

COLLECTIVE BARGAINING AGREEMENT

between the

BOARD OF EDUCATION

SAN DIEGO UNIFIED SCHOOL DISTRICT

and the

SAN DIEGO EDUCATION ASSOCIATION



July 1, 2017 through June 30, 2020

***Addendum to the 2017-2020 CBA
to include 2019 Reopener Agreements***

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between the
SAN DIEGO UNIFIED SCHOOL DISTRICT
and the
SAN DIEGO EDUCATION ASSOCIATION

July 1, 2017 through June 30, 2020

The following Collective Negotiations Contract has been reached by designated representatives of the San Diego Unified School District and the San Diego Education Association, in accordance with the California Educational Employment Relations Act.

FOR THE DISTRICT:

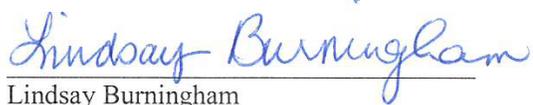


Kevin Beiser
President, Board of Education
San Diego Unified School District



Cindy Marten
Superintendent
San Diego Unified School District

FOR THE ASSOCIATION:



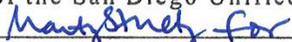
Lindsay Burningham
President
San Diego Education Association



Abdul Sayid
Executive Director
San Diego Education Association

Adopted by the Board of Education
Date: May 15, 2018

Ratified by the Association
Date: May 10, 2018

Approved in public meeting of the Board of Education
of the San Diego Unified School District on 5.15.18

Cheryl Ward, Board Action Officer, Board of Education

2019 Reopener Agreements
Adopted by the Board of Education
Date: July 30, 2019

2019 Reopener Agreements
Ratified by the Association
Date: July 19, 2019

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SUMMARY OF CHANGES

Effective in the 2019-2020 fiscal year.

ARTICLE 7 - WAGES

- Salary Rates (7.1.)

ARTICLE 11 - SAFETY CONDITIONS OF EMPLOYMENT

- Timeline for Addressing Maintenance/Custodial Concerns (11.2.5.)
- Distribution of Keys (11.4.3.)
- Communication Devices & Emergency Procedures (11.4.4. through 11.4.6.)
- Options Based Response Tactics and Training (11.6.6.)
- Pupil Discipline (11.7.5. and 11.7.5.5.)
- Physical Threat or Assault/Battery (11.10.4. and 11.10.6.)
- Reimbursement for Personal Property Loss/Damage (11.13.1.)
- Site Measure YY School Safety Improvement (11.14. and Subsections)

ARTICLE 29 - SPECIAL EDUCATION

- Definitions (29.1.1.)
- Education Specialist: Mild/Moderate Teacher (29.1.2. and Subsections)
- Caseloads (29.1.3.)

APPENDICES A, B, C, F, G - SALARY RULES

- Appendix A Longevity Stipend (3.05)
- Appendix B Longevity Stipend (7.02)
- Appendix C Longevity Stipend (6.01)
- Appendix F Longevity Stipend (4.04)
- Appendix G Experience Credit and Longevity Stipend (3.04 and 3.05)

ARTICLE 7. WAGES

Section 7.1: SALARY RATES

7.1.1. Effective mid-year, all salary schedules and corresponding rates of pay shall be increased by three and seven-tenths percent (3.7%).

- The mid-year increase shall be effective January 1, 2020 for unit members assigned to a 12-pay schedule.
- The mid-year salary increase shall be effective February 1, 2020 for unit members assigned to a 10-pay schedule.

Section 7.2: RETROACTIVE COMPENSATION

Retroactive compensation shall be paid only to unit members who are officially employed by the San Diego Unified School District at the time of Board of Education adoption of the applicable salary schedules, and to unit members who retire or are laid off between July 1 and the date of Board adoption in the applicable year.

Section 7.3: MILEAGE

Approved mileage for certificated unit members will be the current applicable Internal Revenue Service rate.

Section 7.4: INDUCTION PROGRAM

Effective July 1, 2018, unit members in probationary or permanent contracts who meet the eligibility requirements of the District-approved California Teacher Induction Program (formerly BTSA) will not be required to make any financial contributions to participate.

ARTICLE 11. SAFETY CONDITIONS OF EMPLOYMENT

Section 11.1: MUTUAL RESPONSIBILITY FOR PUPIL DISCIPLINE

Since the safety of all employees is enhanced when school campuses are kept orderly and well disciplined, the District will provide support and assistance to site employees as they cooperatively maintain an atmosphere conducive to a quality learning environment.

Section 11.2: SAFE AND SANITARY FACILITIES

11.2.1. The District agrees to maintain schools and other work locations in a safe and sanitary condition, and shall not knowingly violate applicable provisions of state and federal laws relating to health, safety, and fire.

11.2.2. During periods of extremely hot weather, unit members may, relocate their classes to a mutually agreed to location, upon approval of their site administrator or designees (approval shall not be reasonably withheld), from assigned rooms to shaded areas outside of the building or relocate their classes from portable buildings and other identified hot areas to a more comfortable room or facility on campus.

At the request of either party, the District and the Association agree to meet annually to review existing District procedures pertaining to hot weather in order to ensure meaningful and concise plans.

11.2.3. The District is committed to providing air conditioning in all classrooms and educational support spaces. The District will install air conditioning in all classrooms and educational support spaces, with construction planned to begin before February 1, 2019. Except in extenuating circumstances, all schools that have air conditioning installed shall ensure that all classes, including physical education classes, will be accommodated in an air conditioned setting during periods of extremely hot weather. In extenuating circumstances, the site administrator will meet with the impacted unit members to determine alternative, safe teaching and learning conditions.

11.2.4. School Site Maintenance. Unit members who have unresolved concerns with school site maintenance/custodial services shall complete an appropriate form to be developed by the Contract Administration Committee in consultation with the Director of Maintenance and Operations. The completed form shall be submitted to the Maintenance and Operations Department with copies to the principal or immediate supervisor and the Association.

11.2.5. Timeline for Addressing Maintenance/Custodial Concerns. Unit members who complete a maintenance/custodial concern form shall be given an acknowledgement of receipt of the concern raised in the form within five (5) workdays of the form's submission. Concern(s) raised in the maintenance/custodial concern form shall be resolved no later than fifteen (15) workdays after the form is submitted to Physical Plant Operations; however, if the projected resolution date will extend past fifteen (15) workdays, a plan and timeline with anticipated completion dates will be reviewed with the site administrator and impacted unit member. Repairs shall be completed within a reasonable period of time.

Section 11.3: STAFF FACILITIES

11.3.1. The District shall provide in a safe and sanitary condition, currently operational lunchrooms, restrooms, lavatories and lounge facilities which are not used concurrently by students. At least one (1) room shall be reserved for use as a staff lounge.

11.3.2. Counselors and Itinerant Unit Members

11.3.2.1. Because it is important that all counselors and itinerant unit members have work space that is adequate and protects student confidentiality, a meeting shall be held with the site administrator, at the request of the unit member, to discuss the unit member's needs. Site administrators shall provide counselors and itinerant unit members with this adequate work space and all appropriate equipment. Sites with limited space availability should explore the possibility of locating an alternative facility on the site for use by the counselor or itinerant staff. To the extent possible, whenever it is necessary to use such space during the counselor's or itinerant unit member's scheduled time, the unit member shall be notified in advance.

11.3.2.2. Among the factors to be considered by the District when creating positions for these unit members should be the availability of office space, appropriate services to students, and proximity of sites to which the unit member is assigned.

11.3.3. Unit members shall be provided with locked storage upon request.

Section 11.4: SUPPLIES AND EQUIPMENT

11.4.1. The District agrees to provide unit members in Special Education Programs the equipment and supplies required by law.

11.4.2. The District agrees to provide unit members, where appropriate, with safety equipment such as disposable gloves, CPR mouthpieces, etc.

11.4.3. All unit members shall be provided all external gate keys at their worksite(s), and the building keys necessary to allow entry and exit to and from their workspace(s). The unit members shall comply with all site and District policies and procedures regarding access during work and after work hours.

11.4.4. All unit members shall be provided adequate communication devices to enable immediate communication with all other staff on campus in the event of an emergency. In addition to a phone in every classroom, and unit member workspaces, walkie-talkies will be provided.

All classrooms shall have emergency procedures posted in a highly visible area of the classroom. All classrooms shall have site emergency phone instructions posted adjacent to the phone.

11.4.5. All schools shall have a schoolwide functioning two-way communication system that enables emergency alerts to all areas of the campus, no later than December 31, 2019.

11.4.6. All schools shall have a schoolwide functioning intercom system that enables communication to all classrooms on campus, no later than December 31, 2024.

Section 11.5: UNIT MEMBER SUGGESTIONS AND RECOMMENDATIONS

The District agrees to provide an opportunity for unit members to make suggestions and recommendations to the site supervisor affecting the safety of students and unit members at school sites.

Section 11.6: SCHOOL SAFETY PLANS

11.6.1. Supervisor Responsibility. Each site supervisor shall, in concert with the school site council or school safety planning committee, be responsible for the development and implementation of a comprehensive school safety plan pursuant to Education Code sections 32280-32289. Each site may designate the site governance team as the school safety planning committee. Unit members at the site shall be given the opportunity to be involved in the development of the plan pursuant to Section 11.5.

11.6.2. School Safety Plan Criteria. School safety plans shall conform to Education Code requirements and any additional criteria developed by the District and the Association through the Contract Administration Committee process. The school safety plan shall include rules and procedures to be followed by site personnel for their protection, including a method of emergency communication and rules and regulations governing the entering and leaving of school sites. Schools that share a physical site shall develop a coordinated school safety plan. At a minimum, each school safety plan shall address the following:

11.6.2.1. Communication procedures in the event of an emergency.

11.6.2.2. Intrusions by unauthorized individuals.

11.6.2.3. Use of school parking lots.

11.6.2.4. Weapons.

- 11.6.3. Criteria Review and Evaluation. Upon request by the Association, the District school safety plan criteria shall be reviewed and evaluated annually.
- 11.6.4. Plan Review and Evaluation. Each school safety plan shall be reviewed and evaluated at least annually by the site supervisor and the school site council or safety planning committee. If the site governance team is not designated as the school safety planning committee, the site governance team shall be provided an opportunity to provide annual input for the school safety plan.
- 11.6.5. New School and Modified Plans. Whenever a new school is opened or a school safety plan is being modified or amended, it shall comply with the provisions of this Agreement and be published within forty-five (45) instructional days after the opening of the school year or after the first day of the spring semester, as appropriate.
- 11.6.6. Options Based Response Tactics and Training (or other similar training that may be approved by the school board to take the place of the Options Based Response Tactics and Training) shall be added to all school site safety plans and shall be provided to all worksites by December 31, 2019. The District shall provide such training for all unit members on an ongoing basis.
- 11.6.7. Communication of School Safety Plan. All unit members shall be informed and given a copy of the existing written school safety plan within ten (10) workdays of the date of reporting to their work location.

Section 11.7: PUPIL DISCIPLINE

- 11.7.1. Each school site principal, in concert with the staff and governance team, shall develop a student discipline plan which conforms to the provisions of this Article and with district procedure. Each student discipline plan shall be reviewed and evaluated at least annually by the site supervisor and unit members. All unit members shall be informed and given a copy of the existing written site student discipline plan within ten (10) workdays of reporting to their work location.

At a minimum, the site discipline plan will include the following:

- 11.7.1.1. Expectations and consequences for student behavior.
- 11.7.1.2. Responsibility for implementation.
- 11.7.1.3. Parental responsibility and support.
- 11.7.2. Whenever routine classroom procedures have been followed and a student continues to exhibit behavioral problems which disrupt the educational process within the unit member's classroom, the unit member may inform the principal or designee who shall arrange for a conference with the unit member to discuss the problem and to decide upon appropriate steps for its resolution. If requested, the principal or designee shall arrange for an appropriate specialist to attend the meeting.
- 11.7.3. A unit member may suspend a student from his/her class for the day of the incident and the day following for good cause. The unit member shall report the suspension to the principal or designee and send the student to the principal or designee for appropriate action. The unit member shall indicate whether or not she or he has contacted the parent. If the unit member has not contacted the parent, the principal or administrative designee must contact the parent or guardian to set up a parent/teacher conference regarding the suspension. The principal or administrative designee shall inform the unit member of the action taken regarding the suspended student in writing in a format to be determined by the shared decision making process. (See 48910 under Appendix K – School Safety)
- 11.7.4. Acts for which a unit member may suspend a student from the class are enumerated in Education Code 48900 and include, among others, insubordination, striking of any school personnel, damaging property, endangering the safety of others, and consistent refusal to respond to directions of the unit member. (See 48900 under Appendix K – School Safety)
- 11.7.5. If the behavioral problem continues to exist, the unit member and the site administrator shall continue to discuss and attempt to identify a resolution, which shall include intervention(s), progressive supports and/or progressive discipline for the involved student. The resolution shall also include progressive supports for the unit member. These supports may include, but are not limited to, the following:

- 11.7.5.1. Repetition of the suspension set forth in Section 11.7.3.
- 11.7.5.2. Formal or alternative suspensions in accordance with district procedure.
- 11.7.5.3. Increased involvement of parents in development of an ongoing behavioral plan with the student.
- 11.7.5.4. Increased involvement of various district resources to design alternative interventions for the student.
- 11.7.5.5. Provision of District adopted trainings, including but not limited to Trauma Informed Care, Pro-ACT (Professional Assault Crisis Training), and ACES (Adverse Childhood Experiences), as requested by the involved unit member.
- 11.7.6. When it is determined that a student is in need of additional resources and/or support, the site shall refer the student to appropriate district administration for consideration of placement at other sites or programs, or for suspension/expulsion. This shall be accomplished through appropriate assessments or observations that will help determine how to best support the student's academic, socio-emotional and/or behavior growth.
- 11.7.7. The District is committed to building stronger relationships within schools and communities, while also providing safe, trusting, and supportive communities and campuses for students, families and staff using restorative practices and other positive climate strategies through professional development, training, and resources for educators and staff.
- 11.7.8. At sites that choose to implement restorative practices, site administrators shall engage stakeholders in their school community to implement restorative practices at their school site that empower students, staff, and families to use proactive and responsive communication tools that nurture a positive school climate and address conflict by honoring the voice of all stakeholders in a way that is safe, respectful, equitable, and ensures accountability. Staff members at schools who have not received training and resources shall not be required to implement restorative practices.

Section 11.8: SITE ADMINISTRATOR ABSENCE

In each elementary school, whenever the site administrator(s) is/are not on the school site, the District will provide for the safety of the pupils and unit members by designating an on-site certificated person who volunteers to serve as "administrative designee" to serve in the absence of the administrator(s). When the site administrator(s) is/are to be away from the site for four (4) instructional hours or more during a school day, substitute time for the "administrative designee" may be provided by the principal based upon the school's unique needs.

Section 11.9: DISTRICT EMERGENCY PROCEDURES

During the first month of school, principals and supervisors will annually inform all unit members of the location of district Emergency Procedures relating to assault and/or battery, insults, upbraidings, threats, child abuse, molestations, natural disasters and suicide threats. Each site supervisor shall discuss with unit members any changes in these procedures, as well as on-site work rules.

Section 11.10: PHYSICAL THREAT OR ASSAULT/BATTERY

- 11.10.1. Unit members shall immediately report to their supervisors all threats of physical harm or cases of assault and/or battery suffered by them in connection with their employment.
- 11.10.2. Any student who has caused, attempted to cause, or threatened to cause physical injury to a unit member or who violates the district Zero Tolerance Policy shall be suspended, expelled or otherwise disciplined in accordance with district student discipline or Zero Tolerance procedures. (See 44014 under Appendix K – School Safety)
- 11.10.3. The supervisor and other district personnel with assigned responsibilities shall take appropriate action and shall inform the unit member affected of the action taken. The appropriate actions shall be specified in a district emergency procedure that defines the actions to be taken and fixes the responsibility for the actions.
- 11.10.4. Per Education Code 49079 and Appendix K, site administrators shall notify unit members of students assigned to their classrooms or caseloads, when the site administrator has knowledge of and/or has a documented history of a

student's violent behavior towards others. Site administrators shall also notify unit members of students assigned to their classrooms or caseloads who have been convicted of serious offenses and/or have been formally suspended at other schools as soon as such information becomes available.

11.10.5. The requirements of Section 11.10. shall be brought to the attention of unit members in each school at the beginning of each school year.

11.10.6. In the event that the District overturns a site recommendation for student expulsion based on physical threat or assault/battery, a Central Office District administrator shall meet with the site prior to the involved student's return in order to determine initial supports needed to ensure the continued safety of members and students at the site. Involved unit members shall be given prior notification of the meeting and may attend. The mutually determined initial supports shall be provided, and additional supports provided as needed.

Section 11.11: PUPIL TRANSPORTATION

No unit member may be required to transport students in a privately-owned vehicle. Any activity to which a unit member transports students in the unit member's private automobile must be approved by the principal. The District's general liability insurance shall cover the employee while acting within the scope of his/her employment including the transportation of students. The limit of the District's liability when an employee uses his/her own car shall be as follows:

11.11.1. The District's insurance coverage shall take effect only after the owner's insurance company, as the prime carrier, has paid.

11.11.2. If the unit member is driving his/her car and is found negligent in the event of an accident with injury, district insurance shall cover the medical expenses for the occupants of the owner's automobile; however, there is no district coverage for physical damage to the owner's automobile. Therefore, unit members who transport students should carry appropriate automobile insurance coverage.

Section 11.12: SITE DRESS CODES

The Parties recognize that matters of dress are individual expressions of taste. Provided that clothing presents a professional image and fits within generally accepted standards of decency, dress codes, if any, should be flexible and allow for individual judgment. School site dress codes for unit members, if they are to exist, shall adhere to the following:

11.12.1. Any dress code to be implemented at a site shall be developed by the site shared decision-making team.

11.12.2. Prior to implementation, any dress code must be approved in a secret ballot election, by two-thirds (2/3) of the unit members at the site.

11.12.3. Problems regarding the implementation of this Section may be submitted to the Contract Administration Committee for resolution.

