Learning Facilitator Salary Schedule - 190 Days			
	COLUMN 1	COLUMN 2	COLUMN 3
STEP	BA + Credential	BA + 36 or MA	BA + 60 or BA + 54 w/ MA
1	$62,920	$63,000	$64,000
2	$63,000	$63,500	$65,500
3	$63,500	$64,000	$67,000
4	$63,750	$65,500	$68,500
5	$65,000	$67,000	$70,000
6	$66,250	$68,500	$71,500
7	$67,500	$70,000	$73,000
8	$68,750	$71,500	$74,500
9	$70,000	$73,000	$76,000
10	$71,250	$74,500	$77,500
11	$71,850	$75,100	$78,100
12	$72,450	$75,700	$78,700
13	$73,050	$76,300	$79,300
14	$73,650	$76,900	$79,900
15	$74,250	$77,500	$80,500
16	$74,850	$78,100	$81,100
17	$75,450	$78,700	$81,700
18	$76,050	$79,300	$82,300
19	$76,650	$79,900	$82,900
20	$77,250	$80,500	$83,500
21	$77,850	$81,100	$84,100
22	$78,450	$81,700	$84,700
23	$79,050	$82,300	$85,300
24	$79,650	$82,900	$85,900
25	$80,250	$83,500	$86,500
26	$80,850	$84,100	$87,100
27	$81,450	$84,700	$87,700
28	$82,050	$85,300	$88,300
29	$82,650	$85,900	$88,900
30	$83,250	$86,500	$90,000

-Doctorate Degree Stipend of $2,000/Annual

-Semester Units (Post-Baccalaureate)

-District Interns Remain on Step 1

-See U-Form Salary Application & Policy For More Details

-Effective January 1, 2025

-Board Approved May 9, 2023; January 9, 2025

e3 CIVIC HIGH
HUMAN RESOURCES
Salary Allocation
A-Form Application & Policy

EDUCATION & TRAINING RATING-IN TO E3 STEP & COLUMN SALARY SCHEDULE

Please **type form before printing** or use black ink only.

Last 4 SSN _____ Last Name _____ First Name _____ M.I. _____

Street Address _____

City _____ State _____ Zip Code _____

Position _____ Grade _____ Subject _____

E-Mail Address _____ Phone Number _____

Important: Please read the front and back of this form for instructions and information. Type form before printing or use black ink only.

Official transcripts are required. Verify that all course(s)/degree(s) are reflected on the transcripts being submitted. Do not highlight transcripts. You can electronically request that your university directly send the official transcripts to HR by using the organization recipient email of jtapia@e3civichigh.com. (Grade reports, copies, and/or Internet printouts are not acceptable). You can also hand deliver official transcripts to HR.

INSTRUCTIONS - Complete the following

1. **Degrees Earned**

DEGREE #1 INFORMATION – Record all degree information below: (degree must be posted on transcripts)

Name of Degree _____ Major _____

Minor _____ Other _____

Institution _____ Date Conferred _____

Number of Quarter Units _____ Number of Semester Units _____

DEGREE #2 INFORMATION – Record all degree information below: (degree must be posted on transcripts)

Name of Degree _____ Major _____

Minor _____ Other _____

Institution _____ Date Conferred _____

Number of Quarter Units _____ Number of Semester Units _____

DEGREE #3 INFORMATION – Record all degree information below: (degree must be posted on transcripts)

Name of Degree _____ Major _____

Minor _____ Other _____

Institution _____ Date Conferred _____

Number of Quarter Units _____ Number of Semester Units _____

DEGREE #4 INFORMATION – Record all degree information below: (degree must be posted on transcripts)

Name of Degree _____ Major_____

Minor _____ Other_____

Institution_____ Date Conferred_____

Number of Quarter Units _____ Number of Semester Units _____

2. **Other Non-Degree Bearing Education & Training <u>AFTER</u> Conferral of Bachelor's Degree Counting Towards Salary Credit**

STUDY POINTS COMPLETED IN ACCREDITED INSTITUTIONS

College or University	Term Dates		Qtr. Units	Sem. Units
	Mo./Day/Yr.	Mo./Day/Yr.		

3. **Other Education & Training <u>BEFORE</u> Conferral of Bachelor's Degree <u>Not</u> Contributing Towards an Earned Degree and <u>Not</u> Counting Towards Salary Credit**

STUDY POINTS COMPLETED IN ACCREDITED INSTITUTIONS

College or University	Term Dates		Qtr. Units	Sem. Units
	Mo./Day/Yr.	Mo./Day/Yr.		

4. APPLICATION FOR RATING-IN TO E3 STEP & COLUMN SALARY SCHEDULE

I certify that all the work submitted on this form has been satisfactorily completed and official transcripts verifying the information above are attached to this application. I certify that I am not requesting salary point credit for preparation or study which was undertaken during e3 Civic High paid time or where other reimbursement was paid for by e3 Civic High.

