

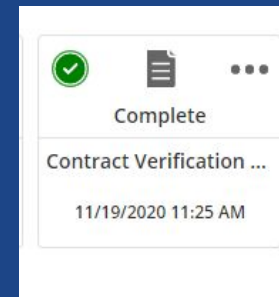
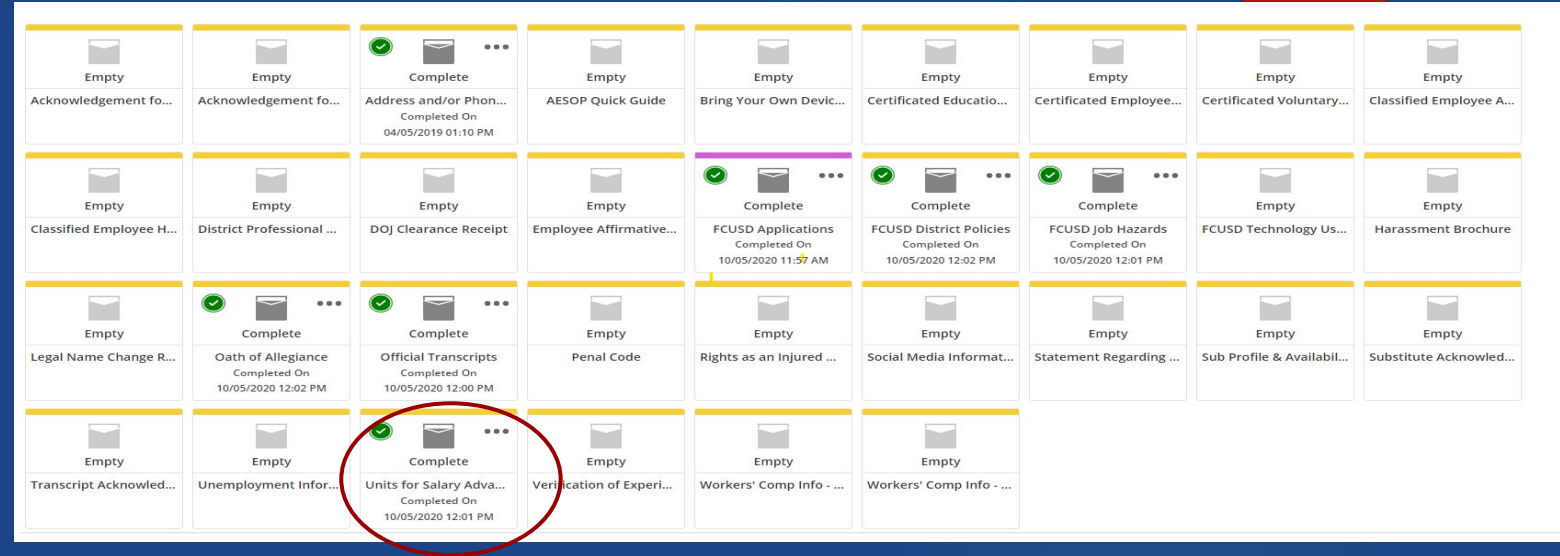


# Units for Salary Advancement

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# How do I...

- ▶ **Confirm my units on file?**
  - TalentEd Records
  - Files
  - Personnel folder
  - Units for Salary Advancement
  
- ▶ **My current salary placement?**
  - TalentEd Records
  - Files
  - Contracts and Agreements
  - Contract Verification



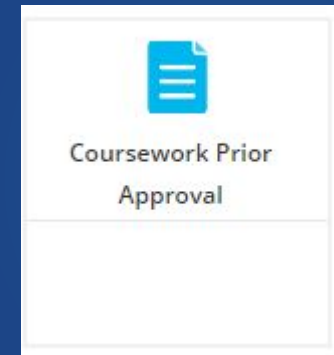
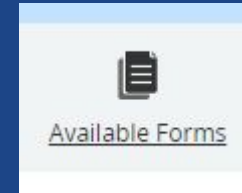
# Coursework Guidelines:

\* Units must be from an accredited institution

1. Units related to **major, minor, or credential** in the field of education
2. Units related to the development of **subject matter competency** in a new teaching major or minor
3. Units related to **credential additions** or modifications
4. Units related to a **Master's or Doctorate degree** program
5. Units related to **current assignment** and recommended by the principal
  - Will Qualify: A Spanish course for a *FLES* teacher
  - Will Not Qualify: *"How to be a better coach"* or *"Stress Reduction for Better Teaching"*
  - Principal recommendation needs to be a part of an improvement plan *i.e. Classroom Management*

# Coursework Prior Approval Form

- ▶ Form is located in TalentEd RECORDS
  - ▶ Available forms
  - ▶ Coursework Prior Approval
- ▶ Use **one form per course**
  - ▶ Master's program can be submitted all on one form