Section 11.13: REIMBURSEMENT FOR PERSONAL PROPERTY LOSS/DAMAGE

11.13.1. In accordance with district procedures, the District will pay the cost of replacing or repairing property of a unit member such as eyeglasses, hearing aids, dentures, or watches when such articles are damaged in the line of duty and without fault of the unit member or for articles of clothing necessarily worn or carried by the unit member, or vehicles, when such items are damaged in the line of duty as a result of malicious acts and without fault of the unit member. If there is a conflict between District procedure and this Agreement, this Agreement prevails. The filing of a police report shall only be required in instances of claims of motor vehicle damage.

11.13.2. Reimbursement of Electronic Hardware and Unit Member-Owned Classroom Material. The District shall establish an annual fifty-thousand dollar (\$50,000) self-insurance fund for the purpose of reimbursing unit members for replacement of personal electronic hardware, instructional materials, books, supplies and classroom furniture stolen or damaged in the line of duty as a result of malicious acts, fire or flood, and without fault of the unit member. Disbursement of funds shall be governed by the following:

11.13.2.1. Items eligible for reimbursement under this Section shall be reimbursed according to the following (sets or collections are considered an "item" under this provision):

- a. Items having an original cost of less than five hundred dollars (\$500) but at least a minimum of seventy-five dollars (\$75) shall be reimbursed at the original cost established by the original receipt or a signed declaration by the unit member.
- b. Items having an original cost of more than five hundred dollars (\$500) shall be reimbursed using the depreciated value as established herein, provided that the depreciated value is not less than seventy-five dollars (\$75). The depreciated value shall be calculated using the value established by the original receipt or other agreed-upon means of establishing the value, less fifteen percent (15%) annual depreciation.
- c. In no case shall the reimbursement exceed fifteen hundred dollars (\$1,500) per incident.

11.13.2.2. Upon depletion of the fund, no further reimbursements shall be required. Funds left over at the conclusion of a fiscal year shall carry over to the ensuing fiscal year to a maximum of twenty-five thousand dollars (\$25,000). Any funds remaining in excess of the limit established herein shall be deposited on an annual basis into the Joint Employee Health and Welfare Benefits Trust (Plan A) Retiree Medical fund as specified in Article 9, Section 9.8.3. as an August 1st deposit.

Section 11.14: SITE MEASURE YY SCHOOL SAFETY IMPROVEMENT

The Parties agree upon the importance of using the shared decision-making process to provide input regarding new Measure YY School Safety Improvement Priorities. The following input process applies regarding the use of those funds:

- 11.14.1. Every school shall give input on Measure YY School Safety Improvement Priorities. These priorities shall be developed in collaboration between the principal, staff, and the site governance team, with final approval by the Site Governance Team.
 - 11.14.1.1. A menu of safety options will be provided to the school sites by July 1, 2019, from which Site Governance Teams may select priorities such as exterior lighting, window safety, perimeter security, or other physical improvements that increase school safety.
 - 11.14.1.2. The Site Governance Team will utilize the menu of safety options referenced above to prioritize the safety improvements for the school site.
 - 11.14.1.3. If the school site does not have a Site Governance Team, the principal shall conduct a school site input session to gather the data and submit the priorities.
 - 11.14.1.4. Each site's Measure YY Priorities shall be submitted to the District's Facilities, Planning, and Construction (FPC) Division by December 31, 2019 for review.
 - 11.14.1.5. Upon receiving written feedback from the District, the Site Governance Team shall have the opportunity to submit revised Measure YY Priorities within 30 days of notification.

ARTICLE 29. SPECIAL EDUCATION

Section 29.1: SPECIAL EDUCATION CASELOADS

The District and the Association recognize that several variables impact the workload of Special Education staff. The District will attempt to maintain caseloads or class sizes as set forth below, the workloads will be balanced based on the criteria set forth below.

29.1.1. Definitions.

- 29.1.1.1. “Caseload” refers to the number of students with IEP’s for whom the special education teacher is assigned, and each student is counted as “one” no matter the needs or severity.
- 29.1.1.2. “Workload” refers to all of the responsibilities required of the special education teacher and is based on the severity of the student needs.
- 29.1.1.3. “Co-teaching”, or having two teachers in the classroom, is used in the District to provide an inclusive setting for students with IEPs while ensuring that they are in the least restrictive environment as recommended by their IEP team. A co-teaching classroom typically contains a general education teacher and a special education teacher in the classroom. Paraprofessionals and others may also work in this setting to provide additional support. When possible, schools sites shall provide additional preparation time to special education teachers who are assigned to co-teach.

29.1.2. Education Specialist: Mild/Moderate Teacher.

- 29.1.2.1. For the start of the 2019-2020 school year, the District shall allocate Education Specialist Mild/Moderate Case Managers at 20:1. “Case Manager” is defined as the employee assigned as the case manager in the District system to active and enrolled students who have a locked event.
 - 29.1.2.1.1. For the 2019-2020 school year, when an Education Specialist Mild/Moderate teacher is the case manager for 21 or 22 students for more than ten (10) consecutive work days and the site has balanced students between the case managers, the teacher will receive a stipend of three hundred twenty-four dollars (\$324) per month they are over caseload. This payment will continue unless and until the case manager’s caseload is returned to twenty (20) or below.
 - 29.1.2.1.2. For the 2019-2020 school year, when an Education Specialist Mild/Moderate teacher is the case manager for 23 or more students for more than ten (10) consecutive work days and the site has balanced students between case managers, the site will receive a proportional staffing allocation. Education Specialist Mild/Moderate teachers assigned for this purpose of reducing caseloads shall be subject to Article 29.1.2.6. limiting the number of sites assigned.
- 29.1.2.2. Effective June 30, 2020 at 11:59 p.m. to be implemented at the start of the 2020-2021 school year, an Education Specialist Mild/Moderate teacher shall serve as a case manager for no more than twenty (20) students. “Case Manager” is defined as the employee assigned as the case manager in the District system to active and enrolled students who have a locked event. When an Education Specialist Mild/Moderate teacher is the case manager for 21 or more students for more than ten (10) consecutive work days and the site has balanced students between the case managers, the site will receive a proportional staffing allocation. Education Specialist Mild/Moderate teachers assigned for this purpose of reducing caseloads shall be subject to Article 29.1.2.6. limiting the number of sites assigned.
- 29.1.2.3. In the event the District switches systems, the Parties shall meet at least fifteen (15) workdays prior to teacher training in order to discuss any necessary modifications to the terminology in this Section.
- 29.1.2.4. After a case manager has a full caseload pursuant to Section 29.1.2.1. and completes four initial and/or PPPSS assessments in that school year, the District shall either assign any additional initial and/or PPPSS assessments to a case manager at the site not at full caseload or to temporary staff. If all other case managers at the site are at full caseload and temporary staff is not provided within ten (10) workdays, the

District will provide either release time or the option to be paid the non-classroom hourly rate, up to eight (8) hours, for each additional initial and/or PPPSS assessment, at the unit member's discretion.

- 29.1.2.5. Caseloads will be monitored on a regular basis consistent with general education class size monitoring to ensure compliance with the collective bargaining agreement. Additionally, individual teachers who are over caseload shall be able to report such overage.
- 29.1.2.6. Education Specialist Mild/Moderate teachers shall not be assigned to more than three (3) school sites at one time. This does not include teachers assigned to the Central Office.
- 29.1.2.7. For reduction of staff as defined in Article 12.7.3. and for recency of experience as defined in Article 12.7.3.1., all unit members who hold the job code of Resource Specialist and Education Specialist-Mild/Moderate will be considered the same.

29.1.3. Caseloads.

The District will attempt to maintain caseloads or class sizes as set forth below:

29.1.3.1. Caseloads for Special Educators

- 29.1.3.1.1. Education Specialist: Moderate/Severe: 12
- 29.1.3.1.2. Deaf and Hard of Hearing (DHH/Deaf Education): 10
- 29.1.3.1.3. Speech Language Pathologists (SLP), Elementary and Secondary levels: 55 students with IEPs. At the Elementary level this caseload is inclusive of a maximum of five (5) speech improvement and five (5) RtI cases; however, students with IEPs will be given priority for services
- 29.1.3.1.4. Speech and Language Pathologists (SLP), Early Childhood: 40 students with IEPs; this caseload is inclusive of a maximum of five (5) RtI cases; however, students with IEPs will be given priority for services.
- 29.1.3.1.5. Special educator caseloads that include both Mild/Moderate and Moderate/Severe students shall be reduced proportionally to reflect the above.
- 29.1.3.1.6. The caseload of the SLPs serving both school-age and preschool children shall be reduced proportionally to reflect the amount of the SLP's assignment devoted to preschool.

In an effort to ensure equity in SLP caseload, the District will present the itinerant assignments for the following year to the SLP program governance team for discussion and input prior to May 1st.

29.1.3.2. Class Size for Separate Setting Classes

The District will attempt to maintain separate class instruction settings at twelve (12) students.

- 29.1.3.3. Other special education positions such as psychologists, teachers of adaptive physical education, and teachers of physically handicapped students, will be monitored by the Committee set forth in Section 29.2. Such unit members having concerns about workload may refer them to the Committee.
- 29.1.3.4. As part of the District's attempt to maintain, when requested by a unit member, the site administrator will meet with the unit member to develop and implement supports.

29.1.4. Equitable Distribution of Workload

- 29.1.4.1. Caseloads shall be equitably distributed at each school site not by equal caseload numbers, but based on the application of the Elements of Special Education Workload identified and defined in this Section.

- 29.1.4.2. Workloads shall be equitable at school/work sites. The requirement that workloads be equitably distributed at work/school sites, based on application of the Elements of Special Education Workload in Section 29.1.4.
- 29.1.4.3. The site administrator shall assign, in consultation with special education certificated staff, students to case managers in a way that best serves students and provides for a positive work environment. If a certificated special education teacher has a concern about inequity in their workload, she/he may meet together with the administrator to discuss the situation and collaboratively resolve the concern. In such cases, the workload formula form in Appendix L shall be completed by the teachers at the school/work site and shall be used as a basis for determining the most equitable workload distribution at that site.
- 29.1.4.4. In the event that a concern regarding the equitable distribution of workloads at a school/work site cannot be resolved at the site level through 29.1.3.3. above, then the concern may be presented for resolution to the Joint Special Education Committee.

29.1.5. Elements of Special Education Workload

The District and the Association agree on the following as the Elements to be applied when equitably distributing workloads at each school site, and that these Elements are to be included in the Workload model developed by the parties pursuant to this Section, noting that such assignments shall conform to the caseload totals identified in this Article.

- 29.1.5.1. Specialized Academic Instruction – Includes direct instruction and indirect service such as consultation with general education teachers, co-teaching, modification/adaptation of curriculum, and planning with related service staff.
- 29.1.5.2. Assessments and Reassessments – Includes initial assessments, interim assessments, three year reviews, and other special education assessments as needed.
- 29.1.5.3. IEP Management Responsibilities – Includes program development, coordination of services, parent communication related to the IEP, annual review, progress monitoring and reporting, behavioral assessments, manifestation determinations, and behavior plans.
- 29.1.5.4. Preparation Time – Includes time within the instructional day to prepare instruction.
- 29.1.5.5. Directing the Work of Paraprofessionals – Includes directing work, training and planning for one to one aides, and other paraprofessionals.
- 29.1.5.6. Other Special Education Assignments – Includes lunch or recess supervision of special education students, special education bus duty and RTI duties.

29.1.6. General Provisions of Services

No special education teacher shall be required to substitute for a general education co-teacher, unless authorized by existing provisions of this Agreement.

29.1.7. IEP Meetings

The District agrees to make every effort within the limitations of state and federal law to ensure that IEP meetings not occur beyond the eight (8)-hour workday referenced in Section 8.5., and that no more than three (3) meetings per month extend beyond the six (6) hour and thirty-five (35) minutes on-site workday referenced in Section 8.5.1. After securing prior approval from the unit member’s supervisor to schedule the meeting beyond the eight (8)-hour workday, unit members shall be compensated at their pro-rata rate for any required IEP meetings that take place beyond the eight (8)-hour work day.

Section 29.2: JOINT SPECIAL EDUCATION COMMITTEE

A Joint Special Education Committee comprised of four (4) individuals appointed by the Association and four (4) individuals appointed by the District shall meet to consult on and discuss Special Education issues.

The Committee shall meet on a monthly basis throughout the school year, with a schedule of meetings mutually determined for the subsequent school year by the final meeting of the preceding school year. Meeting locations and meeting chair responsibilities shall rotate between the District and the Association.

Section 29.3: WORKLOAD PROBLEM RESOLUTION

Unit members are encouraged to seek resolution to workload concerns with their immediate supervisor as a first step. If it is determined by the Committee in Section 29.2. that concerns exist relative to programmatic workloads as described in this Article, the Committee shall explore all possible solutions.

Section 29.4: EARLY CHILDHOOD SPECIAL EDUCATION PROGRAM (ECSE)

Teachers in the Early Childhood Special Education Program will be assigned no more than sixteen (16) total students with disabilities combined in both morning and afternoon sessions. Each time a new student above the sixteen (16) student limit is identified, a conference between the teacher, an association representative if requested, and the ECSE administrator will occur. Consideration will be given to paraprofessional hours, composition of class and facilities and the outcome will be mutually agreed upon. Some classes will reach their maximum numbers before others due to geographic location, but caseloads will be equalized as the year progresses.

Section 29.5: LOW INCIDENCE PROGRAMS

Caseloads for low incidence itinerant programs including Visually Impaired (VI), Physically Handicapped (PH), Medically Physically Challenged (MPC) and Deaf and Hard of Hearing (DHH) shall consider the number of direct service hours per month, number of consultation hours per month, number of indirect hours per month (professional, parent, other agency contacts, recordkeeping, training paraprofessionals) and travel time.

Section 29.6: CONFORMANCE WITH EDUCATION CODE

In the event that provisions of this Article are modified by changes in the Education Code, it is agreed that the Joint Special Education Committee will meet to discuss necessary modifications to this Article and shall submit recommendations for change to the Contract Administration Committee.

Section 29.7: SUPPORTING STUDENTS WITH IEPs IN THE GENERAL EDUCATION CLASSROOMS

- 29.7.1. The District will notify the affected unit member(s) prior to assigning students with IEPs into the regular classroom and provide the unit member(s) with a copy of the student's IEP.
- 29.7.2. The District and the Association support successful placement of students with IEPs in general education classrooms and recognize the impact on the workload of classroom teachers. The principal should assign students in such a way as to minimize the impact and equalize student load.
 - 29.7.2.1. Whenever the ratio of students with IEPs in a general education classroom exceeds 20% of the overall class size, the site administration will meet with the general education teacher, within ten (10) workdays of the request for such a meeting, to develop a class support plan. The class support plan shall be developed and implemented. Some examples of support may include, but not be limited to, smaller class size, redistribution of site Special Education staff, additional prep time, and/or the elimination of non-teaching duties or obligations.
- 29.7.3. The District shall provide, and the unit members shall have an opportunity to participate in appropriate in-service learning opportunities for general education unit members assigned to work with students with IEPs. Training will be customized for teachers and other unit members based on the following factors: grade level and subject matter taught, service delivery models, and students' areas of disabilities. Appropriate release time shall be provided for the unit members who participate in the special education training referred to in this section. Training that takes place outside of the unit member's regular contract service (the basic 8-hour day and/or 40-hour week) shall be compensated at the workshop rate.
- 29.7.4. The District shall propose job descriptions for all certificated Special Education unit member positions. However, no later than thirty (30) work days after the Board approval of this Agreement, the District shall propose job descriptions for the Education Specialist and Resource Specialist positions.

29.7.5. No later than thirty (30) work days from Board approval of this Agreement, the parties shall convene a committee comprised of five (5) members appointed by the District, five (5) Special Education Educators appointed by the Association, and five (5) members of the Special Education Community Advisory Committee parents selected by the Special Education Community Advisory Committee to review and discuss appropriate supports for students with disabilities in the Least Restrictive Environments. This shall include, but not be limited to, an operational description of the change of placement process and discussion about the continuum of service options. The committee shall make a report to the Superintendent no later than one (1) year from the Board approval of this Agreement.

Section 29.8: ADEQUATE SPACE

It is important that all unit members who teach students with IEPs in a separate setting, other than in general education classrooms, such as the Resource Specialist Program (RSP), either mild/moderate or moderate/severe, Deaf and Hard of Hearing (DHH), and/or related services staff have adequate and appropriate classroom space. The District shall provide such unit members with adequate classroom or workspace and all appropriate equipment. The District should work with sites which have limited space availability to explore the possibility of locating an alternative facility on site.

Section 29.9: ITINERANT STAFFING

The District and the Association recognize the contribution of itinerant staff assigned to the Adaptive Physical Education, Visually Impaired, and Physically Handicapped programs and of school psychologists assigned to work with special education pupils. As the student population increases, the District will make every effort to minimize the workload impact. The Special Education Division will work with itinerant staff to minimize the impact and equalize workloads. The District will not reduce the following full-time equivalents (FTE's) below:

	<u>Program</u>	<u>FTE's</u>
29.9.1.	Adaptive Physical Education	32.5
29.9.2.	Visually Impaired	11.5
29.9.3.	Physically Handicapped	8.0
29.9.4.	School Psychologists	65.0

Effective July 1, 2018, the basic contract year for nurses shall be one hundred eighty-six (186) work days, including two (2) days immediately prior to the teachers' official first day of work in the school year.

1.00 POSITION CLASSES COMPENSATED ON THE SALARY SCHEDULE

- 1.01 These rates apply to all contract unit members in the certificated bargaining unit except teachers, lead teachers, and resource teachers assigned to the Early Childhood Education Program, Military Science Instructors, Speech-Language Pathologists, Senior Speech-Language Pathologists, School Psychologists, and Senior School Psychologists.
- 1.02 Non-Credentialed Intern Teachers employed full time in the Intern Teacher Program and School Psychology Interns will be paid the at salary class 010-1 salary rate as contained in the Salary Schedule. Intern teachers previously on the Early Childhood Education Program salary schedule will be placed on the regular Certificated Salary Schedule at a step comparable to, but not less than, their Early Childhood Education Program monthly salary rate. Part-time Intern Teachers will be paid in proportion to the full-time Intern Teacher rate. Method of payment and pay dates will be the same as for regular unit members.
- 1.03 Credentialed Teachers employed full time in an Intern Program will be placed on the Salary Schedule in accordance with Section 2.00. Part-time Interns will be paid in proportion to their full-time rate.

