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Signed

Memorandum of Understanding
Salary Placement and Advancement

This Memorandum of Understanding will be entered into upon ratification by and between the Coachella Valley Unified School District and the Coachella Valley Teachers Association.

February 1, 2018

New unit members shall be given credit not to exceed ten (10) years teaching experience in accredited public or private schools for each full year of actual teaching service in a regular contracted teaching position.

Unit members shall advance one (1) vertical step on the salary schedule for each full year of actual service, except those whose placement is at the maximum step for their column. Unit members shall accrue one year of service credit working for CVUSD if they are in paid status at least seventy-five percent (75%) of a complete school year. Employees working 50% or less of an assignment must be in paid status for 75% of the year for two years in order to be credited with one year of service credit.

Effective upon ratification of this MOU, the following procedures shall be established:

- A. A Salary Advancement Committee shall be created for the purpose of approving courses for advancement on the salary schedule. The Committee shall be composed of four (4) members, two (2) of which are appointed by the District and two (2) of which are appointed by the Association.

A member may appeal decisions made by the Committee concerning their salary course advancement denial. The member may submit a request for an appeal for reconsideration with additional supportive documentation in the instance where courses are not approved. No request for appeal shall be considered by the Committee unless the request for appeal is submitted no later than ten (10) days after the member receives the decision. The Committee shall have no jurisdiction to hear any request which is not submitted within the required time frame.

- B. University Credit:

- a. Course credit for salary placement and schedule advancement shall be given for post-graduate, upper division or graduate course work taken at a four-year college, university, or graduate school accredited by WASC or other regional accrediting agency.

Graduate level coursework required to obtain or renew a credential or subject authorization, enrich the unit member's expertise in the subject area assigned, or

earn an advanced degree in the subject area assigned, will be credited for column advancement, and need not be pre-approved.

- b. No lower division courses including community college courses will count towards advancement on the salary schedule unless it meets one or more of the following criteria and is pre-approved by the Salary Advancement Committee:
 - a) It is necessary to meet requirements for a credential or an advanced degree; or
 - b) Such courses provide knowledge and skill in another language that can be used in carrying out assigned duties and responsibilities; or
 - c) Unless the employee is approved to take such courses by the Salary Advancement Committee, on the basis it will provide new or additional knowledge and skill in the subjects that can be used in carrying out assigned duties and responsibilities.

For University/College Credit, an official sealed transcript from the college or university must be submitted to the Human Resources Office upon course completion. The Course Approval form alone does not suffice for column advancement.

C. Credit for Professional Development

Units of study for professional growth and District in-service (professional development) shall be counted for salary placement and movement on the salary schedule including Continuing Education Units (CEU's) granted for attending professional development programs. For all professional growth activities other than courses verified by an official transcript, District professional growth units will be computed on the basis of 15 clock hours of attendance/participation/work being equal to one (1) semester unit for placement on the salary schedule.

District In-Service Credit: These credits apply to the salary schedule in the same manner as University Credit but do not transfer to another district.

Some District sponsored offerings are offered for District salary schedule credit. The unit member must attend the full session each day to receive credit. No partial credit shall be granted. The course presenter will authorize credit at the conclusion of the session by submitting verified sign in sheets to the Educational Services Department. Upon review by Ed Services, salary schedule credit information will be submitted to Human Resources. Verification of acceptance of credit will be emailed to each participating unit member completing the instruction in full.

D. Miscellaneous

The District will not pay for fees for units submitted for salary advancement.

Quarter units shall be converted to semester units by multiplying the quarter units by two-thirds (2/3).

All coursework must be completed with a grade of "C" or better, or a "Pass" grade to be eligible for salary schedule advancement.

Credit is not permitted for courses which are repeated if the first grade issued for that course was "A," "B," "C," or "Pass." Courses offered by different institutions which covered the same basic content even though the titles may not be the same, may not be submitted for credit in excess of five (5) units.

E. Submission of Transcripts and Report Forms

Unit members who wish to advance on the salary schedule for the current fiscal year must file requests to advance with the Human Resources Office together with official transcripts identified and sealed by the college or university granting the credit and/or official letters of certification for verification of approved work. Column changes shall become effective the month after Human Resources' receipt of the request and official sealed transcripts for the eligible semester units and/or official letters of certification for verification of reported work.

For newly hired unit members, official transcripts or letters verifying years of experience shall be presented within 30 days of the start of paid service whereupon their pay will be readjusted upward or downward if necessary, retroactive to the first day of paid service.

Unit members shall present to the Human Resources Office official sealed transcripts from the awarding college or university of all work completed subsequent to the receipt of the Bachelor's degree and verification of all academic degrees held at the time of employment.

Official sealed transcripts and/or official letters of certification must be submitted as evidence of completion of all units when advancing to a higher column on the schedule.

Certificated members will remain in their current salary schedule placement step unless they advance on the salary schedule pursuant to the terms of this Article.

All other provisions of the collective bargaining agreement remain in full effect.

Coachella Valley Teachers Association  Date 2/2/18

Coachella Valley Unified School District  Date 2/2/18

COACHELLA VALLEY UNIFIED SCHOOL DISTRICT

APPROVAL OF COURSES FOR ADVANCEMENT ON SALARY SCHEDULE

Name: _____ School: _____

Univ. Course Dept Number	Title of University/College Course, or CVUSD Workshop, or Professional Development.	Semester Units	University/College Name	Dates From	Dates To

- Note:
- 1) Except as noted, the above are upper division or graduate level courses.
 - 2) No lower division courses will count towards advancement on the salary schedule unless it meets one or more of the following criteria:
 - a) It is necessary to meet requirements for a credential or an advanced degree; or
 - b) Such courses provide knowledge and skill in another language that can be used in carrying out assigned duties and responsibilities; or
 - c) The employee is approved to take such courses by the Salary Advancement Committee, on the basis it will provide new or additional knowledge and skill in the subjects that can be used in carrying out assigned duties and responsibilities.
 - 3) Quarter units will be converted to semester units by multiplying the quarter units by two-thirds (2/3).

Reasons for taking these courses: _____

Signature of Employee: _____ Date: _____

Approved by Salary Advancement Committee _____ Date: _____

_____ Date: _____

THIS FORM MUST BE COMPLETED AND APPROVED PRIOR TO TAKING ANY LOWER DIVISION COURSES.

Salary advancement credit will be given only for a grade of "C" or better in those courses for which a grade is given. Credit will be given for satisfactory completion of courses designated as "credit" or "pass". OFFICIAL SEALED TRANSCRIPTS AND/OR OFFICIAL LETTERS OF VERIFICATION OF YEARS OF SERVICE MUST BE SUBMITTED TO THE HUMAN RESOURCES OFFICE PRIOR TO ANY MOVEMENT IN SALARY SCHEDULE TAKING PLACE.