

MEMORANDUM OF UNDERSTANDING
Between the Association Of Pleasanton Teachers
and the Pleasanton Unified School District

**Process For Existing Certificated Employees To Request Out-of-District Service Credit
for the 2024-25 School Year**

April 11, 2024

The Pleasanton Unified School District (PUSD) and the Association of Pleasanton Teachers (APT), collectively referred to herein as “the parties,” agree that existing bargaining unit members who provide the District with verification of having credentialed outside experience in accordance with Article 11.3.1, of the Collective Bargaining Agreement (CBA) between APT and PUSD, will be advanced on the salary schedule to reflect that experience and placed on the appropriate step of the 2024-25 salary schedule. The granting of credit shall be dependent on a review of the prior credentialed experience and a determination by the District that the experience is relevant to the position, applying the same standard the District applies to new hires post July 1, 2022 (per the 2022-2023 Collective Bargaining Agreement). The parties further agree that no retroactive salary payments for previous years of employment with the District will be made to existing bargaining unit members advanced in this manner for their Out-of-District experience. Unit members currently placed at the highest step on the salary schedule will not be eligible for additional service credit.

Article 11.3: *Unit members are to be placed on the appropriate current salary schedule according to the provisions in effect at the time of placement, their training, experience and length of service.*

Article 11.3.1: *Effective July 1, 2024, existing members hired before July 1, 2022 who provide the District with verification of previous professional experience (not already credited) will be advanced on the salary schedule so as to reflect those years of experience (up to the maximum years allotted to new members: see Exhibit A-1) and be placed on the appropriate step and column of the 2024-2025 salary schedule upon ratification of the 2023-2024 CBA.*

Article 11.4: *Unit members shall be paid in accordance with their placement on the District's salary schedule.*

Article 11.5: *For the purpose of proper placement on a salary schedule, each unit member shall submit to the District, for its files, verification of training and experience.*

Article 11.6: *Unit members serving in certificated positions requiring credentials other than supervisory or administrative shall be classified on the salary schedule on the basis of uniform allowance for years of training and years of experience.*

Furthermore, the parties agree to the following process, which current bargaining unit members will follow in order to request approval for credit for relevant Out-of-District experience that was not already credited to them when initially placed on the salary schedule at the time of hire. Bargaining unit members must complete the following 3-step process to be eligible for Out-of-District experience credit:

1. Complete and submit the Request for Out-of-District Experience Credit Form to PUSD Human Resources using Informed K12 by May 15, 2024. In consultation with APT, employees with extenuating circumstances may be granted additional time to submit the Request for Out-of-District Experience Credit Form by September 5, 2024.

AND

2. Complete and send the Verification of Experience Form to the previous District from which the bargaining unit member is requesting experience credit.
 - a. A separate form must be completed for each previous District from which the bargaining unit member is requesting experience credit.
 - b. All Verification of Experience forms must be completed and returned to PUSD Human Resources no later than July 31, 2024 for experience credit to be applied to the bargaining unit member's salary placement for the 2024-25 school year.
 - c. PUSD will not be responsible for contacting previous Districts on behalf of unit members to ensure that the Verification of Experience form is completed and submitted. This is the sole responsibility of the unit member.
 - d. Verification of Experience forms submitted to PUSD Human Resources after December 20, 2024 will not be eligible for Out-of-District experience credit.
3. The District will review the Request for Out-of-District Experience Credit to determine whether the prior experience is relevant to the position, applying the same standard the District applies to new hires post July 1, 2022 (per the 2022-2023 Collective Bargaining Agreement).

The signatures below acknowledge full understanding of and agreement with the provisions contained above. This MOU will expire in full and without precedent on December 20, 2024. All provisions of this MOU are subject to the grievance procedures up to and including binding arbitration.

On Behalf of the Association of
Pleasanton Teachers:



On Behalf of the District:



Dated April 11, 2024