2.00 INITIAL COLUMN PLACEMENT AND COLUMN ADVANCEMENT

For salary placement and advancement purposes, degrees and units must be earned academic degrees and creditable upper division or graduate units from regularly accredited institutions of higher education. Qualifying course work posted on an official transcript as semester, quarter, or trimester units and received in the Human Resource Services Division by June 30 of the current school year is creditable for column placement or advancement in the current school year. An academic degree and units from a foreign college or university will be credited if the registrar of a regularly accredited institution of higher education certifies that the degree or unit in question is equivalent to an earned academic degree or unit granted by the accredited institution.

Accredited institution of higher education means an institution of higher education in the United States, fully accredited by a United States accrediting association which awards accreditation to institutions of higher education for training in specified professions.

2.01 DEFINITION OF COLUMNS

To be creditable, course work must be completed after the date of the bachelor's degree except as noted in Section 2.025.

Column 010	Bachelor's degree.
Column 011	Master's degree or thirty-six (36) semester units of creditable upper division or graduate work.
Column 012	Master's degree with a total of fifty-four (54) semester units of creditable upper division or graduate work, or bachelor's degree with a total of sixty (60) semester units of creditable upper division or graduate work.
Column 013	Master's degree with sixty-six (66) semester units of upper division or graduate work, or Bachelor's degree with a total of seventy-two (72) semester units of upper division or graduate work.
Column 014	Master's degree with 84 semester units of upper division or graduate work, possession of an earned doctoral degree (Ph.D., or Ed.D., or other earned of equivalent academic status), or Bachelor's degree with a total of ninety (90) semester units of creditable upper division or graduate work.

2.02 COURSE WORK CREDITABLE FOR COLUMN PLACEMENT AND ADVANCEMENT

2.021 UPPER DIVISION AND GRADUATE WORK

Course work is creditable if it is a course taken for credit at an accredited institution, within the major or minor; reasonably related to the unit member's district assignment; related to a potential future certificated assignment and posted as semester, quarter, or trimester units on an official transcript in the institution's regular upper division or graduate course number series; or the nature of the course can be expected to provide a substantial increase in the unit member's skill, knowledge or understanding of the District assignment.

2.022 DISTRICT SPONSORED PROFESSIONAL DEVELOPMENT EDUCATION

Course work taken through a district-sponsored professional development program by a district substitute prior to contract employment or by a unit member is creditable if the course meets the requirements of Section 2.021.

Unit members shall have the option to receive units for attendance at professional development or in-services that occur after the required on-site duty day. One (1) semester unit will be allowed for each fifteen (15) hours of attendance at District sponsored programs that have been approved for credit by the District. Participation in District sponsored trainings, professional development and workshops must be verified. When unit members have the option of receiving compensation for attendance at professional development or in-services that occur after the required on-site duty day, attending members may choose to receive hours/units toward salary schedule advancement in lieu of compensation.

2.023 LOWER DIVISION, EXTENSION, PROFESSIONAL, CONTINUING EDUCATION, AND TRAVEL COURSES

Course work in these categories may be creditable for column advancement or placement if the course is approved for credit by the Human Resource Services Division or by the Certificated Salary Evaluating Committee, and meets the time requirements for submission of documentation in Section 5.00.

Application for course approval may be made by a unit member on an individual basis or by a district manager or sponsoring institution on behalf of specific categories of unit members. The application must describe the value of the course for enhancing professional competence.

2.024 CONTINUING EDUCATION UNITS (CEU) AND PROFESSIONAL DEVELOPMENT UNITS (PDU)

Course work posted in CEUs or PDUs is creditable for salary placement or advancement for unit members in the following classes: Audiologist, Counselor, Library Media Teacher, School Nurse, School Psychologist, and Speech-Language Pathologist if it is determined that:

- A. The course is required to maintain a current license, certificate, or credential necessary for placement or continued employment,
- B. The course is reasonably related to the unit member's current assignment,
- C. Units are posted on an official transcript, certificate, or other document as CEUs or PDUs and received in the Human Resource Services Division by June 30 of the current school year, and
- D. The sponsoring institution meets standards as recognized by national, state, and local professional organizations appropriate to the unit member's assignment.

For purposes of salary advancement CEUs and PDUs will be converted to semester units on the basis of ten (10) class hours = 2/3 of a semester unit.

2.025 COURSE WORK COMPLETED AFTER MEETING BACHELOR'S DEGREE REQUIREMENTS

Qualifying upper division or graduate course work completed after meeting the Bachelor's degree requirements and prior to granting of the bachelor's degree will be credited in the same manner as course work taken after the bachelor's degree provided that the registrar of the college granting the bachelor's degree certifies that the additional course work was not part of the requirements for granting the bachelor's degree.

2.026 CREDENTIAL COURSE WORK COMPLETED CONCURRENTLY WITH BACHELOR'S DEGREE

Units taken toward earning a credential taken concurrently with the bachelor's degree coursework will be credited in the same manner as other units taken after the bachelor's degree provided the college granting the bachelor's degree certifies which courses were taken in the college approved credential program.

2.027 ADVANCED DEGREES

Advanced degrees in the field of education or in a field reasonably related to the unit member's current assignment will be credited for column advancement or placement. Other advanced degrees and the individual courses leading to those advanced degrees will be credited only in accordance with Section 2.03.

2.028 SDEA SPONSORED PROFESSIONAL DEVELOPMENT EDUCATION

The parties agree to collaboratively develop a process for verifying Association-sponsored and delivered professional development training to be available to SDEA members in good standing beginning in the 2018-2019 school year.

Coursework taken through an Association-sponsored professional development program by any SDEA member in good standing, including Visiting Teachers prior to contract employment, is creditable if the course meets the requirements of Section 2.021.

SDEA members in good standing shall have the option to receive units for attendance at professional development or in-service that occurs after the required on-site duty day. One semester unit will be allowed for each fifteen (15) hours of attendance at Association-sponsored programs that have been approved for credit by the District. Participation in Association-sponsored trainings, professional development and workshops must be verified. When unit members have the option of receiving compensation for attendance at professional development or in-services that occur after the required on-site duty day, attending members may choose to receive hours/units toward salary schedule advancement in lieu of compensation.

2.029 REPEATED COURSE

Credit may be allowed for a repeated course provided at least five (5) years have elapsed between completion dates of the two (2) courses. Courses are not considered duplicate courses if they are taken at different institutions under different instructors even though the course titles may be similar.

2.030 NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS (NBPTS)

Teachers who complete both the portfolio and the exams will receive four (4) units of credit in the year following completion. Verification will include a copy of the letter indicating that the portfolio has been received by the NBPTS and verification of the completion of the exams. Upon completion of an individual activity, Verification of Completion forms and any additional verification materials described above must be submitted for evaluation by the Human Resources administrator responsible for the program. These forms may be obtained at the Human Resource Services Division and are to be submitted to that office.

2.03 PROFESSIONAL DEGREES AND HIGHLY SPECIALIZED CURRICULA

Professional degrees and courses other than those in education or arts and sciences may be credited based upon evaluation of transcripts if the courses meet the requirements specified in Section 2.02 and are determined to be reasonably related to the unit member's assignment. Unit members should ensure that degrees and courses qualify for salary advancement credit before enrollment and payment of fees.

2.04 SUMMER WORK EXPERIENCE

A maximum of eight (8) units of salary credit is allowed for summer work experience provided:

- A. The employment is directly related to the unit member's current district assignment, or
- B. The nature of the work can be expected to provide a substantial increase in the unit member's skill, knowledge, or understanding of the district assignment, and
- C. The work does not include summer school, intersession, or other teaching service.

Necessary application forms are available in the Human Resource Services Division and must be filed by June 30 of the calendar year following summer work experience. The number of creditable units will be determined by the Certificated Salary Evaluating Committee.

2.05 COLUMN ADVANCEMENT

- 2.051 A. Eligible unit members will advance to a higher column effective on the first date of contract service in a school year provided that the minimum number of qualifying units or the advanced degree is posted on an official transcript as having been completed by September 30 of the current school year and a copy of said transcript is filed with the district on or before November 15. If the transcript is filed after November 15, the unit member will advance to the higher column effective the first of the month following receipt of the transcript.
 - B. Eligible unit members will advance to a higher column effective on the first day of February provided that the minimum number of qualifying units or the advanced degree is posted on an official transcript as having been completed by January 31 of the current school year and a copy of said transcript is filed with the district on or before March 15. If the transcript is filed after March 15, the unit member will advance to the higher column effective the first of the month following receipt of the transcript.
 - C. For purposes of column advancement the total number of creditable units will be converted to semester units and rounded to the next larger whole number when the fraction is $\frac{1}{2}$ or larger (i.e., thirty-five and one-half ($35\frac{1}{2}$) semester units will be counted as thirty-six (36) semester units).
- 2.052 If the transcript is received after June 30 of the current school year the salary column adjustment will be effective the first day of contract service in the following school year.

- 2.053 Degrees are earned on the date conferred as posted on the official transcript or on the date the registrar certifies without qualification that all courses and other degree requirements were completed.

3.00 INITIAL STEP PLACEMENT

Newly employed unit members will be placed on the appropriate column as defined in Section 2.00 and on the appropriate step as defined in Sections 3.01-3.04.

3.01 NON-DISTRICT TEACHING AND/OR CERTIFICATED EXPERIENCE

Teaching and/or certificated experience outside the district is creditable provided it was continuous and in a public school system or recognized private school. Teaching and/or certificated experience which was less than one-half time or less than one (1) month in duration is not creditable. The basis for determining full-time or one-half time status is the full-time or one-half time standards for similar job classifications in this District. Substitute teaching outside the district is creditable only if it was full-time, continuous, and at least one (1) month in duration in a single assignment. Hourly, summer school, and intersession teaching outside the district is not creditable.

3.02 DISTRICT TEACHING OR CERTIFICATED EXPERIENCE

District teaching or certificated experience prior to employment by contract and completed by the end of the prior school year is creditable except summer school and intersession teaching. Twenty (20) full days of substitute teaching is equivalent to one (1) month of service; ninety (90) hours of hourly district teaching experience is equivalent to one (1) month of service. Substitute teaching days worked during the first fiscal year of contract service are not creditable for initial step placement but shall be applied toward credit for salary advancement in the following fiscal year. A maximum of ten (10) months of district experience will be credited within any twelve (12) month period. Unit members who have creditable service with the district and are reemployed will receive full credit for creditable experience outside the district up to the maximum allowable. This will be in addition to credit received for creditable prior service with the district.

3.03 NON-TEACHING EXPERIENCE

Audiologists, Counselors, Library Media Teachers, and School Nurses: new unit members assigned to one of these job classes will be credited for public or recognized private school experience in these fields in the same manner as that for crediting teaching experience as described in Section 3.01. Management experience outside the district is creditable if the position required a credential.

Unit members assigned to one of the job classes listed in the previous paragraph will receive experience credit for previous full-time or full-time equivalent employment as a licensed or certified professional up to the maximum step of the Salary Schedule. Self-employment experience in a private practice is not creditable. Specific non-school experience for Counselors, Library Media Teachers, and School Nurses may be credited as defined below:

3.031 Counselors

Employment as a licensed social worker or counselor in settings which include, but are not limited to: community and public mental health agencies, rehabilitation/recovery centers, hospitals, and social service agencies. Settings which are excluded include, but are not limited to: licensed Marriage, Family and Child Counselor.

3.032 Library Media Teachers

Employment as a Library Media Teacher with appropriate credentials in library settings which include, but are not limited to: public, college/university, private industry, and foundations.

Appropriate credentials are either a Master's of Library Science (MLS) degree or a Library Media Teacher credential.

3.033 School Nurses

Employment as a Registered Nurse in settings which include, but are not limited to: community/public health agencies, pediatrics, general nursing, nurse practitioner, geriatric/convalescent, home health care, emergency room, industrial nursing, intensive care unit, licensed vocational nursing, private duty nursing, psychiatric, and supervisory/management nursing positions.

3.04 TOTAL EXPERIENCE CREDIT

Experience credit is allowed only in original placement on the salary schedule. All creditable experience must be verified by official documents or statements from employers or other disinterested persons before advanced step placement will be made. A maximum of ten (10) months of experience will be credited within any twelve (12)-month period. In evaluating experience credit, partial years will be added together and the total will determine the step placement. Break points for determining step placement are:

Step	Months of Experience	Step	Months of Experience
1	0 - 7.3	13	117.4 - 127.3
2	7.4 - 17.3	14	127.4 - 137.3
3	17.4 - 27.3	15	137.4 - 147.3
4	27.4 - 37.3	16	147.4 - 187.3
5	37.4 - 47.3	17	187.4 or more
6	47.4 - 57.3		
7	57.4 - 67.3		
8	67.4 - 77.3		
9	77.4 - 87.3		
10	87.4 - 97.3		
11	97.4 - 107.3		
12	107.4 - 117.3		

3.05 LONGEVITY STIPEND

Effective June 30, 2020, at 11:59 p.m., an annual longevity stipend shall be added to the Salary Schedule and paid to unit members who have completed six (6) or more years on Step 17. This stipend shall be paid on a monthly prorated basis.

Longevity Stipend \$2,500*

4.00 RULES AND REGULATIONS FOR THE ADMINISTRATION OF THE SALARY SCHEDULE

4.01 PAY DETERMINATION FOR A PARTIAL YEAR OF SERVICE -- When a unit member works less than a full work year (July 1 – June 30) the annual salary must be reduced in accordance with existing law. The annual salary for a partial work year will bear the same ratio to the regular annual salary as the actual days worked bear to the total number of days in the board-adopted calendar for the unit member's assignment (e.g. traditional, year-round, multitrack, etc.).

4.02 STEP ADVANCEMENT

4.021 Step advancements are effective on the beginning date of contract service in the school year immediately following the school year in which the qualifying service was rendered. A unit member who is in contract paid status for seventy-five percent (75%) or more of the number of days in the base certificated work year, regardless of the percentage assignment, will advance one

(1) step for each year of creditable district service until the maximum step of the column has been reached. Summer school and intersession service and any other service rendered outside the regular board-adopted calendar will not count for step advancement.

- 4.022 A unit member who has reached the maximum step of a column and qualifies to advance to a higher column shall receive full experience credit on the new column for prior years of creditable contract service.
- 4.023 The seventy-five percent (75%) requirement in section 4.021 above shall apply to any increases or decreases to the base certificated work year which may occur due to state law or Board action.
- 4.024 Part time unit members who work less than one hundred thirty-eight (138) days in one (1) school year, but work a total of one hundred thirty-eight (138) or more days in two (2) consecutive school years can accumulate days worked from both years in order to qualify for step advancement. Days worked in the final year of accumulation cannot be combined with days worked in future years for step advancement.
- 4.03 LEAVES OF ABSENCE THAT QUALIFY FOR STEP ADVANCEMENT
- 4.031 MILITARY, EXCHANGE, AND SABBATICAL
- A unit member who is approved for military, exchange, or sabbatical leave will earn the same step advancement credit as if in regular certificated service.
- 4.032 CONSULTANT
- Step advancement credit will be earned during leaves of absence when a certificated unit member serves as a consultant or in any professional capacity with a government agency upon determination by the chief human resources officer, Human Resource Services that the service provides a direct benefit to the district.
- 4.033 PROFESSIONAL STUDY
- A unit member who is approved for professional study leave will earn one (1) step advancement upon completion of a full-time college program (twenty-four (24) upper division or graduate semester units). One (1) semester of college work (twelve (12) upper division or graduate semester units) and one (1) semester of district service, half time or more, during the same school year will qualify for one (1) step advancement. Up to two (2) years of step advancement credit will be earned when an Ed.D. or Ph.D. degree is awarded to the unit member on leave.
- 4.04 DESIGNATED SUBJECTS CREDENTIAL UNIT MEMBERS
- 4.041 STEP PLACEMENT AND ADVANCEMENT
- Recognition of three (3) years of occupational experience (exclusive of apprenticeship) qualifies for placement on Step 4. Additional teaching experience will be credited for step advancement in the same manner that such experience is credited for unit members on the regular Salary Schedule.
- 4.042 COLUMN PLACEMENT AND ADVANCEMENT
- Unit members without a bachelor's degree will be placed on Column 010. Unit members with a bachelor's degree will be placed and advanced on Columns 010 through 014 after meeting the same training qualifications required of unit members on the regular Salary Schedule.

5.00 CERTIFICATED SALARY EVALUATING COMMITTEE

This committee is comprised of an equal number of unit members and district management employees and is chaired by a representative of the Human Resource Services Division. The purpose of the committee is to evaluate course work that is not creditable under regular salary rules.

Completed applications for course work review must be received in the Human Resource Services Division by June 30 of the current school year to be considered by the committee for column placement or advancement in the current school year.

6.00 PAYMENT OF SALARIES

6.01 METHOD OF PAYMENT

The amounts shown on this salary schedule are annual salaries for 10-month and year-round assignments which require the full number of scheduled workdays in the board-adopted calendar. If a unit member works fewer than the full number of scheduled workdays because of late start, unpaid leave, resignation, etc. earnings will be prorated based on the number of days worked.

For unit members in ten (10)-month assignments paydays normally will be the last day of the month when the central administrative offices of the district are open for business, September through June. For unit members in year-round assignments or elect to be paid twelve (12) equal salary checks, paydays normally will be the last day of the month when the central administrative offices of the district are open for business, July through June.

6.02 OVERPAYMENTS AND UNDERPAYMENTS

Each employee is encouraged to review the annual salary placement and to examine all pay warrants carefully. If an incorrect salary placement has been made or an individual pay warrant is in error, this information must be brought to the attention of the district immediately. Overpayments and underpayments are not subject to the accumulation of earned interest. If an incorrect salary placement or warrant results in an underpayment the district will issue a supplementary warrant for the total amount due as soon as possible. If the incorrect placement or warrant results in an overpayment, the district is required to recover the total amount overpaid. The recovery schedule will include consideration to both the district and the unit member.

