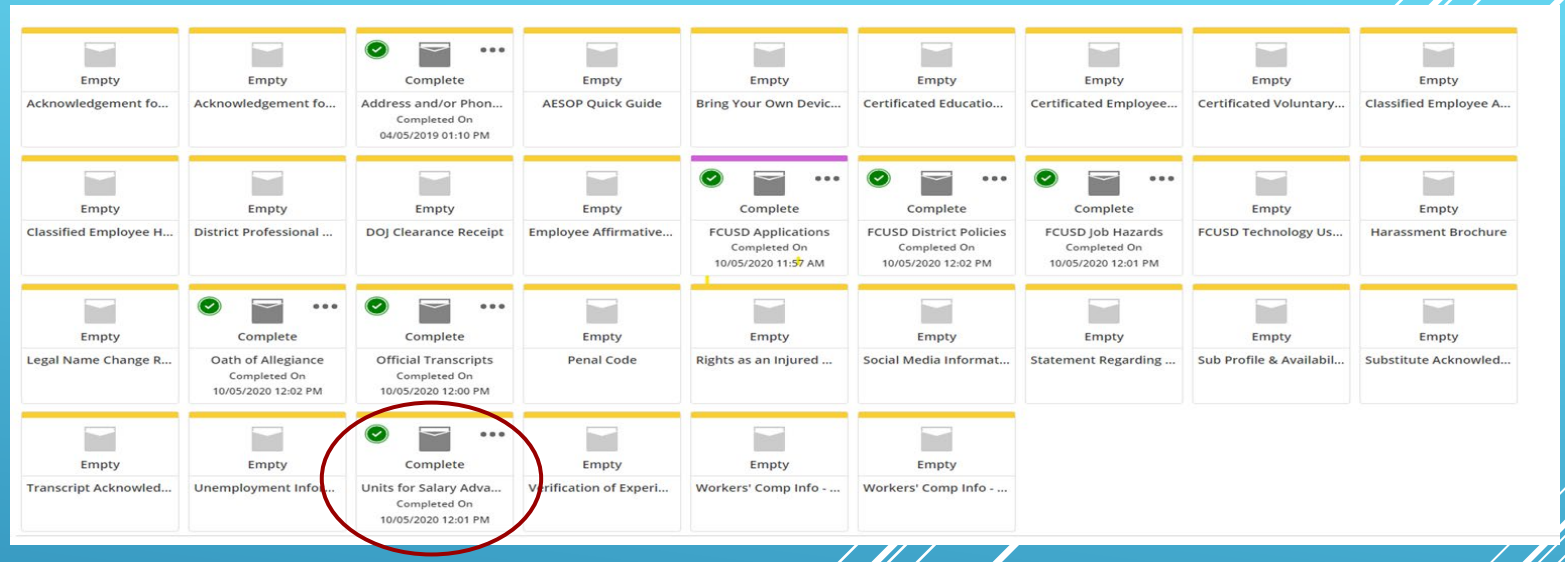
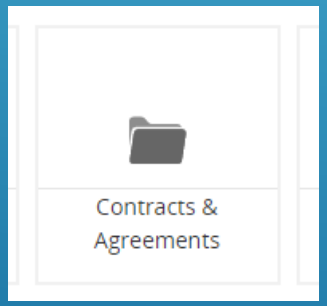
Units for Salary Advancement

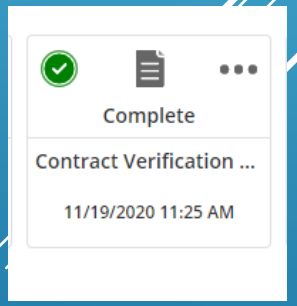
How do I…

- Confirm my units on file?
  - TalentEd Records
  - Files
  - Personnel folder
  - Units for Salary Advancement



- Confirm my current salary placement?
  - TalentEd Records
  - Files
  - Contracts and Agreements
  - Contract or Contract Verification





Coursework Guidelines

FROM FCEA BARGAINING UNIT CONTRACT:

