

1 **APPENDIX I (Continued)**

2 **Provisions and Requirements Related to Salary Schedule**

3 **A. Credit for Teaching or Other Certificated Service**

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

17 **B. Classification Placement**

- 18 1. Each employee shall place on file in the District Human Resources Office, a transcript of college  
19 work within 60 calendar days of the date of hire for placement on the salary schedule for the first  
20 year of employment. Degrees earned shall be posted on a transcript. Salary adjustment for  
21 college units or degrees earned shall be made two times a year. For transcripts or grade cards  
22 submitted by November 1, placement on the salary schedule shall be adjusted retroactively to the  
23 beginning of the duty year. For transcripts or grade cards submitted by March 1, placement on  
24 the salary schedule shall be adjusted as of mid year. Transcripts or grade cards submitted after  
25 March 1 will be applied at the beginning of the next school year. Changes in salary placement  
26 shall be made only two times a year as described herein, provided the employee strictly complies  
27 with all time deadlines set forth herein.
- 28 2. When an employee has qualified for placement on a higher column due to education, the  
29 employee shall be allowed all years of service and transferred to the proper step of the new  
30 column.
- 31 3. College work taken for advancement must be upper division or graduate work from a college or  
32 university recognized by the American Council on Education. Prior approval from the Human  
33 Resources Office must be secured before enrollment in lower division courses that are intended to  
34 apply toward advancement on the salary schedule.
- 35 4. Unit members who hold an Emergency teaching permit or an Intern Teaching Credential shall be