7.00 COMPENSATION FOR NONCONTRACT SERVICE

7.01 Hourly Service

7.011 Nonclassroom Assignment

\$36.49 per hour *

This rate applies to a regular contract unit member who is offered and who agrees to serve in an hourly nonclassroom assignment in addition to the regular contract assignment. Nonclassroom hourly assignments include, but are not limited to: library service, counseling service, materials development, curriculum writing, community relations activities, assistance to school administrators, and all other nonclassroom certificated hourly service except workshop participation. Only unit members specifically approved for compensation will be paid.

7.012 Workshop Participants

\$24.34 per hour *

This rate applies to a regular contract unit member who participates voluntarily in a district-sponsored workshop for which compensation is authorized. This rate will be paid only for workshop participation on other than teaching days and/or outside of hours considered part of the regular contract service (the basic eight (8)-hour day and/or forty (40)-hour week). Only workshop participants specifically approved for compensation will be paid.

7.013 Additional Hourly Classroom Assignment

\$48.16 per hour *

Unit members who are offered and agree to work an additional classroom hourly assignment in addition to the regular contract assignment will be paid on a prorata basis rounded to the nearest quarter hour, either the amount currently paid for certificated hourly classroom assignments as shown above or their current prorata rate, including any special compensation, whichever is greater. Prorata rate is the quotient resulting from dividing the unit member's annual salary rate, including any special compensation, by the number of days in the contract year, divided by eight (8). (Additional hourly classroom assignments may require a waiver. See Section 24.3.)

7.014 Adult Education Hourly Assignment

\$31.00 per hour *

This rate applies to teachers teaching and counselors counseling in District-sponsored adult education classes on an hourly basis.

7.015 Workshop Presenter

\$54.08 per hour *

This rate applies to certificated staff teaching on an hourly basis in District-sponsored in-service education classes designed primarily for certificated members.

7.016 Tutoring Hourly Assignment

\$36.49 per hour *

This rate applies to certificated employees providing intermittent supplemental certificated level tutorial services for designated pupils.

7.02 Extended-Day Service

Extended-day payments are payments made to unit members who are assigned to supervise or direct pupil activities involving hours of service and responsibility beyond the normal range of regular contract assignments.

Extended-day payment units are units of value for each extended-day assignment approved by the Board of Education. The value of each unit is established as 1.4% of the annual salary amount designated for salary class 012-13 of the Salary Schedule. The annual value of one extended day unit is:

\$1,110.82

The types of pupil activities for which extended-day payments are authorized and the number of units assigned to each activity are contained in Procedures No. 7232 and 7233, respectively.

7.03 Extended Work Year Service

- 7.031 Regular contract unit members on the basic board-adopted calendar who are also assigned to work during the Spring or Winter vacation periods or intersession periods during the time between the last day of contract service in one school year and the first day of contract service in the following year will be compensated prorata of their annual contract rate if the unit member's division head certifies that the duties and responsibilities are a continuation of the unit member's regular contract assignment and are essentially the same as those in effect during the regular work year.

Except for summer school session rates, the daily rate for extended work year service as defined above will be the unit member's regular contract salary including special compensation, if any, divided by the number of workdays in the board-adopted calendar. For assignments of less than eight (8) hours per day, the hourly rate will be the daily rate divided by eight (8).

7.032 Mandated or Required Noncontract Service

These are days of service for regular contract unit members in addition to the basic contract service days in the board-adopted calendar and specifically directed by the Board of Education. A mandated day of service is one arising out of a federal or state law, regulation, or court order. A required day of service is one directed by the Board of Education for meeting a district operational need, and will not exceed five (5) days in any school year. All mandated and required service days are paid on a prorata basis. These additional days shall occur within the first week after the conclusion of the basic contract year or the week prior to the reporting date for unit members to begin a new basic contract year except that if the additional day is mandated or required within the basic contract year, the requirement may be met on a weekend, excluding Winter and Spring vacation periods, provided it does not interrupt a weekend of three or more days.

7.033 Temporary and Continuing Assignments

Section 7.033 applies only to extended work year service as contained in this section and does not apply to nonclassroom assignments (Section 7.011), workshop participants (Section 7.012), extended-day service (Section 7.02), or rates contained in other sections of this contract.

- A. All regular contract unit members will be assigned to a basic board-adopted contract year assignment and paid on the basis of prorata pay for days worked in addition to the basic contract calendar when the work consists of the same set of responsibilities as were performed in the basic contract year. Unit members assigned to a site or program on a traditional schedule with a work year less than two hundred and eight (208) days (or two hundred and three [203] days during a furlough year) will be paid their annual salary in ten (10) equal monthly payments unless the unit member voluntarily elects to accept twelfthly checks subject to terms mutually accepted by the Association and the District. Except as otherwise provided by law and contract provisions, annual salary will be reduced on a prorata basis for unit members assigned to the basic contract year but who work less than the required number of days in the adopted calendar (July 1 – June 30).
- B. A regular contract unit member assigned additional days of work beyond the basic contract year shall be categorized in one of two types of assignments -- temporary or continuing.
1. A temporary assignment is one existing for a limited and time-certain period of time as determined by the division or department concerned.
 2. A continuing assignment is one which is reasonably expected to continue as long as the job performance meets district standards but is subject to a reduction in or limitation of such additional days for any of the following reasons as determined by the Board of Education: loss or reduction of funding or enrollment, budget priority decisions, program or district reorganization, conclusion of a rotational assignment, or other decisions involving educational objectives, all of which reasons shall be as determined solely by

the Board of Education. The Association shall have the right, upon request, to consult with the district regarding such decisions insofar as these decisions affect educational objectives.

- C. A regular contract unit member temporarily assigned to workdays in addition to the basic contract year and who performs the same set of responsibilities as were performed in the basic contract year in accordance with Section 7.031 will be paid for the extended work year service on a prorata daily or hourly basis, as appropriate, as described in Section 7.031. Salaries for such additional days worked in a temporary assignment in addition to the regular basic contract year are not subject to State Teachers' Retirement System (STRS) contributions by the unit member and the district.
- D. A regular contract unit member serving in a continuing assignment of additional days beyond the basic contract year shall be deemed to be continuing in this assignment until the assignment is formally terminated by the Board of Education. Once assigned to a continuing assignment, a unit member may not reduce this assignment in any particular year without the approval of the unit member's supervisor and division head and the concurrence of the chief human resources officer, Human Resource Services Division.
- E. A regular contract unit member assigned an additional twenty-four (24) workday continuing assignment in addition to the basic contract year will be paid an annual salary consisting of the basic contract salary and special compensation, if any, plus a prorata of that salary for the twenty-four (24) additional workdays. The total annual salary will be divided into twelve (12) equal monthly payments (unless the employee requests ten equal monthly payments), each of which is subject to STRS contributions by the unit member and the district.
- F. A regular contract unit member assigned to an additional forty-four (44) workday continuing assignment in addition to the basic contract year will be paid an annual salary consisting of the basic contract salary and special compensation, if any, plus a prorata of that salary for the forty-four (44) additional workdays. The total annual salary will be divided into twelve (12) equal monthly payments, each of which is subject to STRS contributions by the unit member and the district.
- G. A regular contract unit member assigned to a year-round school program will be paid the basic contract annual salary plus special compensation, if any. The total annual salary will be divided into twelve (12) equal monthly payments, each of which is subject to STRS contributions by the unit member and the district.
- H. A unit member who transfers to a job classification paid under this Salary Schedule may use any previously earned but unused vacation after the effective date of transfer at times mutually agreeable to the supervisor and unit member, or will receive lump sum compensation.
- I. Unit members currently employed shall be entitled to work the authorized number of duty days in the designated fiscal year and to be paid their annual contract salary (see Article 8, Section 8.1). Whenever a unit member is transferred or reassigned from one school year calendar to another (i.e., from traditional to year-round or vice versa), neither the required duty days nor annual salary can be reduced without his/her concurrence. When such transfers or reassignments occur, the unit member will execute an assignment change agreement which either defines how lost time (if applicable) will be made up by the end of the fiscal year or which waives potential earnings, as determined by the unit member. Days will normally be made up through substitute teaching, intersession teaching, and/or other projects mutually agreed upon between the unit member and the site administrator. All makeup days must occur within the same fiscal year.

- J. If a transfer or reassignment between school calendars results in the unit member working an additional number of days beyond the authorized number of duty days, such days shall be paid at the unit member's prorata daily rate.

7.04 Supervision Session Service

Supervision sessions are those assignments after the unit member's required on-site duty hours and for which compensation is earned for supervising students at school-sponsored dances, interscholastic athletic events, or drama, music, and speech activities. Effective November 9, 2016, unit members shall be paid an hourly rate, as follows, for Supervision Session Service regardless of when an event starts. Supervision Session Service payments shall only apply to situations where the supervising teacher is not already receiving a stipend for the work performed.

\$30.40 *

7.05 Extended Workday Service

Unit members with less than full-time contracts who accept an assignment that extends the workday beyond that provided for in the part-time contract will be compensated on an hourly prorata basis. The extended service assignment will normally be of short duration and involve providing service in the place of an absent unit member or due to an unforeseen or emergency situation. This prorata compensation is provided if the assignment is a continuation of the teacher's regular part-time contract assignment and the duties and responsibilities are essentially identical with those in effect during the regular part-time contract day. The basis for prorata compensation will be the unit member's regular class and step placement on the current salary schedule divided by the specified annual workdays in Section 6.01 above. The resulting daily pay rate will be divided by eight (8) to determine the appropriate hourly pay rate.

8.00 SPECIAL COMPENSATION

Certain positions related to the schedule of salaries for regular teachers will receive annual compensation paid on a monthly prorated basis in addition to the regular salary. Except in designated schools or programs, the total "over schedule" payments allowed any individual for the school year shall not exceed \$400. Rates listed below apply to unit members in 10-month traditional and year-round assignments. Unit members in extended work year assignments being paid on the basis of a daily prorata for additional days will also be paid prorata special compensation.

8.01 PUPIL PERSONNEL PROGRAMS

- \$200 Career Development Counselors; Counselors assigned two or more hours per day; District Counselors; Psychometrists; Resource Nurses; Vocational Rehabilitation Counselors.
- \$3,320 Head Counselor, Class I
- \$4,410 Head Counselor, Class II.

The value of the stipend for Head Counselor, Class I is established as 4.19% of the annual salary amount designated for salary class Grade 12, Step 13 of the Certificated Base Salary Schedule (rounded to the nearest \$10).

The value of the stipend for Head Counselor, Class II. is established as 5.56% of the annual salary amount designated for salary class Grade 12, Step 13 of the Certificated Base Salary Schedule (rounded to the nearest \$10).

8.02 EXCEPTIONAL CHILD PROGRAMS

- \$ 100 Special education teachers (regular day classes and itinerant) of pupils with exceptional needs: Learning Handicapped, Physically Handicapped, Communicatively Handicapped, Severely Handicapped, and Vocational Special Needs Instructors.

8.03 SPECIFIED PROGRAMS

\$ 200 Teachers of District Designated Advanced Placement Courses; Teachers of courses offered through the Advanced or International Baccalaureate Program; Resource Teachers (Achievement Goals Program, Curriculum, Inschool, Project, Special Education, Staff Development); Resource Specialists (Special Education, Educational Assessment Services); Social Concerns Teachers; Team Leaders.

8.04 COMMUNITY CLASSROOM/COOPERATIVE VOCATIONAL EDUCATION

The Regional Occupation Program (ROP) shall offer the following compensation for teachers whose students are placed in community classroom (CC) or cooperative vocational education (CVE):

8.041 ROP unit members who place 100% of the students in CC/CVE shall not be required to perform supervision/coordination duties outside of their normally scheduled on-site workweek.

8.042 ROP unit members who have not placed 100% of the students in CC/CVE and who must conduct CC/CVE supervision/coordination duties outside of their regularly contracted on-site workday shall be compensated one hour for each state-required supervision visit (one visit every three weeks for CC and one visit every four weeks for CVE) per student.

8.043 ROP unit members shall be compensated for the additional hourly classroom assignment rate (Section 7.013 salary schedule)

* Amounts designated by an asterisk shall be subject to the same percentage change as negotiated for all other rates on the Salary Schedule.

1.00 POSITION CLASSES COMPENSATED ON THE CHILD DEVELOPMENT EARLY CHILDHOOD EDUCATION PROGRAM SALARY SCHEDULE

Salary schedule rates apply to contract teachers, lead teachers, and resource teachers assigned to the Child Development Center; teachers and resource teachers assigned to the State Preschool Program; teachers and lead teachers assigned to the Extended Day Magnet Program; and teachers assigned to the California School Age Family Education (Cal SAFE) program.

2.00 INITIAL COLUMN PLACEMENT AND COLUMN ADVANCEMENT

For salary placement and advancement purposes, degrees and units must be earned academic degrees and creditable lower division, upper division or graduate units from regularly accredited community colleges or other accredited institutions of higher education.

Eligible unit members will advance to a higher column effective on the first date of contract service in a school year provided that the minimum number of qualifying units or the advanced degree is posted on an official transcript as having been completed by September 30 of the current school year and a copy of said transcript is filed with the district on or before November 15. If the transcript is filed after November 15, the unit member will advance to the higher column effective the first of the month following receipt of the transcript.

Eligible unit members will advance to a higher column effective on the first day of February provided that the minimum number of qualifying units or the advanced degree is posted on an official transcript as having been completed by January 31 of the current school year and a copy of said transcript is filed with the district on or before March 15. If the transcript is filed after March 15, the unit member will advance to the higher column effective the first of the month following receipt of the transcript.

An academic degree and units from a foreign college or university will be credited if the registrar of a regularly accredited institution of higher education certifies that the degree or unit in question is equivalent to an earned academic degree or unit granted by the accredited institution.

Accredited institution of higher education means an institution of higher education in the United States, fully accredited by a United States accrediting association which awards accreditation to institutions of higher education for training in specified professions.

2.01 DEFINITION OF COLUMNS

- Column 010 Child Development Permit or Children’s Center Instructional Permit.
- Column 011 Associate of Arts Degree or Associate of Science Degree plus a two (2) unit course in adult supervision and a Child Development Permit or Children’s Center Instructional Permit.
- Column 012 Associate of Arts Degree or Associate of Science Degree plus completion of thirty (30) additional semester units of creditable upper or lower division course work plus a two (2) unit course in adult supervision with a Child Development Permit or Children’s Center Instructional Permit.
- Column 013 Bachelor’s degree with a Child Development Permit or Children’s Center Instructional Permit plus completion of a two (2) unit course in adult supervision.
- Column 014 Bachelor’s degree with fifteen (15) semester units of creditable upper division or graduate work with a Child Development Supervisor Permit or Children’s Center Supervisory Permit plus completion of a two (2) unit course in adult supervision.

2.02 COURSE WORK CREDITABLE FOR COLUMN PLACEMENT AND ADVANCEMENT

2.021 CREDITABLE COURSE WORK

Course work is creditable if it is a course taken for credit at an accredited institution, within the major or minor; reasonably related to the unit member's district assignment; related to a potential future certificated assignment and posted as semester, quarter, or trimester units on an official transcript in the institution's regular lower, upper or graduate course number series; or the nature of the course can be expected to provide a substantial increase in the unit member's skill, knowledge or understanding of the District assignment.

2.022 DISTRICT SPONSORED PROFESSIONAL DEVELOPMENT EDUCATION

Course work taken through a district-sponsored professional development program by a district visiting teacher prior to contract employment or by a unit member is creditable if the course meets the requirements of Section 2.021.

Unit members shall have the option to receive units for attendance at professional development or in-services that occur after the required on-site duty day. One semester unit will be allowed for each fifteen (15) hours of attendance at District sponsored programs that have been approved for credit by the District. Participation in District sponsored trainings, professional development and workshops must be verified. When unit members have the option of receiving compensation for attendance at professional development or in-services that occur after the required on-site duty day, attending members may choose to receive hours/units toward salary schedule advancement in lieu of compensation.

2.023 EXTENSION, PROFESSIONAL, CONTINUING EDUCATION, AND TRAVEL COURSES

Course work in these categories may be creditable for column advancement or placement if the course is approved for credit by the Human Resource Services Division or by the Certificated Salary Evaluating Committee, and meets the time requirements for submission of documentation in Appendix A, Section 5.00 of the Salary Rules and Regulations.

Application for course approval may be made by a unit member on an individual basis or by a district manager or sponsoring institution on behalf of specific categories of unit members. The application must describe the value of the course for enhancing professional competence.

2.024 COURSE WORK COMPLETED AFTER MEETING BACHELOR'S DEGREE REQUIREMENTS

Qualifying upper division or graduate course work completed after meeting the Bachelor's degree requirements and prior to granting of the bachelor's degree will be credited in the same manner as course work taken after the bachelor's degree provided that the registrar of the college granting the bachelor's degree certifies that the additional course work was not part of the requirements for granting the bachelor's degree.

2.025 REPEATED COURSE

Credit may be allowed for a repeated course provided at least five years have elapsed between completion dates of the two courses. Courses are not considered duplicate courses if they are taken at different institutions under different instructors even though the course titles may be similar.

