

# Appendix C

## BASIC TEACHER SALARY SCHEDULE



### **ADVANCEMENT IN CLASSIFICATION:**

For the term of this Agreement, advancement on the salary schedule will be made on the basis of evidence of units earned furnished by each certificated employee.

#### A. Procedures for application of salary advancement:

1. Employees planning to receive credit for courses are required to submit the **DISTRICT CERTIFICATED COURSEWORK PRIOR APPROVAL FORM** to the District Human Resources Office. All course requests must be submitted to the District Human Resources Office 45 days before course registration is due, and subsequently reviewed and signed off in advance. No more than six (6) units will be reviewed at a time.
2. If a teacher disagrees with the District's decision to deny a course for salary schedule advancement, the teacher may appeal to the Credit Evaluation Committee within 45 days of initial denial notification. The decision of the Credit Evaluation Committee will be final.
  - a. The Committee shall be composed of two (2) teachers chosen by the Association and two (2) administrators chosen by District administration.
3. Application for credit shall be made by submitting official transcripts by October 1st. Units submitted past this deadline shall not be used for salary advancement for the current year. All units submitted before the deadline that meet the requirements for salary advancement shall be credited and reflected on the November payroll to be received by the employee by November 30th and retroactive to the beginning of the school year.
  - a. All courses taken after the ratification date of this MOU must receive prior approval on the District Approval Form in order to be considered for salary advancement.
  - b. Transcripts for all courses completed prior to the ratification date of this MOU must be received before October 1, 2018 in order to be considered for salary advancement. Units previously denied will not be re-considered.
4. Continuing Education Unit (CEU) credit and District in-service workshop credit will be given on the basis of fifteen (15) hours of course time being equivalent to one (1) semester unit of college credit.

#### B. Unit Qualification Requirements

1. Credit may be granted for courses which are completed outside the school day for which the teacher is not compensated by the District. Units obtained through District paid professional development (including but not limited to: course registration, hotel, airfare, or employee stipend -- excluding teacher induction) will not count towards salary advancement.
2. Salary schedule credit may be granted for units received from District in-service workshop.
  - a. Credit(s) earned from a District in-service must be turned in no later than October 1st of the following school year.
3. Credit may be granted for units received from accredited institutions under one of the following guidelines:
  - a. Units related to major, minor, or credential in the field of education
  - b. Units related to the development of subject matter competency in a new teaching major or minor
  - c. Units related to credential additions or modifications
  - d. Units related to a Masters' or Doctorate degree program
  - e. Units related to current assignment and recommended by the principal/designee

4. Unit members will only be allowed to take six (6) units per semester during the school year. Prior approval may be granted for special circumstances i.e. Educational Leave, reduced FTE, or National Board/Post-Baccalaureate programs.
5. The number of semester units taken during the summer will not be limited.
6. Credit will not be granted for salary advancement for any course in which a grade of D, For Wis earned.
7. Units shall accrue from year to year until sufficient units have accumulated for a salary schedule class advancement.