

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  
5 private schools, or recognized colleges outside the District up to a maximum of eight  
6 (8) years effective July 1, 2000. In order for the service to be counted as one (1)  
7 year, the certificated employee must have served at least 75% of the unit member's  
8 work year. Service credit will not be applied until a basic credential has been earned  
9 and within the time lines set forth in Appendix I, Section B.
- 10 2. First year teachers in the District employed to teach vocational education classes, will  
11 be given up to five (5) years credit on the salary schedule for acceptable experience  
12 in industry.
- 13 3. Vocational Education teachers new to the District are placed on the appropriate step  
14 of Column II of the certificated salary schedule at the appropriate step based upon  
15 acceptable service credit. Horizontal movement is permitted upon the completion of  
16 upper division or graduate units 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  
19 of college work within 60 calendar days of the date of hire for placement on the salary  
20 schedule for the first year of employment. Degrees earned shall be posted on a  
21 transcript. Salary adjustment for college units or degrees earned shall be made two  
22 times a year. For transcripts or grade cards submitted by November 1, placement on  
23 the salary schedule shall be adjusted retroactively to the beginning of the duty year.  
24 For transcripts or grade cards submitted by March 1, placement on the salary  
25 schedule shall be adjusted as of mid year. Transcripts or grade cards submitted after  
26 March 1 will be applied at the beginning of the next school year. Changes in salary  
27 placement shall be made only two times a year as described herein, provided the

1 employee strictly complies with all time deadlines set forth herein.

2 2. When an employee has qualified for placement on a higher column due to education,  
3 the employee shall be allowed all years of service and transferred to the proper step  
4 of the new column.

5 3. College work taken for advancement must be upper division or graduate work from a  
6 college or university recognized by the American Council on Education. Prior  
7 approval from the Human Resources Office must be secured before enrollment in  
8 lower division courses that are intended to apply toward advancement on the salary  
9 schedule.

10 4. Unit members who hold an Emergency teaching permit or an Intern Teaching  
11 Credential shall be placed on Column I, and shall remain on Column I until such time  
12 that they complete the requirements for a Basic California Credential. Unit members  
13 new to the District, who have a Basic California Credential or a clear/regular teaching  
14 credential from another state, shall be placed on at least Column II or above,  
15 depending on their units, degrees, and years of service.

16 //

17 //

18 //

19 //

20 //

21 //

22 //

23 //

24 //

25 //

26 //