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

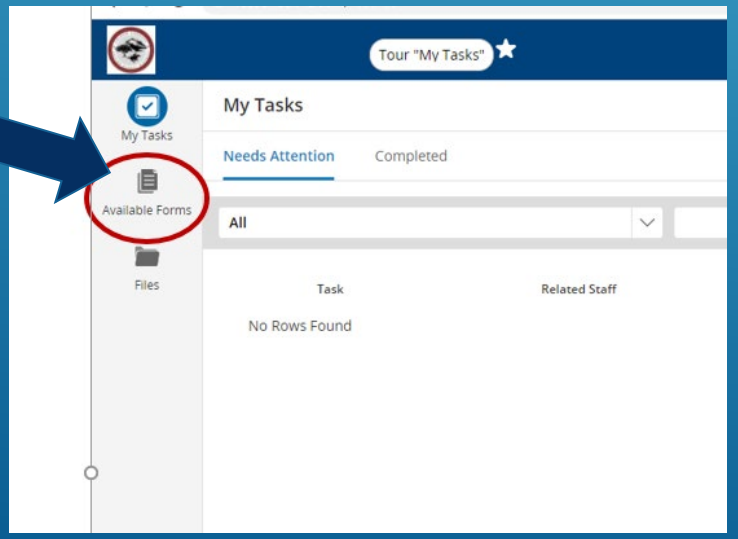
- **Important note:** Units must be from an accredited institution

  - 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

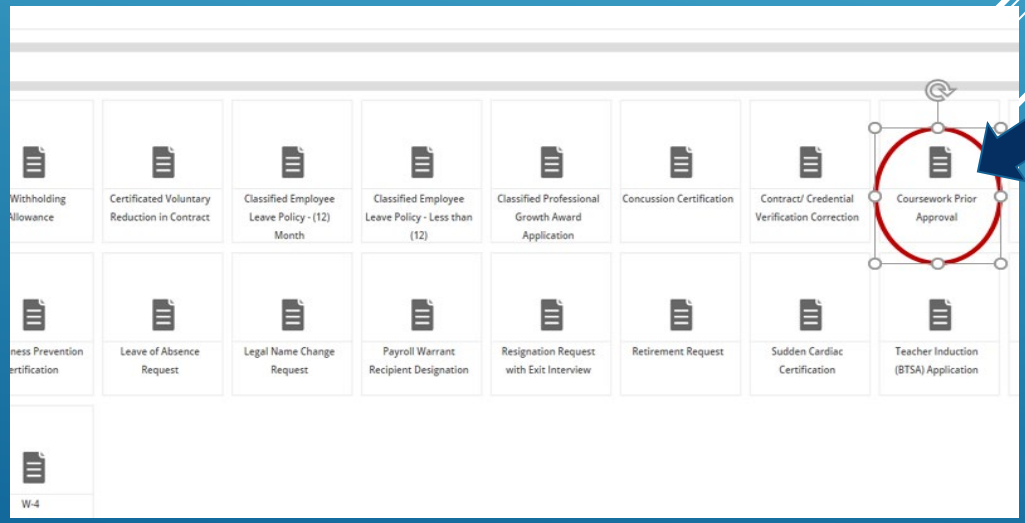
Coursework Prior Approval Form Submission

- 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

Available Forms

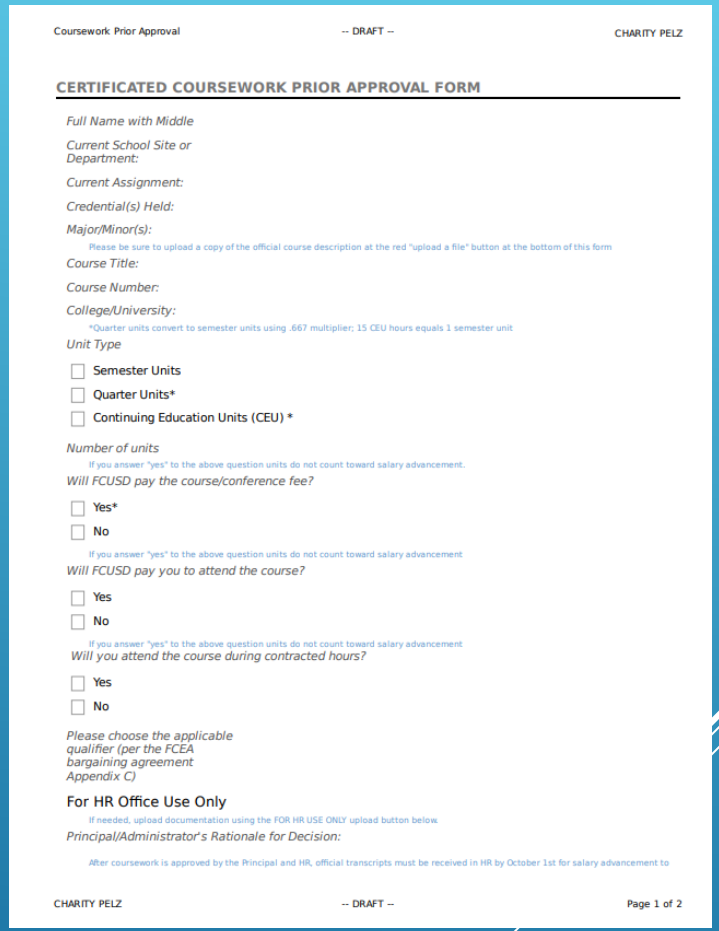


Coursework Prior Approval



Coursework Prior Approval Form

1. Complete the form
2. Upload Course Description
3. Submit the form



Coursework Prior Approval -- DRAFT -- CHARITY PELZ

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:

