in another California public school system, the unit member's total time under contract during that school year will be considered for salary placement only. Experience as an intern will be considered for purposes of this Article.

- A. Unit members new to the District will be allowed one step for each year of teaching experience completed after having received the BA degree. Maximum ten (10) years experience allowed for those employees hired on or after July 1, 1986, the maximum salary step for new unit members to the District shall be Step 11. No service credit shall be given for unit members who only qualify for the "Entry Level Salary."
- B. For School Nurses, crediting of previous experience in hospital nursing, community health, or comparable fields requiring comparable skills in patient teaching, family intervention, physical assessment, emergency care, chronic disease management, infectious disease control and public relations for at least 75% of a calendar year, will be considered for items A & B above with the exception that School Nurses having comparable experience, will be exempt from "Entry Level Salary" status.

Section 4: **Salary Schedule Placement/College Training**

The following guidelines will be used in crediting salary schedule column advancement.

- A. Unit members qualifying for the "Entry Level Salary" shall remain at this level until they met the minimum requirements for placement on any other salary column (1-4). Upon verification of documentation qualifying unit members for placement upon any other salary column (1-4), the unit member shall then be placed upon the appropriate step on that salary column in accordance with his/her length of service.
- B. School Nurses who have a Bachelor's degree, qualify for crediting of previous experience, but have not completed 30 semester units after the Bachelor's degree or the appropriate clear credential, shall be exempt from placement at "Entry Level Salary"; shall instead, be placed on Column 1; and shall advance on the salary schedule in accordance with the Agreement for unit members.

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- C. Unit members placed on “COLUMN 1” of the Salary Schedules by the agreement (Appendix C1) between the Association and the District shall advance on the schedule in accordance with that agreement (Appendix C1).
- D. All college or university credits which will qualify a unit member for a new salary placement must be verified by official college or university transcripts in order to justify a contract revision. Such college or university credits must be obtained from an institution of higher learning which is accredited by the Western Association of Schools and Colleges or other recognized accreditation organization. Salary revision shall be effective following district approval (as stipulated by this Article) of the necessary credits for column advancement.
- E. The unit requirement for each salary column is stated in semester hours of credit; quarter hour credits can be converted into semester hours by multiplying 2/3.
- F. For salary schedule purposes, only semester units earned after the completion of the Bachelor’s Degree shall be considered.
- G. Credit will not be granted for any course for which less than a "C" grade is earned.
- H. Unit members shall not enroll in courses which conflict with the work day.
- I. A major teaching field is considered to be 36 semester hours (12 of which must be upper division or graduate), a minor teaching field is considered to be 20 semester hours (8 of which must be upper division or graduate).
- J. Lower Division or graduate courses that shall be credited:
  - 1. Courses required by a California credential, evaluation, or renewal.
  - 2. Courses required by an advanced degree related to the teaching/work assignment.
  - 3. A course, not previously taken, that is offered by an accredited institution and which is directly related to the teaching/work assignment.
- K. Repeat credit may be granted for a course taken at an accredited institution in which the content field has recently undergone substantial change or, in the case of a course originally taken many years ago, an updating of study is desirable.
- L. Course work, for salary credit must be transferable or upper division or graduate level courses, and must conform to the following guidelines:

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1. Units shall be taken in, or transferable to, an accredited four-year institution.
  2. Units shall be taken in a subject directly related to the teaching/work assignment.
  3. Units shall be taken in a subject directly related to a person's major or minor. For unit members in a self-contained classroom program; a subject commonly taught in the elementary school. For unit members in a departmentalized classroom program; courses in an additional major or minor.
  4. Units may be considered in a subject directly related to an advanced degree in professional education.
  5. Units shall be taken in a subject directly related to an additional credential or certificate authorized by the California Commission on Teacher Credentialing.
  6. Units may be taken in a Board authorized, District sponsored, professional activity. Credit equivalent will be adopted at the time of such Board action.
- M. The submission of transcripts for columnar advancement of the salary schedule is limited to six (6) submission dates per school year. Additional units may be banked for future salary schedule advancement.
- N. Transcripts for completed units must be submitted to the Human Resources Division no later than the first of the month for odd months (e.g. January, March, etc.) for salary adjustment. Adjustment for qualifying units will be made effective on the first of the following month.

Section 5: **Service Advancement**

After initial placement on the appropriate salary schedule the unit member shall advance one (1) step for each year of service in which he/she was paid contractual status for at least 75% of the school year, except as outlined in Section 2, Section 3, 3A, Section 4A, 4B of this Appendix and Appendix C1.

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### Section 6: Methods of Salary Payment for Certificated Personnel

The following guidelines will be observed in the payment of salary warrants:

- A. Unit members shall have the option of receiving salary warrants on either a ten-month or twelve-month basis pursuant to the following:
  1. Unit members opting the ten-month payment shall have the contractual salary paid in ten (10) equal installments.
  2. Unit members opting twelve-month shall have one-sixth (1/6) of the contractual salary deducted during the first ten (10) months of the contractual year. The withheld amount shall be paid in two (2) equal installments during the summer following the contractual year - the last working day of July and August. All deduction shall be made during the ten-month period. Method of payment may be changed only at the time stipulated in paragraph "3" (three) below.
  3. Unit members opting the twelve-month payment shall notify the Human Resources Division the preceding year on the form provided.
- B. Unit members working between two hundred (200) and two hundred seventeen (217) days per school year, shall have their annual salaries paid in eleven (11) monthly payments beginning with September of any school year unless the twelve-month payment is opted by the unit member.
- C. Unit members working two hundred twenty (220) days or more per school year shall have their salary paid in twelve (12) payments beginning with August of any school year.
- D. All annual voluntary deductions shall be made in ten (10) equal installments for unit members working a regular teacher calendar. The number of such voluntary installments shall depend on the effective date the payroll deduction authorization is executed.
- E. In the event that a unit member is misplaced on the salary schedule, immediate adjustment shall be made. In no case shall salary adjustment be made for years beyond the year in which the misplacement was discovered, except that a unit member may receive salary adjustment for prior years should the adjudication of a grievance determine that a prior payment adjustment is warranted.