- 2.026 CREDENTIAL COURSE WORK COMPLETED CONCURRENTLY WITH BACHELOR'S DEGREE
- Units taken towards earning a credential taken concurrently with the bachelor's degree coursework will be credited in the same manner as other units taken after the bachelor's degree provided the college granting the bachelor's degree certifies which courses were taken in the college approved credential program.
- 2.027 NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS (NBPTS)
- Teachers who complete both the portfolio and the exams will receive four (4) units of credit in the year following completion. Verification will include a copy of the letter indicating that the portfolio has been received by the NBPTS and the verification of the completion of the exams. Upon completion of an individual activity, Verification of Completion forms and any additional verification materials described above must be submitted for evaluation by the Human Resources administrator responsible for this program. These forms may be obtained at the Human Resource Services Division and are to be submitted to that office.
- 2.028 SDEA SPONSORED PROFESSIONAL DEVELOPMENT EDUCATION
- The parties agree to collaboratively develop a process for verifying Association-sponsored and delivered professional development training to be available to SDEA members in good standing beginning in the 2018-2019 school year.
- Coursework taken through an Association-sponsored professional development program by any SDEA member in good standing, including Visiting Teachers prior to contract employment, is creditable if the course meets the requirements of Section 2.021.
- SDEA members in good standing shall have the option to receive units for attendance at professional development or in-service that occurs after the required on-site duty day. One semester unit will be allowed for each fifteen (15) hours of attendance at Association-sponsored programs that have been approved for credit by the District. Participation in Association-sponsored trainings, professional development and workshops must be verified. When unit members have the option of receiving compensation for attendance at professional development or in-services that occur after the required on-site duty day, attending members may choose to receive hours/units toward salary schedule advancement in lieu of compensation.
- 2.03 COLUMN ADVANCEMENT
- 2.031 Eligible unit members will advance to a higher column effective on the first date of contract service in a school year provided that:
- 2.0311 The effective date of the appropriate permit(s) is on or before September 30 of the current school year,
- 2.0312 The minimum number of qualifying units or degree are posted on an official transcript as having been completed by September 30 of the current school year,
- 2.0313 The two (2) unit course in adult supervision is posted on an official transcript as having been completed by September 30 of the current school year.
- 2.032 Eligible unit members will advance to a higher column effective on the first day of February provided that:
- 2.0321 The effective date of the appropriate permit(s) is on or before January 31 of the current school year,

2.0322 The minimum number of qualifying units or degree are posted on an official transcript as having been completed by January 31 of the current school year,

2.0323 The two (2) unit course in adult supervision is posted on an official transcript as having been completed by January 31 of the current school year.

2.033 For purposes of column advancement the total number of creditable units will be converted to semester units and rounded to the next larger whole number when the fraction is 1/2 or larger (e.g., thirty-five and one-half (35 ½) semester units will be counted as thirty-six (36) semester units).

3.00 INITIAL STEP PLACEMENT

Column placement will be determined in accordance with Section 2.00 of these salary rules.

3.01 NON-DISTRICT TEACHING AND/OR CERTIFICATED EXPERIENCE

Teaching and/or certificated experience outside the district is creditable provided it was continuous and in a public school system or recognized private school. Teaching and/or certificated experience which was less than one-half time or less than one (1) month in duration is not creditable. The basis for determining full-time or one-half time status is the full-time or one-half time standards for similar job classifications in this district. Substitute teaching outside the district is creditable only if it was full-time, continuous, and at least one (1) month in duration in a single assignment. Hourly, summer school, and intersession teaching outside the district is not creditable.

3.02 DISTRICT TEACHING OR CERTIFICATED EXPERIENCE

District teaching or certificated experience prior to employment by contract and completed by June 30 of the prior fiscal year is creditable except summer school and intersession teaching. Twenty (20) full days of substitute teaching is equivalent to one (1) month of service; ninety (90) hours of hourly district teaching experience is equivalent to one (1) month of service. Substitute teaching days worked during the first fiscal year of contract service are not creditable for initial step placement but shall be applied toward credit for salary advancement in the following fiscal year. A maximum of ten (10) months of district experience will be credited within any twelve (12) month period. Unit members who have creditable service with the district and are reemployed will receive full credit for creditable experience outside the district up to the maximum allowable. This will be in addition to credit received for creditable prior service with the district.

3.03 TOTAL EXPERIENCE CREDIT

Experience credit is allowed only in original placement on the salary schedule. All creditable experience must be verified by official documents or statements from employers or other disinterested persons before advanced step placement will be made. A maximum of ten (10) months of experience will be credited within any twelve (12) month period. In evaluating experience credit, partial years will be added together and the total will determine the step placement. Break points for determining step placement are:

Step	Months of Experience	Step	Months of Experience
1	0 - 7.3	13	117.4 - 127.3
2	7.4 - 17.3	14	127.4 - 137.3
3	17.4 - 27.3	15	137.4 - 147.3
4	27.4 - 37.3	16	147.4 - 157.3
5	37.4 - 47.3	17	157.4 - 167.3
6	47.4 - 57.3	18	167.4 - 177.3
7	57.4 - 67.3	19	177.4 - 187.3
8	67.4 - 77.3	20	187.4 - 197.3
9	77.4 - 87.3	21	197.4 - 207.3
10	87.4 - 97.3	22	207.4 - 217.3
11	97.4 - 107.3	23	217.4 or more
12	107.4 - 117.3		

4.00 UNDERPAYMENTS OR OVERPAYMENTS

Each employee is encouraged to review the annual salary placement and to examine all pay warrants carefully. If an incorrect salary placement has been made or an individual pay warrant is in error, this information must be brought to the attention of the district immediately. Overpayments and underpayments are not subject to the accumulation of earned interest. If an incorrect salary placement or warrant results in an underpayment, the district will issue a supplementary warrant for the total amount due as soon as possible. If the incorrect placement or warrant results in an overpayment, the district is required to recover the total amount overpaid. The recovery schedule will include consideration to both the district and the unit member.

5.00 RULES AND REGULATIONS FOR THE ADMINISTRATION OF THE EARLY CHILDHOOD EDUCATION PROGRAM SALARY SCHEDULE

5.01 Pay Determination for a Partial Year of Service -- When a unit member works less than a full school year the annual salary must be reduced in accordance with existing law. The annual salary for a partial work year will bear the same ratio to the regular annual salary as the actual days worked bear to the total number of days in the board-adopted calendar for the unit member's assignment (e.g., ten (10)-, eleven (11)-, and twelve (12)-month work year).

5.02 Step Advancement -- Step advancements are effective on the beginning date of contract service in the school year immediately following the school year in which the qualifying service was rendered. A unit member who is in contract paid status for seventy-five percent (75%) or more of the number of days in the base certificated work year, regardless of the percentage assignment, will advance one (1) step for each year of creditable service until the maximum step is reached.

Summer school and intersession service and any other service rendered outside the regular board-adopted calendar for the unit member's assignment year will not count for step advancement. Days absent due to the unit member's job-related illness or injury for which workers' compensation insurance benefits are awarded are considered days in paid status.

Part time unit members who work less than one hundred thirty-eight (138) days in one (1) school year, but work a total of one hundred thirty-eight (138) or more days in two (2) consecutive school years can accumulate days worked from both years in order to qualify for step advancement. Days worked in the final year of accumulation cannot be combined with days worked in future years for step advancement.

5.03 A unit member reassigned from a regular teaching position assigned to the Early Childhood Education Program to one of the following positions will receive a lead teacher stipend beginning on the effective date of the assignment.

- Child Development Center Lead Teacher
- Child Development Center Resource Teacher
- Extended Day Magnet Program Lead Teacher
- State Preschool Resource Teacher

The value of the lead teacher stipend shall be six and one-half percent (6.5%) of the salary amount designated for salary class 012-15 of the Early Childhood Education Program Salary Schedule.

A unit member reassigned to Super Lead Teacher will receive a Super Lead Teacher stipend on the effective date of the reassignment. A Super Lead Teacher is a unit member assigned to a center under the supervision of a Child Development Center Administrator or other manager having responsibility for two (2) or more sites and who maintains his/her primary office at another site.

The value of the Super Lead Teacher stipend shall be eleven percent (11%) of the salary amount designated for salary class 012-15 of the Early Childhood Education Program Salary Schedule.

- 5.04 Change in Salary During a School Year – When the District reduces the work year for Regular Early Childhood Education Program contract teachers assigned to a twelve (12)-month or eleven (11)-month work-year, unit members may be reassigned. Unit members shall receive a three (3) month notice prior to a reduction in their current work-year assignment. Reduction to a unit member’s work year shall first be achieved by seeking volunteers and if no unit member volunteers, then by utilizing the District-wide seniority list when reassigning a unit member to a basic eleven (11)-month or ten (10)-month assignment for any of the following reasons: loss or reduction of funding or enrollment, budget priority decisions, program or district reorganization, conclusion of a rotational assignment, or other decisions involving educational objectives, all of which reasons will be as determined solely by the Board of Education. The Association will have the right to consult with the district regarding such decisions insofar as these decisions affect educational objectives. When an employee serves less than a full assignment year in one assignment category (ten (10)-, eleven (11)-, or twelve (12)-month) the annual salary will be computed on the basis of actual work days served in the board- adopted calendar for the employee's assignment category. Unit members impacted by an assignment reduction from a twelve (12)-month or eleven (11)-month assignment to an eleven (11)-month or ten (10)-month assignment, respectively, shall be entitled to reassignment, utilizing District-wide seniority, up to two (2) years for future work-year assignments similar to the work-year from which they were reassigned.
- 5.05 The amounts shown on the salary schedule are monthly salaries. Pay days normally will be the last day of the month when the central administrative offices of the district are open for business.

6.00 SUBSTITUTES FOR CHILD DEVELOPMENT CENTER ADMINISTRATORS AND LEAD TEACHERS

A unit member serving as a replacement for a Child Development Center Administrator or Lead Teacher for five or more consecutive working days will receive a daily pay additive for each day of such service according to the rates in this section.

Teacher to Lead Teacher	\$12.80 *
Lead Teacher to Child Development Center Administrator	\$21.24 *
Teacher to Child Development Center Administrator	\$34.03 *

7.00 SPECIAL COMPENSATION

Certain positions on the Early Childhood Education Programs Salary Schedule will receive monthly compensation in addition to the regular salary. The rate listed below applies to unit members in ten (10)-month assignments. Unit members in extended work year assignments being paid on the basis of a daily pro rata for additional days will also be paid pro rata special compensation.

- 7.01 Extended Day Magnet Program
Lead Teachers \$265.00

- 7.02 An annual stipend shall be paid to unit members on the Early Childhood Education Programs Salary Schedule who have completed eighteen (18) or more years of creditable experience. This stipend shall be paid on a monthly prorated basis in addition to the regular salary.

Stipend rates will be increased as follows effective June 30, 2020 at 11:59pm:

Creditable Experience Completed

18 to 21 years	\$801.00 *
22 years or more	\$2,500.00 *

8.00 COMPENSATION FOR NONCONTRACT SERVICE

8.01 Hourly Service

8.011 Special Project Rate \$22.91 *

This rate applies to Early Childhood Education Program contract teachers with hourly assignments in addition to their regular contract assignments. Such hourly assignments include writing projects, materials development projects, and any other certificated hourly service except workshop participation.

8.012 Workshop Rates

Workshop Leader \$22.91 *

Workshop Participant \$17.13 *

Workshop rates will be paid only for workshop participation or workshop leadership outside the normal teaching days and/or hours considered part of regular contract service.

8.02 Extended Teaching Service -- A teacher with less than a full-time contract who accepts an assignment which will extend the teaching day beyond that specified in the part-time contract will be compensated on an hourly pro rata basis. Such assignments normally will be of short duration and involve teaching in the place of an absent teacher when a substitute cannot be obtained, on days when the pupil count in the center is unusually high due to a minimum day schedule in the elementary schools, or in an emergency. This pro rata compensation is provided if the assignment is a continuation of the teacher's regular part-time contract assignment and the extended teaching service duties and responsibilities are essentially identical with those assigned during the regular part-time contract day. The basis for pro rata compensation will be the Early Childhood Education Programs annual column placement on the then current salary schedule divided by the number of required work days in the assignment year. The resulting daily pay rate will be divided by eight to determine the hourly pay rate.

8.03 Temporary Increased Enrollment Hourly Service -- (1) Continuing Early Childhood Education Program teachers with ten (10)-month contracts who accept classroom assignments during periods of temporary increased enrollments (e.g., summer months) will be compensated on an hourly pro rata basis. Such assignments will be of short duration, not to exceed ninety (90) calendar days, and temporarily used to supplement regular staffing at children's centers impacted by increased summer enrollments. (2) Noncontract certificated employees hired hourly to provide temporary services during summer months will be paid at an hourly rate based on Salary Class 011-1 of the Early Childhood Education Program Salary Schedule. Section (2) also applies to regular K-12 contract teachers temporarily employed in child development Center to provide the above hourly services during summer months.

8.04 Resource Teachers in the Early Childhood Education Program shall receive an annual stipend of two-hundred (\$200) dollars.

* Amounts designated by an asterisk shall be subject to the same percentage change as negotiated for all other rates on the Salary Schedule.

1.00 POSITION CLASSES COMPENSATED ON THE MILITARY SCIENCE INSTRUCTORS' SALARY SCHEDULE

Military Science Instructors' Salary Schedule rates apply to contract teachers teaching in the Junior Reserve Officer Training Corps Programs.

2.00 INITIAL PLACEMENT ON THE MILITARY SCIENCE INSTRUCTORS' SALARY SCHEDULE

Initial placement on the schedule will be based on the military service pay grade held by the employee at the time of hire, the classification of the assignment as shown below, and any prior creditable experience.

2.01 MILITARY SERVICE PAY GRADE PLACEMENT

<u>Military Service Pay Grade</u>	<u>Military Science Instructors' Step Placement</u>	<u>Military Service Pay Grade</u>	<u>Senior Military Science Instructors' Step Placement</u>
E-6	010-1	W-1 thru W-4	010-7
E-7	010-2	and	
E-8	010-3	O-1 thru O-6	
E-9	010-4		
W-1 thru W-4 and O-1 thru O-6	010-5		

2.02 Non-District Teaching Experience -- JROTC teaching experience outside the district is creditable provided it was continuous and in a public school system or recognized private school. Types of experience not creditable for salary placement are: hourly, summer school, and intersession teaching outside the district; teaching experience other than JROTC; management experience outside the district. JROTC teaching experience which was less than one-half time or less than one (1) month in duration is not creditable. The basis for determining full-time or one-half time status is the full-time or one-half time standards for similar job classifications in this district. Substitute JROTC teaching outside the district is creditable only if it was full-time, continuous, and at least one month in duration in a single assignment.

2.03 District Teaching Experience -- District JROTC teaching experience prior to employment by contract is creditable except summer school and intersession teaching. Twenty (20) full days of substitute teaching is equivalent to one (1) month of service; ninety (90) hours is equivalent to one (1) month of service. Unit members who have creditable service with the district and are reemployed will receive full credit for creditable experience outside the district up to the maximum allowable. This will be in addition to credit received for creditable prior service with the district.

2.04 Total Experience Credit -- Experience credit is allowed only in original placement on the salary schedule. All creditable experience must be verified by official documents or statements from employers or other disinterested persons before advanced step placement will be made. A maximum of ten (10) months of experience will be credited within any twelve (12) month period. In evaluating experience credit, partial years will be added together and the total will determine the step placement. Creditable experience will be used to advance new hires and returning former employees beyond the step determined by the military service pay grade placement to a maximum of Step 6 for Military Science Instructors and Step 8 for Senior Military Science Instructors.

Break points for determining step placement are:

<u>Additional Step Beyond Service Pay Grade Placement</u>	<u>Months of Experience</u>
1	0 - 7.4
2	7.5 - 17.4
3	17.5 - 27.4
4	27.5 - 37.4
5	37.5 or more

3.00 UNDERPAYMENTS OR OVERPAYMENTS

Each unit member is encouraged to review the annual salary placement and to examine all pay warrants carefully. If an incorrect salary placement has been made or an individual pay warrant is in error, this information must be brought to the attention of the District immediately. Overpayments and underpayments are not subject to the accumulation of earned interest.

If an incorrect salary placement or warrant results in an underpayment, the district will issue a supplementary warrant for the total amount due as soon as possible. If the incorrect placement or warrant results in an overpayment, the district is required to recover the total amount overpaid. The recovery schedule will include consideration to both the District and the unit member.

4.00 RULES AND REGULATIONS FOR THE ADMINISTRATION OF THE MILITARY SCIENCE INSTRUCTORS' SALARY SCHEDULE

4.01 Pay Determination for a Partial Year of Service -- When a unit member works less than a full school year the annual salary must be reduced in accordance with existing law. The annual salary for a partial work year will bear the same ratio to the regular annual salary as the actual days worked bear to the total number of days in the board-adopted calendar for the unit member's assignment (e.g., traditional, year-round, multitrack, etc.)

4.02 Step Advancement -- Step advancements are effective on the beginning date of contract service in the school year immediately following the school year in which the qualifying service was rendered. A unit member who is in contract paid status for seventy-five percent (75%) or more of the number of days in the base certificated work year, regardless of the percentage assignment, will advance one (1) step for each year of creditable district service until the maximum step of the job class has been reached:

<u>Job Class</u>	<u>Maximum Step</u>
Military Science Instructor	6
Senior Military Science Instructor	8

Summer school and intersession service and any other service rendered outside the regular board-adopted calendar will not count for step advancement. Days absent due to the unit member's job-related illness or injury for which workers' compensation insurance benefits are awarded are considered days in paid status.

4.02.1 Part time unit members who work less than one hundred thirty-eight (138) days in one (1) school year, but work a total of one hundred thirty-eight (138) or more days in two (2) consecutive school years can accumulate days worked from both years in order to qualify for step advancement. Days worked in the final year of accumulation cannot be combined with days worked in future years for step advancement.

4.03 Promotion -- A Military Science Instructor promoted to a Senior Military Science Instructor assignment will be placed on salary class and step 010-7. If the promotion takes place during the regular school year total service in the combined assignments will be allowed toward progressive advancement on the Military Science Instructors' Salary Schedule provided the combined service qualifies as a year of service as defined in Section 4.02.

4.04 Change in Salary During a School Year -- A teacher's salary cannot be changed during the term of an existing contract between the governing board of the district and the teacher unless there is a change in the teacher's assignment, duties, and responsibilities.

4.05 Method of Payment -- The amounts shown on this salary schedule are annual salaries and will be paid at the rate of 1/10 monthly for ten months. Paydays normally will be the last day of the month when the central administrative offices of the district are open for business, September through June.

5.00 COMPENSATION FOR NONCONTRACT SERVICE

5.01 Hourly Service

5.011 Nonclassroom Assignment

\$36.49 *

This rate applies to a regular contract unit member who is offered and who agrees to serve in an hourly nonclassroom assignment in addition to the regular contract assignment except workshop participation. Only unit members specifically approved for compensation will be paid.

5.012 Workshop Participants

\$24.34 * per hour

This rate applies to a regular contract unit member who participates voluntarily in a district-sponsored workshop for which compensation is authorized. This rate will be paid only for workshop participation on other than teaching days and/or outside of hours considered part of the regular contract service (the basic eight (8)-hour day and/or forty (40)-hour week). Only workshop participants specifically approved for compensation will be paid.