_____ _____

Signature of Employee Date

POLICY AND PROCEDURE REGARDING POINT CREDIT

1. Definition. For purpose of allocation to and advancement on the e3 Salary Schedule (Step & Column), a salary point shall be (a) a semester unit as defined by the University of California (UC) or (b) a unit of measurement established by **e3 Civic High ("District")** and deemed the equivalent to the University of California (UC) standard. Quarter units awarded by some institutions of higher education in place of semester units shall be computed as the equivalent of two-thirds of a semester unit. Continuing Education Units (CEU) offered by the Extension Divisions and Schools of Continuing Education of some institutions of higher learning will be computed at the rate of two CEU's for one quarter unit or three CEU's for one semester unit. All coursework must have a grade of "C" or better or show the equivalent of a passing grade (e.g., "satisfactory", or "pass") in order to receive credit. In all cases, coursework that reflects a grade of "D" or below (including "no credit", "unsatisfactory" or "No Pass") shall not be eligible for salary point credit.

2. Study in Institutions of Higher Learning. An accredited institution of higher learning is a college or university accredited by a regional accrediting commission and listed in the current edition of Accredited Institutions of Higher Learning published by the American Council on Education. Salary point credit shall be allowed for lower division, upper division, and graduate study in an Accredited Institution of Higher Learning, provided: (a) it is directly related to the K-12 subjects commonly taught in the District or coursework completed through an accredited education program or courses required as part of an education program (e.g., First Aid, CPR, etc.), (b) the coursework must also enhance the employee's knowledge of the subject(s) taught as well as increase the methodology skills associated with teaching those subjects.

3. Initial Placement and advancement on the e3 Salary Schedule: The e3 Salary Schedule (Step & Column) reflects approved years of service and approved level of education attained (degree and postgraduate units combination). Upon acceptance of an offer, during onboarding and prior to the official start date, an employee must complete this U-Form Application and provide official transcripts to HR (a) directly from the accredited institution of higher learning to e3 HR via electronic submission, e.g., Parchment system, or (b) by hand-delivering official transcripts to HR, who must verify that all course(s)/degree(s) listed are reflected on the transcripts being submitted. HR will provide the employee with a confirmation via a credit/unit/degree approval letter verifying the employee's initial placement on the e3 Salary Schedule.

Failure of an employee to provide all required documentation to HR prior to the start date or beyond the first pay period will result in salary placement back to Step 1, Column 1. Once remedied upon HR's date of receipt of required documentation per this policy, the effective date of the corrected e3 Salary Schedule placement will be the employee's next pay period. There will not be backpay for any loss of salary as a result of not submitting the required documentation on time.

Employees serving under alternative certification (provisional, pre-interns, university interns and district interns, etc.) shall be allocated to the e3 Salary Schedule (Step & Column) as follows: years of experience 0-1 are Step 1; years of experience 2 or more are Step 2.

An employee not on the maximum step of the schedule may receive a step advancement effective at the beginning of the employee's regular annual work assignment given that the employee has been paid for service or for leave at least 130 workdays in the previous school year.

An employee is eligible for a degree differential under the following conditions: (a) Possession of an earned master's degree. An annual stipend is provided for possession of (a) an earned degree of doctor of philosophy; or (b) an earned professional doctor's degree. Aforementioned degrees must be granted by an accredited institution of higher learning or be an earned degree of at least equivalent standard granted by a foreign university, the equivalency of any degree being determined by the CEO of e3 Civic High.

4. Effective Date. The effective date of the e3 Salary Schedule advancement will be the beginning of the employee's first pay period which begins after the filing date of the point application (i.e., this completed form along with official transcripts) in Human Resources.

5. Accreditation. The District does not accredit schools or instructors for point earning purposes. Employees are requested to disregard all statements issued by individuals, schools, conferences, camps, tours, etc., which claim the opportunities they offer are accredited for salary purposes by the District. Inquire with Human Resources before investing time and money. Coursework submitted on this form must have been completed at a regionally accredited institution of higher education.

6. Review Process. A request for review of any salary point allowance or degree differential must be filed with Human Resources in writing not later than 10 days from the date on the receipt for salary credit (i.e., credit/unit/degree approval letter). Failure to file such a protest will constitute acceptance of the salary point allowance. The District retains the right to make all final decisions as to salary point allowance, degree differential, and placement on the e3 Salary Schedule.

7. No Credit During Paid Time. Salary point credit shall not be granted for any point projects, study or travel undertaken during e3 Civic High paid time. Examples of paid time include: the normal school day; scholar free days; professional development days; hours compensated by professional expert, training pay, or in cases where a substitute was provided. As an exception, point credit may be granted if the tuition or other reimbursement is paid by a grant. In addition, salary point credit may be granted for university credit awarded for student teaching or during a District Intern teaching assignment pursuant to an accredited teacher preparation program.

SUBMIT THIS FORM WITH OFFICIAL TRANSCRIPTS TO:

Dr. Joel Tapia, Director of Human Resources, jtapia@e3civichigh.com
Ms. Nancy Salazar, Human Resources Assistant, salazar@e3civichigh.com
e3 Civic High, 395 11th Ave., 6th Floor, San Diego, CA 92101