

SALARY GUIDES

A. Purpose and Scope

To provide guidance and direction for District personnel regarding placement and advancement for the bargaining unit members on the Certificated Salary Schedule.

B. General

1. The Governing Board will make the final decision on salary provisions.
2. For those members of the staff who are a part of a bargaining unit, only the exclusive representative can bargain over salaries.
3. Salary guides for employees covered by an employee agreement may be found in the current agreement.
4. Salary guides for other personnel may be inspected at the District office.

C. Forms Used and Additional References

Certificated Salary Schedule
College transcripts

D. Procedures

The terms “personnel” and “employee” shall be defined as any one required by the State Education Code to hold a valid credential. Provision for placement and advancement shall be as follows:

1. Step Placement

- a. Each year of verified professional service requiring a teaching credential rendered outside of the Tracy Unified School District shall be counted as one step on the certificated salary schedule for which a teacher may enter the Tracy Unified School District.
- b. Each paid year of related vocational experience may be credited as one step on the certificated salary schedule for which a credentialed teacher employed full-time in the field of vocational education may enter the Tracy Unified School District.

This salary credit shall be available only to those teachers who have not reached Step 15 on the salary schedule.

- c. Private school experience for step increments on the salary schedule will be accepted, providing the private school was State-accredited at the time the employee taught there and the employee held a valid credential at the time of teaching.

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- d. For an employee to receive credit for a year of service or experience, they must have been in paid status for 75% of a contracted year.
- e. Credit will not be given for college or university teaching experience.
- f. Credit will not be given for student teaching, or substitute teaching experience, with the following exception: credit will be given for long-term substitute teaching that results in the employee being employed as a second year probationary employee for the following school year under Education Code Section 44918.

2. Class Placement

- a. Class placement for persons holding a bachelor's degree and a valid California Credential issued for full-time service is to be determined by the number of semester or equivalent units earned from a college and/or university accredited by a regional accrediting institution that is recognized and approved by the California Commission on Teacher Credentialing (CCTC) either:
 - i. Beyond the date of the bachelor's degree; or
 - ii. A 5-year bachelor's degree and teaching credential program is defined as one in which the bachelor's degree requires a minimum of 4 years of full-time course work and the teaching credential coursework is blended into the bachelor's degree for a total of 5 years of coursework. Units earned towards completion of the teaching credential portion of the program may be utilized for class placement if official documentation is submitted from the college and/or university clearly indicating a 5-year bachelor's degree and teaching credential combined program. Teaching credential units cannot be counted towards completion of the bachelor's degree. The teaching credential units must be clearly identified on an official transcript and/or official document from the college and/or university. It is the sole responsibility of the teacher to provide official verification and documents from the college or university for consideration of class placement. If the teacher does not meet this burden, then he or she shall not be entitled to a higher placement on the District's salary schedule.
- b. Teachers may submit units for consideration for salary schedule placement per section D.3. of Administrative Regulation 4151.
- c. For the 2007-08 school year only, teachers may submit units for consideration under section D.2.a.ii. no later than November 30, 2007. For the 2007-08 school year only, any changes by the District in a teacher's salary placement shall be retroactive to July 1, 2007.

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- d. For purposes of this Administrative Regulation (including but not limited to Section (a)(i)), only upper division and/or graduate units will be accepted. Lower division units earned after the initial bachelor's degree will not be accepted, unless approved by the Assistant Superintendent for Human Resources.

3. General Requirements

- a. All degrees and course work must be completed at an accredited college or university. The college or university must be accredited by a regional accrediting institution that is recognized and approved by the California Commission on Teacher Credentialing (CCTC). Degrees and/or course work from colleges or universities not accredited by a CCTC recognized and approved accrediting institution will not be accepted by the District. The accreditation status of a college, university, or private school during the employee's enrollment shall prevail. Previous or subsequent accreditation shall not be considered.
- b. Only units in which a "C" or better or a "pass" in a pass/fail class, is obtained will be considered for salary classification.
- c. Units verified by September 1 will apply to a change in salary classification.

Teachers initially hired into the District must provide verification of units for salary classification within 60 days from the date of their employment. If a new employee does not verify their units within this time frame, they shall waive their right to use those units for salary schedule purposes until the following school year.

- d. The burden of proof of training, experience, possession of credentials, and other required documents shall lie with the employee, both for initial placement and for advancement.

4. Horizontal or Class Movement on the Salary Schedule

Class placement for employees with a regular credential shall be determined by semester units completed subsequent to the date upon which the bachelor's degree was granted.

- a. Upper division and graduate units from a recognized college or university--summer, on campus, or extension may be used for class movement on the salary schedule.
- b. College equivalent units shall be granted based on the Carnegie Standard (15 hours per unit of credit).

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c. For award of any additional types of units for salary purposes, please consult with the collective bargaining agreement.

E. Reports Required

None

F. Record Retention

Personnel file
Contract

G. Responsible Administrative Unit

Human Resources

H. Approved By

Associate Superintendent for Human Resources

Regulation adopted:

HS BD: 11/20/85
EL BD: 7/6/82

Regulation Revised:

EL BD: 3/11/86
HS BD: 12/11/86
EL BD: 1/13/87
Joint Board: 4/22/97
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9/28/04
10/23/07
6/10/08