5.02 Extended-Day Service -- Extended-day payments are payments made to unit members who are assigned to supervise or direct pupil activities involving hours of service and responsibility beyond the normal range of regular contract assignments. Extended-day payment units are units of value for each extended day assignment approved by the Board of Education. The value of each unit is established as 1.4% of the annual salary amount designated for salary class 012-13 of the SDEA Bargaining Unit Salary Plan Schedule (Appendix A). The annual value of one extended day unit is:

\$1,110.82

The types of pupil activities for which extended-day payments are authorized and the number of units assigned to each activity are contained in Procedures No. 7232 and 7233, respectively.

6.00 SPECIAL COMPENSATION

Stipend rates will be increased as follows effective June 30, 2020 at 11:59pm:

6.01 A special annual stipend shall be paid to unit members on or above Step 6 of the Military Science Instructors' Salary Plan who have completed eighteen (18) or more years of creditable experience and/or military service as stated below. This stipend shall be paid on a monthly prorated basis in addition to the regular salary.

Creditable Experience Completed

18 to 21 years \$796.75*

22 years or more \$2,500.00*

*Amounts designated by an asterisk shall be subject to the same percentage change as negotiated for all other rates on the SDEA Bargaining Unit Salary Schedule.

1.00 POSITION CLASSES COMPENSATED ON THE SALARY SCHEDULE

These salary rates apply to all contract unit members in the certificated bargaining unit employed in the classifications of School Psychologist and Senior School Psychologist.

2.00 INITIAL COLUMN PLACEMENT AND COLUMN ADVANCEMENT

For salary placement and advancement purposes, degrees and units must be earned academic degrees and creditable upper division or graduate units from regularly accredited institutions of higher education. Qualifying course work posted on an official transcript as semester, quarter, or trimester units and received in the Human Resource Services Division by June 30 of the current school year is creditable for column placement or advancement in the current school year. An academic degree and units from a foreign college or university will be credited if the registrar of a regularly accredited institution of higher education certifies that the degree or unit in question is equivalent to an earned academic degree or unit granted by the accredited institution.

Accredited institution of higher education means an institution of higher education in the United States, fully accredited by a United States accrediting association which awards accreditation to institutions of higher education for training in specified professions.

2.01 DEFINITION OF COLUMNS

To be creditable, course work must be completed after the date of the bachelor's degree except as noted in Section 2.025.

Column 011	Master's degree or thirty-six (36) semester units of creditable upper division or graduate work.
Column 012	Master's degree with a total of fifty-four (54) semester units of creditable upper division or graduate work, or bachelor's degree with a total of sixty (60) semester units of creditable upper division or graduate work.
Column 013	Master's degree with sixty-six (66) semester units of upper division or graduate work, or Bachelor's degree with a total of seventy-two (72) semester units of upper division or graduate work.
Column 014	Master's degree with eighty-four (84) semester units of upper division or graduate work, possession of an earned doctoral degree (Ph.D., Ed.D., or other earned degree of equivalent academic status), or Bachelor's degree with a total of ninety (90) semester units of creditable upper division or graduate work.

2.02 COURSE WORK CREDITABLE FOR COLUMN PLACEMENT AND ADVANCEMENT

2.021 UPPER DIVISION AND GRADUATE WORK

Course work is creditable if it is a course taken for credit at an accredited institution, within the major or minor; reasonably related to the unit member's district assignment; related to a potential future certificated assignment and posted as semester, quarter, or trimester units on an official transcript in the institution's regular upper division or graduate course number series; or the nature of the course can be expected to provide a substantial increase in the unit members skill, knowledge or understanding of the District assignment.

2.022 DISTRICT SPONSORED PROFESSIONAL DEVELOPMENT EDUCATION

Course work taken through a district-sponsored professional development program by a district substitute prior to contract employment or by a unit member is creditable if the course meets the requirements of Section 2.021.

Unit members shall have the option to receive units for attendance at professional development or in-services that occur after the required on-site duty day. One (1) semester unit will be allowed for each fifteen (15) hours of attendance at District sponsored programs that have been approved for credit by the District. Participation in District sponsored trainings, professional development and workshops must be verified. When unit members have the option of receiving compensation for attendance at professional development or in-services that occur after the required on-site duty day, attending members may choose to receive hours/units toward salary schedule advancement in lieu of compensation.

2.023 LOWER DIVISION, EXTENSION, PROFESSIONAL, CONTINUING EDUCATION, AND TRAVEL COURSES

Course work in these categories may be creditable for column advancement or placement if the course is approved for credit by the Human Resource Services Division or by the Certificated Salary Evaluating Committee, and meets the time requirements for submission of documentation in Section 5.00.

Application for course approval may be made by a unit member on an individual basis or by a district manager or sponsoring institution on behalf of specific categories of unit members. The application must describe the value of the course for enhancing professional competence.

2.024 CONTINUING EDUCATION UNITS (CEU) AND PROFESSIONAL DEVELOPMENT UNITS (PDU)

Course work posted in CEUs or PDUs is creditable for salary placement or advancement for unit members in the following classes: Audiologist, Counselor, Library Media Teacher, School Nurse, School Psychologist, and Speech-Language Pathologist if it is determined that:

- A. The course is required to maintain a current license, certificate, or credential necessary for placement or continued employment,
- B. The course is reasonably related to the unit member's current assignment,
- C. Units are posted on an official transcript, certificate, or other document as CEUs or PDUs and received in the Human Resource Services Division by June 30 of the current school year, and
- D. The sponsoring institution meets standards as recognized by national, state, and local professional organizations appropriate to the unit member's assignment.

For purposes of salary advancement CEUs and PDUs will be converted to semester units on the basis of ten (10) class hours = 2/3 of a semester unit.

2.025 COURSE WORK COMPLETED AFTER MEETING BACHELOR'S DEGREE REQUIREMENTS

Qualifying upper division or graduate course work completed after meeting the Bachelor's degree requirements and prior to granting of the bachelor's degree will be credited in the same manner as course work taken after the bachelor's degree provided that the registrar of the college granting the bachelor's degree certifies that the additional course work was not part of the requirements for granting the bachelor's degree.

2.026 ADVANCED DEGREES

Advanced degrees in the field of education or in a field reasonably related to the unit member's current assignment will be credited for column advancement or placement. Other advanced degrees and the individual courses leading to those advanced degrees will be credited only in accordance with Section 2.03.

2.027 REPEATED COURSE

Credit may be allowed for a repeated course provided at least five (5) years have elapsed between completion dates of the two (2) courses. Courses are not considered duplicate courses if they are taken at different institutions under different instructors even though the course titles may be similar.

2.028 SDEA SPONSORED PROFESSIONAL DEVELOPMENT EDUCATION

The parties agree to collaboratively develop a process for verifying Association-sponsored and delivered professional development training to be available to SDEA members in good standing beginning in the 2018-2019 school year.

Coursework taken through an Association-sponsored professional development program by any SDEA member in good standing, including Visiting Teachers prior to contract employment, is creditable if the course meets the requirements of Section 2.021.

SDEA members in good standing shall have the option to receive units for attendance at professional development or in-service that occurs after the required on-site duty day. One semester unit will be allowed for each fifteen (15) hours of attendance at Association-sponsored programs that have been approved for credit by the District. Participation in Association-sponsored trainings, professional development and workshops must be verified. When unit members have the option of receiving compensation for attendance at professional development or in-services that occur after the required on-site duty day, attending members may choose to receive hours/units toward salary schedule advancement in lieu of compensation.

2.03 PROFESSIONAL DEGREES AND HIGHLY SPECIALIZED CURRICULA

Professional degrees and courses other than those in education or arts and sciences may be credited based upon evaluation of transcripts if the courses meet the requirements specified in Section 2.02 and are determined to be reasonably related to the unit member's assignment. Unit members should ensure that degrees and courses qualify for salary advancement credit before enrollment and payment of fees.

2.04 SUMMER WORK EXPERIENCE

A maximum of eight (8) units of salary credit is allowed for summer work experience provided:

- A. The employment is directly related to the unit member's current district assignment, or
- B. The nature of the work can be expected to provide a substantial increase in the unit member's skill, knowledge, or understanding of the district assignment, and
- C. The work does not include summer school, intersession, or other teaching service.

Necessary application forms are available in the Human Resource Services Division and must be filed by June 30 of the calendar year following summer work experience. The number of creditable units will be determined by the Certificated Salary Evaluating Committee.

2.05 COLUMN ADVANCEMENT

- 2.051 A. Eligible unit members will advance to a higher column effective on the first date of contract service in a school year provided that the minimum number of qualifying units or the advanced degree is posted on an official transcript as having been completed by September 30 of the current school year and a copy of said transcript is filed with the district on or before November 15. If the transcript is filed after November 15, the unit member will advance to the higher column effective the first of the month following receipt of the transcript.
- B. Eligible unit members will advance to a higher column effective on the first day of February provided that the minimum number of qualifying units or the advanced degree is posted on an official transcript as having been completed by January 31 of the current school year and a copy of said transcript is filed with the district on or before March 15. If the transcript is filed after March 15, the unit member will advance to the higher column effective the first of the month following receipt of the transcript.
- C. For purposes of column advancement the total number of creditable units will be converted to semester units and rounded to the next larger whole number when the fraction is $\frac{1}{2}$ or larger (i.e., thirty-five and on-half ($35\frac{1}{2}$) semester units will be counted as thirty-six (36) semester units).
- 2.052 If the transcript is received after June 30 of the current school year the salary column adjustment will be effective the first day of contract service in the following school year.
- 2.053 Degrees are earned on the date conferred as posted on the official transcript or on the date the registrar certifies without qualification that all courses and other degree requirements were completed.

3.00 INITIAL STEP PLACEMENT

Newly employed unit members will be placed on the appropriate column as defined in Section 2.00 and on the appropriate step as defined in Sections 3.01-3.04.

3.01 NON-DISTRICT TEACHING AND/OR CERTIFICATED EXPERIENCE

Teaching and/or certificated experience outside the district is creditable provided it was continuous and in a public school system or recognized private school. Teaching and/or certificated experience which was less than one-half time or less than one month in duration is not creditable. The basis for determining full-time or one-half time status is the full-time or one-half time standards for similar job classifications in this district. Substitute teaching outside the district is creditable only if it was full-time, continuous, and at least one (1) month in duration in a single assignment. Hourly, summer school, and intersession teaching outside the district is not creditable.

3.02 DISTRICT TEACHING OR CERTIFICATED EXPERIENCE

District teaching or certificated experience prior to employment by contract and completed the end of the prior school year is creditable except summer school and intersession teaching. Twenty (20) full days of substitute teaching is equivalent to one (1) month of service; ninety (90) hours of hourly district teaching experience is equivalent to one (1) month of service. Substitute teaching days worked during the first fiscal year of contract service are not creditable for initial step placement but shall be applied toward credit for salary advancement in the following fiscal year. A maximum of (ten) 10 months of district experience will be credited within any twelve (12) month period. Unit members who have creditable service with the district and are reemployed will receive full credit for creditable experience outside the district up to the maximum allowable. This will be in addition to credit received for creditable prior service with the district.

3.03 NON-TEACHING EXPERIENCE

School Psychologists and Senior School Psychologists: new unit members assigned to one of these job classes will be credited for public or recognized private school experience in these fields in the same manner as that for crediting teaching experience as described in Section 3.01. Management experience outside the district is creditable if the position required a credential.

Unit members assigned to one of the job classes listed in the previous paragraph will receive experience credit for previous full-time or full-time equivalent employment as a licensed or certified professional up to the maximum step of the Salary Schedule. Self-employment experience in a private practice is not creditable. Specific non-school experience for School Psychologists and Senior School Psychologists may be credited as defined below:

3.031 School Psychologists

Employment as a Licensed Psychologist or Licensed Educational Psychologist in settings which include, but are not limited to: community/public health agencies, mental health agencies, rehabilitation/recovery centers, nonpublic agencies, and-hospitals. Settings which are excluded include, but are not limited to: non-clinical and research psychology.

3.04 TOTAL EXPERIENCE CREDIT

Experience credit is allowed only in original placement on the salary schedule. All creditable experience must be verified by official documents or statements from employers or other disinterested persons before advanced step placement will be made. A maximum of ten (10) months of experience will be credited within any twelve (12) month period. In evaluating experience credit, partial years will be added together and the total will determine the step placement. Break points for determining step placement are:

Step	Months of Experience	Step	Months of Experience
1	0 – 97.3	8	157.4 – 167.3
2	97.4 – 107.3	9	167.4 – 177.3
3	107.4 – 117.3	10	177.4 – 187.3
4	117.4 – 127.3	11	187.4 – 197.3
5	127.4 – 137.3	12	197.4 – 207.3
6	137.4 – 147.3	13	207.4 – 217.3
7	147.4 – 157.3	14	217.4 or more

4.00 RULES AND REGULATIONS FOR THE ADMINISTRATION OF THE SALARY SCHEDULE

4.01 PAY DETERMINATION FOR A PARTIAL YEAR OF SERVICE -- When a unit member works less than a full work year (July 1 – June 30) the annual salary must be reduced in accordance with existing law. The annual salary for a partial work year will bear the same ratio to the regular annual salary as the actual days worked bear to the total number of days in the board-adopted calendar for the unit member's assignment (e.g. traditional, year-round, multitrack, etc.).

4.02 STEP ADVANCEMENT

4.021 Step advancements are effective on the beginning date of contract service in the school year immediately following the school year in which the qualifying service was rendered. A unit member who is in contract paid status for seventy-five percent (75%) or more of the number of days in the base certificated work year, regardless of the percentage assignment, will advance one (1) step for each year of creditable district service until the maximum step of the column has been reached. Summer school and intersession service and any other service rendered outside the regular board-adopted calendar will not count for step advancement.

- 4.022 A unit member who has reached the maximum step of a column and qualifies to advance to a higher column shall receive full experience credit on the new column for prior years of creditable contract service.
- 4.023 The seventy-five percent (75%) requirement in section 4.021 above shall apply to any increases or decreases to the base certificated work year which may occur due to state law or Board action.
- 4.024 Part time unit members who work less than one hundred thirty-eight (138) days in one (1) school year, but work a total of one hundred thirty-eight (138) or more days in two (2) consecutive years can accumulate days worked from both years in order to qualify for step advancement. Days worked in the final year of accumulation cannot be combined with days worked in future years for step advancement.

4.03 LEAVES OF ABSENCE THAT QUALIFY FOR STEP ADVANCEMENT

4.031 MILITARY, EXCHANGE, AND SABBATICAL

A unit member who is approved for military, exchange, or sabbatical leave will earn the same step advancement credit as if in regular certificated service.

4.032 CONSULTANT

Step advancement credit will be earned during leaves of absence when a certificated unit member serves as a consultant or in any professional capacity with a government agency upon determination by the chief human resources officer, Human Resource Services that the service provides a direct benefit to the district.

4.033 PROFESSIONAL STUDY

A unit member who is approved for professional study leave will earn one (1) step advancement upon completion of a full-time college program (twenty-four (24) upper division or graduate semester units). One (1) semester of college work (twelve (12) upper division or graduate semester units) and one (1) semester of district service, half time or more, during the same school year will qualify for one (1) step advancement. Up to two (2) years of step advancement credit will be earned when an Ed.D. or Ph.D. degree is awarded to the unit member on leave.

4.04 LONGEVITY STIPEND

Effective June 30, 2020, at 11:59 p.m., an annual longevity stipend shall be added to the Salary Schedule and paid to unit members who have completed 22 or more years of creditable experience. This stipend shall be paid on a monthly prorated basis. A maximum of ten (10) months of experience will be credited within any twelve (12)-month period. In evaluating experience credit, partial years will be added together and the total will determine the stipend amount. The break point for determining the stipend is:

\$2,500 Stipend*	Months of Experience
Longevity 22 years	220 or more

5.00 CERTIFICATED SALARY EVALUATING COMMITTEE

This committee is comprised of an equal number of unit members and district management employees and is chaired by a representative of the Human Resource Services Division. The purpose of the committee is to evaluate course work that is not creditable under regular salary rules.

Completed applications for course work review must be received in the Human Resource Services Division by June 30 of the current school year to be considered by the committee for column placement or advancement in the current school year.

6.00 PAYMENT OF SALARIES

6.01 METHOD OF PAYMENT

The amounts shown on this salary schedule are annual salaries for ten (10)-month and year-round assignments which require the full number of scheduled workdays in the board-adopted calendar. If a unit member works fewer than the full number of scheduled workdays because of late start, unpaid leave, resignation, etc. earnings will be prorated based on the number of days worked.

For unit members in ten (10)-month assignments paydays normally will be the last day of the month when the central administrative offices of the district are open for business, September through June. For unit members in year-round assignments or elect to be paid twelve (12) equal salary checks, paydays normally will be the last day of the month when the central administrative offices of the district are open for business, July through June.

6.02 OVERPAYMENTS AND UNDERPAYMENTS

Each employee is encouraged to review the annual salary placement and to examine all pay warrants carefully. If an incorrect salary placement has been made or an individual pay warrant is in error, this information must be brought to the attention of the district immediately. Overpayments and underpayments are not subject to the accumulation of earned interest. If an incorrect salary placement or warrant results in an underpayment the district will issue a supplementary warrant for the total amount due as soon as possible. If the incorrect placement or warrant results in an overpayment, the district is required to recover the total amount overpaid. The recovery schedule will include consideration to both the district and the unit member.

7.00 COMPENSATION FOR NONCONTRACT SERVICE

7.01 Hourly Service

7.011 Nonclassroom Assignment

\$36.49 per hour *

This rate applies to a regular contract unit member who is offered and who agrees to serve in an hourly nonclassroom assignment in addition to the regular contract assignment. Nonclassroom hourly assignments include, but are not limited to: library service, counseling service, materials development, curriculum writing, community relations activities, assistance to school administrators, and all other nonclassroom certificated hourly service except workshop participation. Only unit members specifically approved for compensation will be paid.

7.012 Workshop Participants

\$24.34 per hour *

This rate applies to a regular contract unit member who participates voluntarily in a district-sponsored workshop for which compensation is authorized. This rate will be paid only for workshop participation on other than teaching days and/or outside of hours considered part of the regular contract service (the basic eight (8)-hour day and/or forty (40)-hour week). Only workshop participants specifically approved for compensation will be paid.