# Coursework Prior Approval Form

- ✓ Complete the form
- ✓ Upload Course Description
- ✓ Submit the form

Coursework Prior Approval -- DRAFT -- CHARITY PELZ

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**CERTIFICATED COURSEWORK PRIOR APPROVAL FORM**

Full Name with Middle  
Current School Site or Department:  
Current Assignment:  
Credential(s) Held:  
Major/Minor(s):  
Please be sure to upload a copy of the official course description at the red "upload a file" button at the bottom of this form  
Course Title:  
Course Number:  
College/University:  
\*Quarter units convert to semester units using .667 multiplier; 15 CEU hours equals 1 semester unit  
Unit Type  
 Semester Units  
 Quarter Units\*  
 Continuing Education Units (CEU) \*

Number of units  
If you answer "yes" to the above question units do not count toward salary advancement.  
Will FCUSD pay the course/conference fee?  
 Yes\*  
 No  
If you answer "yes" to the above question units do not count toward salary advancement  
Will FCUSD pay you to attend the course?  
 Yes  
 No  
If you answer "yes" to the above question units do not count toward salary advancement  
Will you attend the course during contracted hours?  
 Yes  
 No

Please choose the applicable qualifier (per the FCEA bargaining agreement Appendix C)

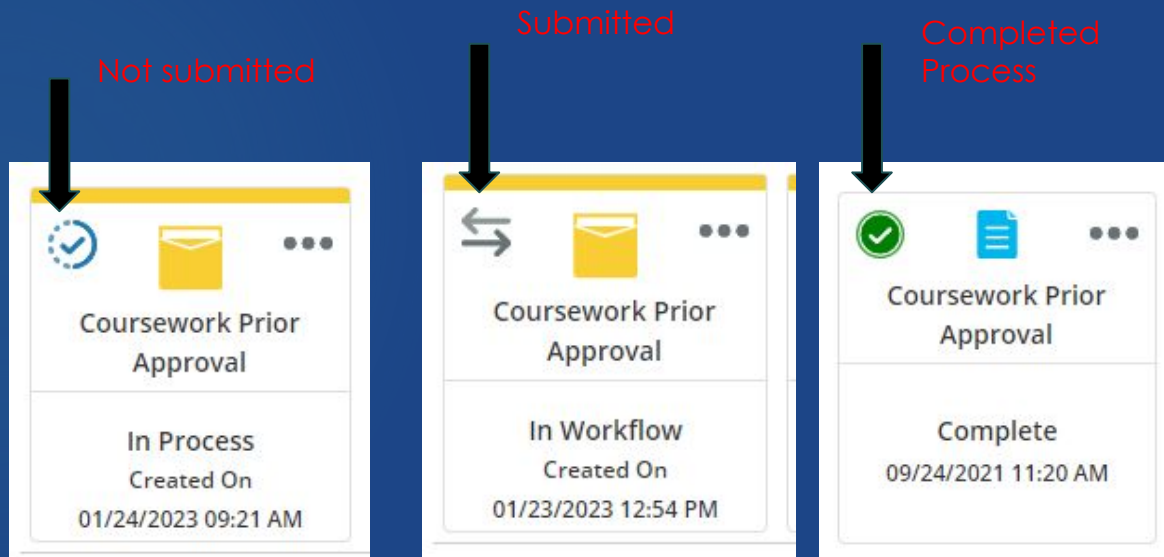
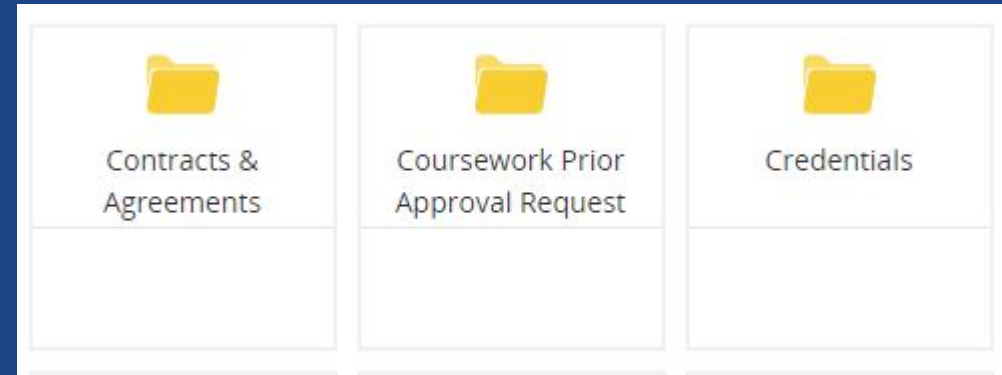
**For HR Office Use Only**  
If needed, upload documentation using the FOR HR USE ONLY upload button below  
Principal/Administrator's Rationale for Decision:  
After coursework is approved by the Principal and HR, official transcripts must be received in HR by October 1st for salary advancement to

