Santa Rosa City Schools Certificated Salary Placement Guidelines

Certificated personnel are placed on the salary schedule according to training, experience and education. Evaluation of training, experience, and education shall be the responsibility of the Human Resources Department. Any exceptions to these guidelines shall be at the discretion of the Superintendent or Superintendent's designee.

Official transcripts and Certificated Experience Verification Forms must be filed with the Human Resources Office within 30 days of the first day of work. If received after 30 days, any salary changes will be effective at the beginning of the next semester.

Step Placement (Experience):

1. All new teachers holding a valid credential shall be placed at Class I, Step 1 until such time as the Human Resources Office receives all official transcripts, evidence of prior applicable training and experience verifications.

2. Credit for outside experience (Public, Private, Secular, Post-Secondary) is granted for each year of properly verified experience under contract while holding a valid regular teaching credential in grades TK-post secondary.
    a. To receive a year's credit, 75% of the number of days in a school year must be worked while under contract.
    b. Foreign transcripts must be audited through the same organizations utilized by CTC. (http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf – List of accepted agencies.)

3. Fully credentialed Speech Therapists, School Psychologists, and Nurses with verifiable experience that is not related to public education may be credited year for year experience.

4. Credit for outside work experience that is not related to public education may be credited one year for every two years of non-certificated experience (e.g., four years (4) private sector experience as a chef would count as a two (2) year credit for Step Placement in a CTE Culinary position).
    a. To receive a year's credit, 75% of the number of days in a scheduled work year must be worked in the position.

5. Substitute teaching may be counted only if it was in the immediately preceding service under contract and for a majority [75%] of the school year.

6. Credit under an emergency permit is limited to two (2) years.

7. Military experience will be granted year-for-year of active service not to exceed two (2) years.

8. Peace Corps experience will be granted for year-for-year service not to exceed two (2) years.

Column Placement (Training and Education)

1. Placement is based upon upper division or graduate semester units earned after receiving a Bachelor's, Master's, or Doctorate degree from an accredited four-year college or university.

2. Units taken in the fifth year (or its equivalent) concurrent with the Bachelor's degree requirements may be counted as subsequent to graduation if these units are clearly upper division or graduate work, and are certified by the college registrar or by transcripts as being in excess of the total units required for the degree and in excess of undergraduate requirements for the Bachelor's degree.

3. Units taken at the North Coast School of Education's (NCSOE) or other California County Office of Education that has an accredited Teacher Preparation or Administrative Credentialing preparation program qualify for advancement on the salary schedule. This does not apply to credits taken before entry into the North Coast Program unless they fall into item #1.

4. Credit awarded for Masters/Doctorate Stipends can only be awarded for one Master's and one Doctorate degree from an accredited college/university.

5. Credits for lower division courses may be granted if the course is pertinent to the teaching position and the course is not duplicative of previous training for which credit was granted, at the District's discretion.

6. Credit will be given for units earned for degrees or certificates for other professions, e.g. law, medicine, theology.

Continuing Education (Professional Growth)

- The salary schedule is administered in terms of semester units. A quarter unit is equal to 2/3 of a semester unit and a CEU (Continuing Education Unit) from a regionally accredited university or college is equal to 1/3 of a semester unit.
- Credit will be given for up to 18 semester units in any Professional Growth Year. Approval from the Professional Growth Committee is required to exceed these limits prior to earning the units. (SRTA Contract, Article 16.3)

Miscellaneous Provisions

SRCS employees hired prior to September 28, 2022, will be allowed to submit verification of prior years of experience using these newly adopted guidelines. **Certificated Experience Verification Forms** must be submitted to Human Resources no later than November 30, 2022. New salary step placements shall only be retroactive to July 1, 2022.

MCS/rj/HR