

APPENDIX I: PROVISIONS AND REQUIREMENTS RELATED TO SALARY SCHEDULE

a. Credit for Teaching or Other Certificated Service

1. Credit may be allowed for acceptable certificated service in public schools, accredited private schools, or recognized colleges/universities outside the District up to a maximum of fourteen (14) years effective July 1, 2023. In order for the service to be counted as one (1) year, the certificated employee must have served at least 75% of the unit member's work year. Service credit will not be applied until a basic credential has been earned and within the timeline set forth in Appendix I, Section B. If the District determines there is an impacted subject or area, the District may accept all years of service.
2. First year teachers in the District employed to teach vocational education classes will be given up to five (5) years credit on the salary schedule for acceptable experience in industry.
3. Vocational Education teachers new to the District are placed on the appropriate step of Column II of the certificated salary schedule based upon acceptable service credit. Horizontal movement is permitted upon the completion of upper division or graduate units according to the adopted schedule.

b. Classification Placement

1. Each employee shall place on file in the District Human Resources office, a transcript of college/university work within sixty (60) calendar days of the date of hire for placement on the salary schedule for the first year of employment. Degrees earned shall be posted on a transcript. Salary adjustment for college/university units or degrees earned shall be made two times a year. For transcripts or grade cards submitted by November 1, placement on the salary schedule shall be adjusted retroactively to the beginning of the duty year. For transcripts or grade cards submitted by March 1, placement on the salary schedule shall be adjusted as of mid-year. Transcripts or grade cards submitted after March 1 will be applied at the beginning of the next school year. Changes in salary placement shall be made only two times a year as described herein, provided the employee strictly complies with all time deadlines set forth herein.
2. When an employee has qualified for placement on a higher column due to education, the employee shall be allowed all years of service and transferred to the proper step of the new column.
3. College work taken for advancement must be upper division or graduate work from a college or university recognized by the American Council on Education. Prior approval from the Human Resources Office must be secured before enrollment in lower division courses that are intended to apply toward advancement on the salary schedule.
4. Unit members who hold an Emergency teaching permit or an Intern Teaching Credential shall be placed on Column I, and shall remain on Column I until such time that they complete the requirements for a Basic California Credential. Unit members new to the District, who have a Basic California Credential or a

clear/regular teaching credential from another state, shall be placed on at least Column II or above, depending on their units, degrees, and years of service.

C. Continuing Education Units (CEU) Salary Advancement

1. CEU units for certificated nurses and speech therapists must be of the type required by their governing boards to maintain a current California license. The units shall be counted for certificated non-classroom staff towards placement and movement on the salary schedule.
2. The credit for placement/movement on the salary schedule will be based on the following standard:
 - A. One (1) academic quarter unit is equal to ten (10) continuing education contact hours.
 - B. One (1) academic semester unit is equal to fifteen (15) continuing education contact hours.
3. A certificated non-classroom staff will receive one (1) unit of credit toward salary schedule placement/movement for completion of a semester unit equivalent. The formula to convert from quarter units to semester units shall be Quarter Units x .667 = semester units.
4. Certificated non-classroom staff will follow the timelines in the CBA for Service Credit and Classification Placement as provided in Appendix I.