CHARITY PELZ -- DRAFT -- Page 1 of 2

# What is the Status of My Request?

Request can be seen in TalentEd Records

- Files
- Coursework Prior Approval Request



# Other Important Information

- ▶ Preapproval form must be submitted to HR **45 days before registration is due**
- ▶ No more than **6 units will be reviewed** at a time
- ▶ During the school year, only **6 units per semester** may be taken
- ▶ Summer is unlimited
- ▶ If a teacher disagrees with the District's decision on approval of units they may appeal within **45 days of initial denial notification**. Appeals are decided by a Credit Evaluation Committee
- ▶ If a **similar course is offered through GoSignMeUp**, it will not be approved for salary advancement

# Go Sign Me Up

- ▶ Does not require pre-approval      Courses are coded green if eligible for salary credit
- ▶ You must submit in the year it is taken – by October 1
- ▶ **Only** submit “GSMU Transcripts” if the course qualifies for credit (credit in hours)

Home | My Account | Instructors Login | Supervisors Login | Browse Course | Calendar

◀ August 2018 ▶

Buy Back (No Salary Schedule Credit)   Daily Rate (No Salary Schedule Credit)   Hourly Rate (No Salary Schedule Credit)   No Salary Schedule Credit   Potential Salary Schedule Credit for PT Staff   Release Time (No Salary Schedule Credit)   **Salary Schedule Credit**   Stipend (No Salary Schedule Credit)   Voluntary Training (No Salary Schedule Credit)

Filter by Main Category | All

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week View 7/29/2018 - 8/4/2018						
			1 TCI Day 1	2 New Special Ed Te Day 1 New Special Ed Te Day 1 Illuminate PTA/PTO Web Admins Google Classroom Admin Assistants	3 New Special Ed Te Day 2 New Special Ed Te Day 2 Illuminate Google Forms and Sheets	4
Week View 8/5/2018 - 8/11/2018						
5	6 Special Ed Instru TCI Day 2	7 Inclusion Impleme TCI Day 3 TCI - Recertification Teacher SchoolWires Training	8 CTE 110 - 11 Elem New Staff Orientation New Teacher Orientation	9 BIA Inservice Professional Dev...	10 PowerSchool New A CPR/First Aid/AED Class:Health... PowerSchool New A	11
Week View 8/12/2018 - 8/18/2018						
12	13	14	15	16 Discipline_Bullying_and PS In... Admin Assistants Discipline_Bullying_and PS In... Teacher SchoolWires Training	17 Discipline_Bullying_and PS In... Discipline_Bullying_and PS In...	18
Week View 8/19/2018 - 8/25/2018						
19	20 SEIS OPEN LAB	21 Inclusion Impleme	22 Teacher SchoolWires Training	23	24	25



# Did the District Pay?

- ▶ Courses must be completed outside of the school day
- ▶ Units obtained through **District paid** PD will not count towards salary advancement
- ▶ Examples:
  - ▶ The PD is after school but you received a stipend
  - ▶ The District paid for the course/workshop registration (or hotel and airfare)
  - ▶ You used release time on Friday to travel to the weekend seminar
  - ▶ The Lead Teacher emails a great Saturday workshop and sponsors you to attend

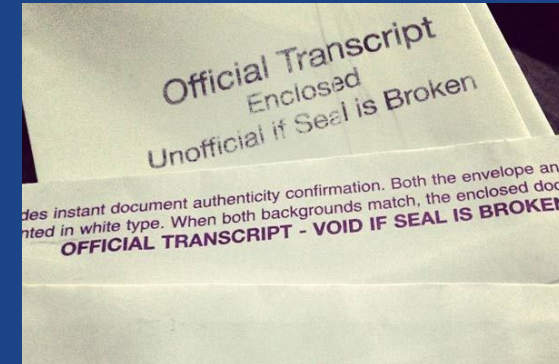


**Exception:** BTSA / Induction qualifies for salary advancement

- Must submit a pre-approval form

# Transcripts Deadline: **October 1** (4:30 pm)

- ▶ The deadline for submitting transcripts
  - ▶ Transcripts must be “**official**”
  - ▶ Units must be from an **accredited institution**
  - ▶ **Send to Stephanie Flippo** (you will get email confirmation)
- ▶ Salary will be adjusted for current school year
  - ▶ Salary adjustment is received on your **November** paycheck
  - ▶ Adjustment is retroactive to the beginning of the school year



# Avoid Expensive Mistakes

- ▶ All courses must receive prior approval
- ▶ Meet all Deadlines; **October 1st by 4:30 pm for transcripts to HR**
- ▶ Know if you are earning Semester vs. Quarter vs. “CEU” credit
  - ▶ Quarter units convert to semester using a .667 multiplier; 15 CEU hours equals 1 semester unit
- ▶ Calculate salary placement correctly
  - ▶ Units after conferral date of bachelors or masters
- ▶ Understand the unit qualification requirements
  - ▶ See **“Did the District Pay?”**
- ▶ Understand what units qualify towards salary advancement
  - ▶ See **“Coursework Guidelines”**