- 7.013 Additional Hourly Classroom Assignment
- \$48.16 per hour *
- Unit members who are offered and agree to work an additional classroom hourly assignment in addition to the regular contract assignment will be paid on a prorata basis rounded to the nearest quarter hour, either the amount currently paid for certificated hourly classroom assignments as shown above or their current prorata rate, including any special compensation, whichever is greater. Prorata rate is the quotient resulting from dividing the unit member's annual salary rate, including any special compensation, by the number of days in the contract year, divided by eight (8). (Additional hourly classroom assignments may require a waiver. See Section 24.3.)
- 7.014 Adult Education Hourly Assignment
- \$31.00 per hour*
- This rate applies to teachers teaching and counselors counseling in District-sponsored adult education classes on an hourly basis.
- 7.015 Workshop Presenter
- \$54.08 per hour*
- This rate applies to certificated staff teaching on an hourly basis in District-sponsored in-service education classes designed primarily for certificated staff members.
- 7.016 Tutoring Hourly Assignment
- \$36.49 per hour*
- This rate applies to certificated employees providing intermittent supplemental certificated level tutorial services for designated pupils.
- 7.02 Extended-Day Service
- Extended-day payments are payments made to unit members who are assigned to supervise or direct pupil activities involving hours of service and responsibility beyond the normal range of regular contract assignments.
- Extended-day payment units are units of value for each extended-day assignment approved by the Board of Education. The value of each unit is established as 1.4% of the annual salary amount designated for salary class 012-13 of the Salary Schedule. The annual value of one extended day unit is:
- \$1,110.82
- The types of pupil activities for which extended-day payments are authorized and the number of units assigned to each activity are contained in Procedures No. 7232 and 7233, respectively.
- 7.03 Extended Work Year Service
- 7.031 Regular contract unit members on the basic board-adopted calendar who are also assigned to work during the Spring or Winter vacation periods or intersession periods during the time between the last day of contract service in one school year and the first day of contract service in the following year will be compensated prorata of their annual contract rate if the unit member's division head certifies that the duties and responsibilities are a continuation of the unit member's regular contract assignment and are essentially the same as those in effect during the regular work year.

Except for summer school session rates, the daily rate for extended work year service as defined above will be the unit member's regular contract salary including special compensation, if any, divided by the number of workdays in the board-adopted calendar. For assignments of less than eight (8) hours per day, the hourly rate will be the daily rate divided by eight (8).

For unit members compensated on this Salary Schedule who work in the District's summer school and intersession programs, the weekly and daily rates referenced in Appendix E, Schedules A and B, shall reflect the hourly equivalent rates of this Salary Schedule.

7.032 Mandated or Required Noncontract Service

These are days of service for regular contract unit members in addition to the basic contract service days in the board-adopted calendar and specifically directed by the Board of Education. A mandated day of service is one arising out of a federal or state law, regulation, or court order. A required day of service is one directed by the Board of Education for meeting a district operational need, and will not exceed five (5) days in any school year. All mandated and required service days are paid on a prorata basis.

These additional days shall occur within the first week after the conclusion of the basic contract year or the week prior to the reporting date for unit members to begin a new basic contract year except that if the additional day is mandated or required within the basic contract year, the requirement may be met on a weekend, excluding Winter and Spring vacation periods, provided it does not interrupt a weekend of three or more days.

7.033 Temporary and Continuing Assignments

Section 7.033 applies only to extended work year service as contained in this section and does not apply to nonclassroom assignments (Section 7.011), workshop participants (Section 7.012), extended-day service (Section 7.02), or rates contained in other sections of this contract.

- A. All regular contract unit members will be assigned to a basic board-adopted contract year assignment and paid on the basis of prorata pay for days worked in addition to the basic contract calendar when the work consists of the same set of responsibilities as were performed in the basic contract year. Unit members assigned to a site or program on a traditional schedule with a work year less than two hundred and eight (208) days (or two hundred and three [203] days during a furlough year) will be paid their annual salary in ten (10) equal monthly payments unless the unit member voluntarily elects to accept twelfthly checks subject to terms mutually accepted by the Association and the District. Except as otherwise provided by law and contract provisions, annual salary will be reduced on a prorata basis for unit members assigned to the basic contract year but who work less than the required number of days in the adopted calendar (July 1 – June 30).
- B. A regular contract unit member assigned additional days of work beyond the basic contract year shall be categorized in one of two types of assignments -- temporary or continuing.
 1. A temporary assignment is one existing for a limited and time-certain period of time as determined by the division or department concerned.
 2. A continuing assignment is one which is reasonably expected to continue as long as the job performance meets district standards but is subject to a reduction in or limitation of such additional days for any of the following reasons as determined by the Board of Education: loss or reduction of funding or enrollment, budget priority decisions, program or district reorganization, conclusion of a rotational assignment, or other decisions involving educational objectives, all of which reasons shall be as determined solely by the Board of Education. The Association shall have the right, upon request, to consult with the district regarding such decisions insofar as these decisions affect educational objectives.

- C. A regular contract unit member temporarily assigned to workdays in addition to the basic contract year and who performs the same set of responsibilities as were performed in the basic contract year in accordance with Section 7.031 will be paid for the extended work year service on a prorata daily or hourly basis, as appropriate, as described in Section 7.031. Salaries for such additional days worked in a temporary assignment in addition to the regular basic contract year are not subject to State Teachers' Retirement System (STRS) contributions by the unit member and the district.
- D. A regular contract unit member serving in a continuing assignment of additional days beyond the basic contract year shall be deemed to be continuing in this assignment until the assignment is formally terminated by the Board of Education. Once assigned to a continuing assignment, a unit member may not reduce this assignment in any particular year without the approval of the unit member's supervisor and division head and the concurrence of the chief human resources officer, Human Resource Services Division.
- E. School Psychologists' and Senior School Psychologists' basic contract work year will be one hundred ninety-one (191) days as provided for in Section 8.1.1. of this Agreement. The annual salary will be subject to STRS contributions by the unit member and the District.
- F. A regular contract unit member assigned an additional twenty-four (24) workday continuing assignment in addition to the basic contract year will be paid an annual salary consisting of the basic contract salary and special compensation, if any, plus a prorata of that salary for the twenty-four (24) additional workdays. The total annual salary will be divided into twelve (12) equal monthly payments (unless the employee requests ten (10) equal monthly payments), each of which is subject to STRS contributions by the unit member and the district.
- G. A regular contract unit member assigned to an additional forty-four (44) workday continuing assignment in addition to the basic contract year will be paid an annual salary consisting of the basic contract salary and special compensation, if any, plus a prorata of that salary for the forty-four (44) additional workdays. The total annual salary will be divided into twelve (12) equal monthly payments, each of which is subject to STRS contributions by the unit member and the district.
- H. A regular contract unit member assigned to a year-round school program will be paid the basic contract annual salary plus special compensation, if any. The total annual salary will be divided into twelve (12) equal monthly payments, each of which is subject to STRS contributions by the unit member and the district.
- I. A unit member who transfers to a job classification paid under this Salary Schedule may use any previously earned but unused vacation after the effective date of transfer at times mutually agreeable to the supervisor and unit member, or will receive lump sum compensation.
- J. If a transfer or reassignment between school calendars results in the unit member working an additional number of days beyond the authorized number of duty days, such days shall be paid at the unit member's prorata daily rate.

7.04 Supervision Session Service

Supervision sessions are those assignments after the unit member's required on-site duty hours and for which compensation is earned for supervising students at school-sponsored dances, interscholastic athletic events, or drama, music, and speech activities. Sessions are of two types:

Late Afternoon Sessions -- Session rate for events which occur after the end of the unit members' required on-site duty hours and begin prior to 6 p.m. as follows:

\$34.39 *

Evening Sessions -- Session rate for events which begin at or after 6 p.m. or when school is not in session as follows:

\$68.78 *

7.05 Extended Workday Service

Unit members with less than full-time contracts who accept an assignment that extends the workday beyond that provided for in the part-time contract will be compensated on an hourly prorata basis. The extended service assignment will normally be of short duration and involve providing service in the place of an absent unit member or due to an unforeseen or emergency situation. This prorata compensation is provided if the assignment is a continuation of the teacher's regular part-time contract assignment and the duties and responsibilities are essentially identical with those in effect during the regular part-time contract day. The basis for prorata compensation will be the unit member's regular class and step placement on the current salary schedule divided by the specified annual workdays in Section 7.033, Paragraph E above. The resulting daily pay rate will be divided by eight (8) to determine the appropriate hourly pay rate.

8.00 SPECIAL COMPENSATION

Certain positions related to the schedule of salaries for regular teachers will receive annual compensation paid on a monthly prorated basis in addition to the regular salary. Rates listed below apply to unit members in one hundred ninety-one (191)-day traditional and year-round assignments. Unit members in extended work year assignments being paid on the basis of a daily prorata for additional days will also be paid prorata special compensation.

8.01 PUPIL PERSONNEL PROGRAMS

\$4,060.66 *

Senior School Psychologist

* Amounts designated by an asterisk shall be subject to the same percentage change as negotiated for all other rates on the Salary Schedule.

1.00 POSITION CLASSES COMPENSATED ON THE SALARY SCHEDULE

These salary rates apply to all contract unit members in the certificated bargaining unit employed in the classifications of Speech Language Pathologist, Senior Speech-Language Pathologist, and Audiologist.

2.00 INITIAL COLUMN PLACEMENT AND COLUMN ADVANCEMENT

For salary placement and advancement purposes, degrees and units must be earned academic degrees and creditable upper division or graduate units from regularly accredited institutions of higher education. Qualifying course work posted on an official transcript as semester, quarter, or trimester units and received in the Human Resource Services Division by June 30 of the current school year is creditable for column placement or advancement in the current school year. An academic degree and units from a foreign college or university will be credited if the registrar of a regularly accredited institution of higher education certifies that the degree or unit in question is equivalent to an earned academic degree or unit granted by the accredited institution.

Accredited institution of higher education means an institution of higher education in the United States, fully accredited by a United States accrediting association which awards accreditation to institutions of higher education for training in specified professions.

2.01 DEFINITION OF COLUMNS

To be creditable, course work must be completed after the date of the bachelor's degree except as noted in Section 2.025.

Column 011	Master's degree or thirty-six (36) semester units of creditable upper division or graduate work.
Column 012	Master's degree with a total of fifty-four (54) semester units of creditable upper division or graduate work, or bachelor's degree with a total of sixty (60) semester units of creditable upper division or graduate work.
Column 013	Master's degree with sixty-six (66) semester units of upper division or graduate work, or Bachelor's degree with a total of seventy-two (72) semester units of upper division or graduate work.
Column 014	Master's degree with eighty-four (84) semester units of upper division or graduate work, possession of an earned doctoral degree (Ph.D., Ed.D., or other earned degree of equivalent academic status), or Bachelor's degree with a total of ninety (90) semester units of creditable upper division or graduate work.

2.02 COURSE WORK CREDITABLE FOR COLUMN PLACEMENT AND ADVANCEMENT

2.021 UPPER DIVISION AND GRADUATE WORK

Course work is creditable if it is a course taken for credit at an accredited institution, within the major or minor; reasonably related to the unit member's district assignment; related to a potential future certificated assignment and posted as semester, quarter, or trimester units on an official transcript in the institution's regular upper division or graduate course number series; or the nature of the course can be expected to provide a substantial increase in the unit members skill, knowledge or understanding of the District assignment.

2.022 DISTRICT SPONSORED PROFESSIONAL DEVELOPMENT EDUCATION

Course work taken through a district-sponsored professional development program by a district substitute prior to contract employment or by a unit member is creditable if the course meets the requirements of Section 2.021.

Unit members shall have the option to receive units for attendance at professional development or in-services that occur after the required on-site duty day. One (1) semester unit will be allowed for each fifteen (15) hours of attendance at District sponsored programs that have been approved for credit by the District. Participation in District sponsored trainings, professional development and workshops must be verified. When unit members have the option of receiving compensation for attendance at professional development or in-services that occur after the required on-site duty day, attending members may choose to receive hours/units toward salary schedule advancement in lieu of compensation.

2.023 LOWER DIVISION, EXTENSION, PROFESSIONAL, CONTINUING EDUCATION, AND TRAVEL COURSES

Course work in these categories may be creditable for column advancement or placement if the course is approved for credit by the Human Resource Services Division or by the Certificated Salary Evaluating Committee, and meets the time requirements for submission of documentation in Section 5.00.

Application for course approval may be made by a unit member on an individual basis or by a district manager or sponsoring institution on behalf of specific categories of unit members. The application must describe the value of the course for enhancing professional competence.

2.024 CONTINUING EDUCATION UNITS (CEU) AND PROFESSIONAL DEVELOPMENT UNITS (PDU)

Course work posted in CEUs or PDUs is creditable for salary placement or advancement for unit members in the following classes: Audiologist, Counselor, Library Media Teacher, School Nurse, School Psychologist, and Speech-Language Pathologist if it is determined that:

- A. The course is required to maintain a current license, certificate, or credential necessary for placement or continued employment,
- B. The course is reasonably related to the unit member's current assignment,
- C. Units are posted on an official transcript, certificate, or other document as CEUs or PDUs and received in the Human Resource Services Division by June 30 of the current school year, and
- D. The sponsoring institution meets standards as recognized by national, state, and local professional organizations appropriate to the unit member's assignment.

For purposes of salary advancement CEUs and PDUs will be converted to semester units on the basis of ten (10) class hours = $\frac{2}{3}$ of a semester unit.

2.025 COURSE WORK COMPLETED AFTER MEETING BACHELOR'S DEGREE REQUIREMENTS

Qualifying upper division or graduate course work completed after meeting the Bachelor's degree requirements and prior to granting of the bachelor's degree will be credited in the same manner as course work taken after the bachelor's degree provided that the registrar of the college granting the bachelor's degree certifies that the additional course work was not part of the requirements for granting the bachelor's degree.

2.026 ADVANCED DEGREES

Advanced degrees in the field of education or in a field reasonably related to the unit member's current assignment will be credited for column advancement or placement. Other advanced degrees and the individual courses leading to those advanced degrees will be credited only in accordance with Section 2.03.

2.027 REPEATED COURSE

Credit may be allowed for a repeated course provided at least five (5) years have elapsed between completion dates of the two (2) courses. Courses are not considered duplicate courses if they are taken at different institutions under different instructors even though the course titles may be similar.

2.028 SDEA SPONSORED PROFESSIONAL DEVELOPMENT EDUCATION

The parties agree to collaboratively develop a process for verifying Association-sponsored and delivered professional development training to be available to SDEA members in good standing beginning in the 2018-2019 school year.

Coursework taken through an Association-sponsored professional development program by any SDEA member in good standing, including Visiting Teachers prior to contract employment, is creditable if the course meets the requirements of Section 2.021.

SDEA members in good standing shall have the option to receive units for attendance at professional development or in-service that occurs after the required on-site duty day. One semester unit will be allowed for each fifteen (15) hours of attendance at Association-sponsored programs that have been approved for credit by the District. Participation in Association-sponsored trainings, professional development and workshops must be verified. When unit members have the option of receiving compensation for attendance at professional development or in-services that occur after the required on-site duty day, attending members may choose to receive hours/units toward salary schedule advancement in lieu of compensation.

2.03 PROFESSIONAL DEGREES AND HIGHLY SPECIALIZED CURRICULA

Professional degrees and courses other than those in education or arts and sciences may be credited based upon evaluation of transcripts if the courses meet the requirements specified in Section 2.02 and are determined to be reasonably related to the unit member's assignment. Unit members should ensure that degrees and courses qualify for salary advancement credit before enrollment and payment of fees.

2.04 SUMMER WORK EXPERIENCE

A maximum of eight (8) units of salary credit is allowed for summer work experience provided:

- A. The employment is directly related to the unit member's current district assignment, or
- B. The nature of the work can be expected to provide a substantial increase in the unit member's skill, knowledge, or understanding of the district assignment, and
- C. The work does not include summer school, intersession, or other teaching service.

Necessary application forms are available in the Human Resource Services Division and must be filed by June 30 of the calendar year following summer work experience. The number of creditable units will be determined by the Certificated Salary Evaluating Committee.

2.05 COLUMN ADVANCEMENT

- 2.051 A. Eligible unit members will advance to a higher column effective on the first date of contract service in a school year provided that the minimum number of qualifying units or the advanced degree is posted on an official transcript as having been completed by September 30 of the current school year and a copy of said transcript is filed with the district on or before November 15. If the transcript is filed after November 15, the unit member will advance to the higher column effective the first of the month following receipt of the transcript.

- B. Eligible unit members will advance to a higher column effective on the first day of February provided that the minimum number of qualifying units or the advanced degree is posted on an official transcript as having been completed by January 31 of the current school year and a copy of said transcript is filed with the district on or before March 15. If the transcript is filed after March 15, the unit member will advance to the higher column effective the first of the month following receipt of the transcript.
- C. For purposes of column advancement the total number of creditable units will be converted to semester units and rounded to the next larger whole number when the fraction is 1/2 or larger (i.e., thirty-five and one-half (35 ½) semester units will be counted as thirty-six (36) semester units).

2.052 If the transcript is received after June 30 of the current school year the salary column adjustment will be effective the first day of contract service in the following school year.

2.053 Degrees are earned on the date conferred as posted on the official transcript or on the date the registrar certifies without qualification that all courses and other degree requirements were completed.

3.00 INITIAL STEP PLACEMENT

Newly employed unit members will be placed on the appropriate column as defined in Section 2.00 and on the appropriate step as defined in Sections 3.01-3.04.

3.01 NON-DISTRICT TEACHING AND/OR CERTIFICATED EXPERIENCE

Teaching and/or certificated experience outside the district is creditable provided it was continuous and in a public school system or recognized private school. Teaching and/or certificated experience which was less than one-half time or less than one (1) month in duration is not creditable. The basis for determining full-time or one-half time status is the full-time or one-half time standards for similar job classifications in this district. Substitute teaching outside the district is creditable only if it was full-time, continuous, and at least one (1) month in duration in a single assignment. Hourly, summer school, and intersession teaching outside the district is not creditable.

