



NEWARK UNIFIED SCHOOL DISTRICT

Human Resources Department

To: Certificated Teachers; NTA
From Cathreene Ingham-Watters, Executive Director of HR
Re: Salary Advancement for 2022-2023

What?

As you may know, Newark Unified has four columns on our salary schedule for teachers. The more semester units you earn after your Bachelor's degree, the higher your salary.

BA + 30 semester units	BA + 45 semester units	BA + 60 semester units	BA + 75 semester units
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The Human Resources Department is here to help you have any additional units verified so you can move forward with a Salary Advancement.

How?

Please review this memo and complete the attached application: NTA Salary Advancement Application. Then, you will need to submit your official transcripts to Human Resources for processing. We can receive official transcripts in the following ways:

1. You may request the transcripts be sent electronically by email to Toni Stone at tstone@newarkunified.org, if the University permits; or
2. You may drop off official transcripts in their original sealed envelope to our office; or
3. You may request official transcripts to be mailed directly to our office at:

Human Resources
Newark Unified School District
5715 Musick Avenue
Newark, CA 94560

If you participated in Induction to clear your credential, you may either purchase those units or submit "unofficial" transcripts/documentation authorized by Leonor Rebosura.

When?

Human Resources processes Salary Advancement Applications twice a year- once in the fall and once in the spring

- **Fall:**
 - Coursework must be completed by October 15. The application must be submitted to HR by October 15.
 - Transcripts must be received by HR by November 15.
 - Salary changes will be retroactive to the first workday of the year and are tentatively scheduled to appear on your January 31st paycheck.
- **Spring:**
 - Coursework must be completed by February 15. The application must be submitted to HR by February 15.
 - Transcripts must be received by HR by March 15.

- Salary changes will be retro to January 1 and are tentatively scheduled to appear on your March 31st paycheck.

Do not hesitate to reach out to the Human Resources Department with any questions or concerns regarding this process; we are here to support you!

Toni Stone, HR Manager for Classified (and supporting Certificated staff)

tstone@newarkunified.org

510-818-4243

Cathreene Ingham-Watters, Executive Director of Human Resources

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