3.02 DISTRICT TEACHING OR CERTIFICATED EXPERIENCE

District teaching or certificated experience prior to employment by contract and completed the end of the prior school year is creditable except summer school and intersession teaching. Twenty (20) full days of substitute teaching is equivalent to one (1) month of service; ninety (90) hours of hourly district teaching experience is equivalent to one (1) month of service. Substitute teaching days worked during the first fiscal year of contract service are not creditable for initial step placement but shall be applied toward credit for salary advancement in the following fiscal year. A maximum of ten (10) months of district experience will be credited within any twelve (12) month period. Unit members who have creditable service with the district and are reemployed will receive full credit for creditable experience outside the district up to the maximum allowable. This will be in addition to credit received for creditable prior service with the district.

3.03 NON-TEACHING EXPERIENCE

Speech-Language Pathologists and Senior Speech-Language Pathologists: new unit members assigned to one of these job classes will be credited for public or recognized private school experience in these fields in the same manner as that for crediting teaching experience as described in Section 3.01. Management experience outside the district is creditable if the position required a credential.

Unit members assigned to one of the job classes listed in the previous paragraph will receive experience credit for previous full-time or full-time equivalent employment as a licensed or certified professional up to the maximum step of the Salary Schedule. Self-employment experience in a private practice is not creditable. Specific non-school experience for Speech-Language Pathologists and Senior Speech-Language Pathologists may be credited as defined below:

3.031 Speech-Language Pathologist and Senior Speech Language Pathologists:

Employment as a Licensed Speech-Language Pathologist in settings which include, but are not limited to: community/public health agencies, mental health agencies, rehabilitation/recovery centers, nonpublic agencies, and-hospitals. Settings which are excluded include, but are not limited to: non-clinical and research pathology.

3.04 TOTAL EXPERIENCE CREDIT

Effective July 1, 2018, experience credit is allowed only in original placement on the salary schedule. All creditable experience must be verified by official documents or statements from employers or other disinterested persons before advanced step placement will be made. A maximum of ten (10) months of experience will be credited within any twelve (12)-month period. In evaluating experience credit, partial years will be added together and the total will determine the step placement. Break points for determining step placement are:

This language is not intended to compact the salary schedule. The parties agree to meet and discuss the implementation of this language.

Step	Months of Experience
1	0 – 7.3
2	7.4 – 17.3
3	17.4 – 27.3
4	27.4 – 37.3
5	37.4 – 137.3
6	137.4 – 147.3
7	147.4 – 157.3
8	157.4 – 167.3
9	167.4 – 177.3
10	177.4 – 187.3
11	187.4 – 197.3
12	197.4 – 207.3
13	207.4 – 217.3
14	217.4 or more

Nothing in this section shall result in any unit member receiving a lesser salary due to the modifications to the total experience credit provisions of this appendix. Unit members assigned to the job classes covered by this appendix at the time of the adoption of this agreement shall be placed on a step commensurate with their months of experience outside of the District, and/or inside of the District prior to July 1, 2007, up to a maximum new initial step placement at step five (5) as outlined in Section 2.0 and 3.0 of this appendix. The new step placement of affected unit members shall be based on their new initial step placement and additional years of experience in the District.

3.05 LONGEVITY STIPEND

Effective June 30, 2020, at 11:59 p.m., an annual longevity stipend shall be added to the Salary Schedule and paid to unit members who have completed 22 or more years of creditable experience. This stipend shall be paid on a monthly prorated basis. A maximum of ten (10) months of experience will be credited within any twelve (12)-month period. In evaluating experience credit, partial years will be added together and the total will determine the stipend amount. The break point for determining the stipend is:

\$2,500 Stipend*	Months of Experience
Longevity 22 years	220 or more

4.00 RULES AND REGULATIONS FOR THE ADMINISTRATION OF THE SALARY SCHEDULE

4.01 PAY DETERMINATION FOR A PARTIAL YEAR OF SERVICE -- When a unit member works less than a full work year (July 1 – June 30) the annual salary must be reduced in accordance with existing law. The annual salary for a partial work year will bear the same ratio to the regular annual salary as the actual days worked bear to the total number of days in the board-adopted calendar for the unit member's assignment (e.g. traditional, year-round, multitrack, etc.).

4.02 STEP ADVANCEMENT

4.021 Step advancements are effective on the beginning date of contract service in the school year immediately following the school year in which the qualifying service was rendered. A unit member who is in contract paid status for seventy-five percent (75%) or more of the number of days in the base certificated work year, regardless of the percentage assignment, will advance one step for each year of creditable district service until the maximum step of the column has been reached. Summer school and intersession service and any other service rendered outside the regular board-adopted calendar will not count for step advancement.

4.022 A unit member who has reached the maximum step of a column and qualifies to advance to a higher column shall receive full experience credit on the new column for prior years of creditable contract service.

4.023 The seventy-five percent (75%) requirement in section 4.021 above shall apply to any increases or decreases to the base certificated work year which may occur due to state law or Board action.

4.024 Part time unit members who work less than on hundred thirty-eight (138) days in one (1) school year, but work a total of one hundred thirty-eight (138) or more days in two (2) consecutive school years can accumulate days worked from both years in order to qualify for step advancement. Days worked in the final year of accumulation cannot be combined with days worked in future years for step advancement.

4.03 LEAVES OF ABSENCE THAT QUALIFY FOR STEP ADVANCEMENT

4.031 MILITARY, EXCHANGE, AND SABBATICAL

A unit member who is approved for military, exchange, or sabbatical leave will earn the same step advancement credit as if in regular certificated service.

4.032 CONSULTANT

Step advancement credit will be earned during leaves of absence when a certificated unit member serves as a consultant or in any professional capacity with a government agency upon determination by the chief human resources officer, and Human Resource Services Division that the service provides a direct benefit to the district.

4.033 PROFESSIONAL STUDY

A unit member who is approved for professional study leave will earn one (1) step advancement upon completion of a full-time college program (twenty-four (24) upper division or graduate semester units). One (1) semester of college work (twelve (12) upper division or graduate semester units) and one (1) semester of district service, half time or more, during the same school year will qualify for one step advancement. Up to two (2) years of step advancement credit will be earned when an Ed.D. or Ph.D. degree is awarded to the unit member on leave.

5.00 CERTIFICATED SALARY EVALUATING COMMITTEE

This committee is comprised of an equal number of unit members and district management employees and is chaired by a representative of the Human Resource Services Division. The purpose of the committee is to evaluate course work that is not creditable under regular salary rules.

Completed applications for course work review must be received in the Human Resource Services Division by June 30 of the current school year to be considered by the committee for column placement or advancement in the current school year.

6.00 PAYMENT OF SALARIES

6.01 METHOD OF PAYMENT

The amounts shown on this salary schedule are annual salaries for ten (10)-month and year-round assignments which require the full number of scheduled workdays in the board-adopted calendar. If a unit member works fewer than the full number of scheduled workdays because of late start, unpaid leave, resignation, etc. earnings will be prorated based on the number of days worked.

For unit members in ten (10)-month assignments paydays normally will be the last day of the month when the central administrative offices of the district are open for business, September through June. For unit members in year-round assignments or elect to be paid twelve (12) equal salary checks, paydays normally will be the last day of the month when the central administrative offices of the district are open for business, July through June.

6.02 OVERPAYMENTS AND UNDERPAYMENTS

Each employee is encouraged to review the annual salary placement and to examine all pay warrants carefully. If an incorrect salary placement has been made or an individual pay warrant is in error, this information must be brought to the attention of the district immediately. Overpayments and underpayments are not subject to the accumulation of earned interest. If an incorrect salary placement or warrant results in an underpayment the district will issue a supplementary warrant for the total amount due as soon as possible. If the incorrect placement or warrant results in an overpayment, the district is required to recover the total amount overpaid. The recovery schedule will include consideration to both the district and the unit member.

7.00 COMPENSATION FOR NONCONTRACT SERVICE

7.01 Hourly Service

7.011 Nonclassroom Assignment

\$36.49 per hour *

This rate applies to a regular contract unit member who is offered and who agrees to serve in an hourly nonclassroom assignment in addition to the regular contract assignment. Nonclassroom hourly assignments include, but are not limited to: library service, counseling service, materials development, curriculum writing, community relations activities, assistance to school administrators, and all other nonclassroom certificated hourly service except workshop participation. Only unit members specifically approved for compensation will be paid.

7.012 Workshop Participants

\$24.34 per hour *

This rate applies to a regular contract unit member who participates voluntarily in a district-sponsored workshop for which compensation is authorized. This rate will be paid only for workshop participation on other than teaching days and/or outside of hours considered part of the regular contract service (the basic eight (8)-hour day and/or forty (40)-hour week). Only workshop participants specifically approved for compensation will be paid.

7.013 Additional Hourly Classroom Assignment

\$48.16 per hour *

Unit members who are offered and agree to work an additional classroom hourly assignment in addition to the regular contract assignment will be paid on a prorata basis rounded to the nearest quarter hour, either the amount currently paid for certificated hourly classroom assignments as shown above or their current prorata rate, including any special compensation, whichever is greater. Prorata rate is the quotient resulting from dividing the unit member's annual salary rate, including any special compensation, by the number of days in the contract year, divided by eight (8). (Additional hourly classroom assignments may require a waiver. See Section 24.3.)

7.014 Adult Education Hourly Assignment

\$31.00 per hour*

This rate applies to teachers teaching and counselors counseling in District-sponsored adult education classes on an hourly basis.

7.015 Workshop Presenter

\$54.08 per hour*

This rate applies to certificated staff teaching on an hourly basis in District-sponsored in-service education classes designed primarily for certificated staff members.

7.016 Tutoring Hourly Assignment

\$36.49 per hour

This rate applies to certificated employees providing intermittent supplemental certificated level tutorial services for designated pupils.

7.02 Extended-Day Service

Extended-day payments are payments made to unit members who are assigned to supervise or direct pupil activities involving hours of service and responsibility beyond the normal range of regular contract assignments.

Extended-day payment units are units of value for each extended-day assignment approved by the Board of Education. The value of each unit is established as 1.4% of the annual salary amount designated for salary class 012-13 of the Salary Schedule. The annual value of one extended day unit is:

\$1,110.82

The types of pupil activities for which extended-day payments are authorized and the number of units assigned to each activity are contained in Procedures No. 7232 and 7233, respectively.

7.03 Extended Work Year Service

- 7.031 Regular contract unit members on the basic board-adopted calendar who are also assigned to work during the Spring or Winter vacation periods or intersession periods during the time between the last day of contract service in one school year and the first day of contract service in the following year will be compensated prorata of their annual contract rate if the unit member's division head certifies that the duties and responsibilities are a continuation of the unit member's regular contract assignment and are essentially the same as those in effect during the regular work year.

Except for summer school session rates, the daily rate for extended work year service as defined above will be the unit member's regular contract salary including special compensation, if any, divided by the number of workdays in the board-adopted calendar. For assignments of less than eight (8) hours per day, the hourly rate will be the daily rate divided by eight (8).

For unit members compensated on this Salary Schedule who work in the District's summer school and intersession programs, the weekly and daily rates referenced in Appendix E, Schedules A and B, shall reflect the hourly equivalent rates of this Salary Schedule.

7.032 Mandated or Required Noncontract Service

These are days of service for regular contract unit members in addition to the basic contract service days in the board-adopted calendar and specifically directed by the Board of Education. A mandated day of service is one arising out of a federal or state law, regulation, or court order. A required day of service is one directed by the Board of Education for meeting a district operational need, and will not exceed five (5) days in any school year. All mandated and required service days are paid on a prorata basis.

These additional days shall occur within the first week after the conclusion of the basic contract year or the week prior to the reporting date for unit members to begin a new basic contract year except that if the additional day is mandated or required within the basic contract year, the requirement may be met on a weekend, excluding Winter and Spring vacation periods, provided it does not interrupt a weekend of three or more days.

7.033 Temporary and Continuing Assignments

Section 7.033 applies only to extended work year service as contained in this section and does not apply to nonclassroom assignments (Section 7.011), workshop participants (Section 7.012), extended-day service (Section 7.02), or rates contained in other sections of this contract.

- A. All regular contract unit members will be assigned to a basic board-adopted contract year assignment and paid on the basis of prorata pay for days worked in addition to the basic contract calendar when the work consists of the same set of responsibilities as were performed in the basic contract year. Unit members assigned to a site or program on a traditional schedule with a work year less than two hundred and eight (208) days (or two hundred and three [203] days during a furlough year) will be paid their annual salary in ten (10) equal monthly payments unless the unit member voluntarily elects to accept twelfthly checks subject to terms mutually accepted by the Association and the District. Except as otherwise provided by law and contract provisions, annual salary will be reduced on a prorata basis for unit members assigned to the basic contract year but who work less than the required number of days in the adopted calendar (July 1 – June 30).
- B. A regular contract unit member assigned additional days of work beyond the basic contract year shall be categorized in one of two types of assignments -- temporary or continuing.
1. A temporary assignment is one existing for a limited and time-certain period of time as determined by the division or department concerned.

2. A continuing assignment is one which is reasonably expected to continue as long as the job performance meets district standards but is subject to a reduction in or limitation of such additional days for any of the following reasons as determined by the Board of Education: loss or reduction of funding or enrollment, budget priority decisions, program or district reorganization, conclusion of a rotational assignment, or other decisions involving educational objectives, all of which reasons shall be as determined solely by the Board of Education. The Association shall have the right, upon request, to consult with the district regarding such decisions insofar as these decisions affect educational objectives.
- C. A regular contract unit member temporarily assigned to workdays in addition to the basic contract year and who performs the same set of responsibilities as were performed in the basic contract year in accordance with Section 7.031 will be paid for the extended work year service on a prorata daily or hourly basis, as appropriate, as described in Section 7.031. Salaries for such additional days worked in a temporary assignment in addition to the regular basic contract year are not subject to State Teachers' Retirement System (STRS) contributions by the unit member and the district.
- D. A regular contract unit member serving in a continuing assignment of additional days beyond the basic contract year shall be deemed to be continuing in this assignment until the assignment is formally terminated by the Board of Education. Once assigned to a continuing assignment, a unit member may not reduce this assignment in any particular year without the approval of the unit member's supervisor and division head and the concurrence of the chief human resources officer, Human Resource Services Division.
- E. Speech-Language Pathologist's and Senior Speech-Language Pathologist's basic contract work year will be one hundred eighty-four (184) days as provided for in Section 8.1.1. of this Agreement. The annual salary will be subject to STRS contributions by the unit member and the District.
- F. A regular contract unit member assigned an additional twenty-four (24) workday continuing assignment in addition to the basic contract year will be paid an annual salary consisting of the basic contract salary and special compensation, if any, plus a prorata of that salary for the twenty-four (24) additional workdays. The total annual salary will be divided into twelve (12) equal monthly payments (unless the employee requests ten equal monthly payments), each of which is subject to STRS contributions by the unit member and the district.
- G. A regular contract unit member assigned to an additional forty-four (44) workday continuing assignment in addition to the basic contract year will be paid an annual salary consisting of the basic contract salary and special compensation, if any, plus a prorata of that salary for the forty-four (44) additional workdays. The total annual salary will be divided into twelve (12) equal monthly payments, each of which is subject to STRS contributions by the unit member and the district.
- H. A regular contract unit member assigned to a year-round school program will be paid the basic contract annual salary plus special compensation, if any. The total annual salary will be divided into twelve (12) equal monthly payments, each of which is subject to STRS contributions by the unit member and the district.
- I. A unit member who transfers to a job classification paid under this Salary Schedule may use any previously earned but unused vacation after the effective date of transfer at times mutually agreeable to the supervisor and unit member, or will receive lump sum compensation.
- J. If a transfer or reassignment between school calendars results in the unit member working an additional number of days beyond the authorized number of duty days, such days shall be paid at the unit member's prorata daily rate.

7.04 Supervision Session Service

Supervision sessions are those assignments after the unit member's required on-site duty hours and for which compensation is earned for supervising students at school-sponsored dances, interscholastic athletic events, or drama, music, and speech activities. Sessions are of two types:

Late Afternoon Sessions -- Session rate for events which occur after the end of the unit members' required on-site duty hours and begin prior to 6 p.m. as follows:

\$34.39 *

Evening Sessions -- Session rate for events which begin at or after 6 p.m. or when school is not in session as follows:

\$68.78 *

7.06 Extended Workday Service

Unit members with less than full-time contracts who accept an assignment that extends the workday beyond that provided for in the part-time contract will be compensated on an hourly prorata basis. The extended service assignment will normally be of short duration and involve providing service in the place of an absent unit member or due to an unforeseen or emergency situation. This prorata compensation is provided if the assignment is a continuation of the teacher's regular part-time contract assignment and the duties and responsibilities are essentially identical with those in effect during the regular part-time contract day. The basis for prorata compensation will be the unit member's regular class and step placement on the current salary schedule divided by the specified annual workdays in Section 7.033, Paragraph E above. The resulting daily pay rate will be divided by eight (8) to determine the appropriate hourly pay rate.

8.00 SPECIAL COMPENSATION

Certain positions related to the schedule of salaries for regular teachers will receive annual compensation paid on a monthly prorated basis in addition to the regular salary. Rates listed below apply to unit members in 10-month traditional and year-round assignments. Unit members in extended work year assignments being paid on the basis of a daily prorata for additional days will also be paid prorata special compensation.

8.01 PUPIL PERSONNEL PROGRAMS

\$3,921.95 *

Senior Speech-Language Pathologist

\$2000 Unit members who achieve and maintain a Certificate of Clinical Competence (CCC-SLP or CCC-A) from the American Speech-Language Hearing Association and/or are licensed to practice Speech-Language Pathology by the Speech-Language Pathology and Audiology Board of the State of California.

\$2000 Unit members who meet the following criteria for identification as a Bilingual Speech-Language Pathologist:

- A. Hold a Bilingual Speech-Language Pathology Certificate from the California State University system or an equivalent certificate from an accredited college or university, and
- B. Are actively providing Speech-Language Pathology services requiring the bilingual skills.

* Amounts designated by an asterisk shall be subject to the same percentage change as negotiated for all other rates on the Salary Schedule.