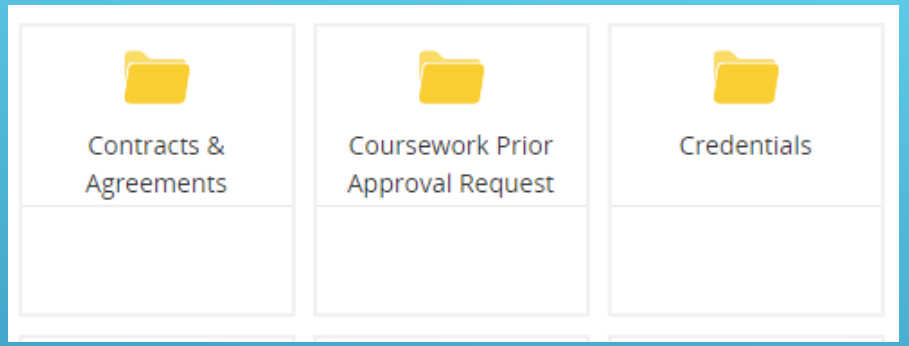
After coursework is approved by the Principal and HR, official transcripts must be received in HR by October 1st for salary advancement to

CHARITY PELZ -- DRAFT -- Page 1 of 2

WHAT IS THE STATUS OF MY REQUEST?

Request can be seen in your Personnel File:

- ➔ Files
- ➔ Coursework Prior Approval



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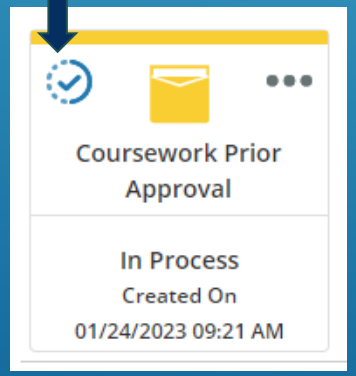
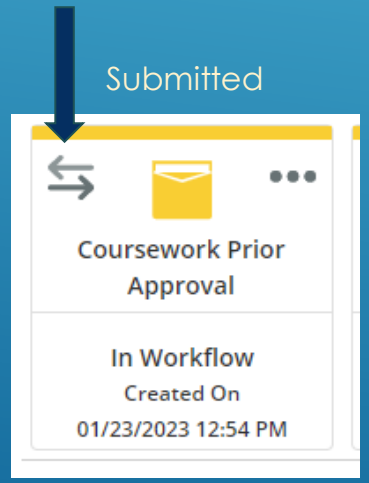
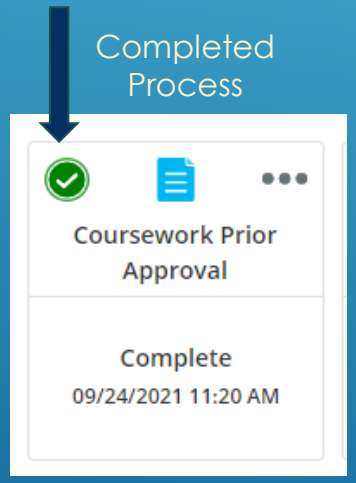


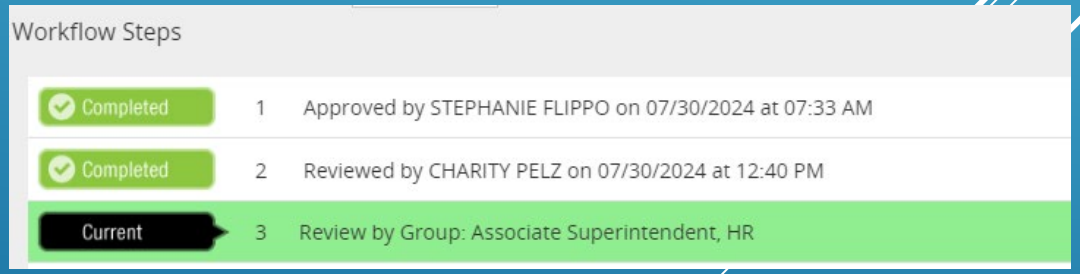
Submitted



Completed Process



You can also view where your form is in the workflow if you scroll down and click "View/Hide the Workflow"



The workflow for Coursework Prior Approval forms is as follows:

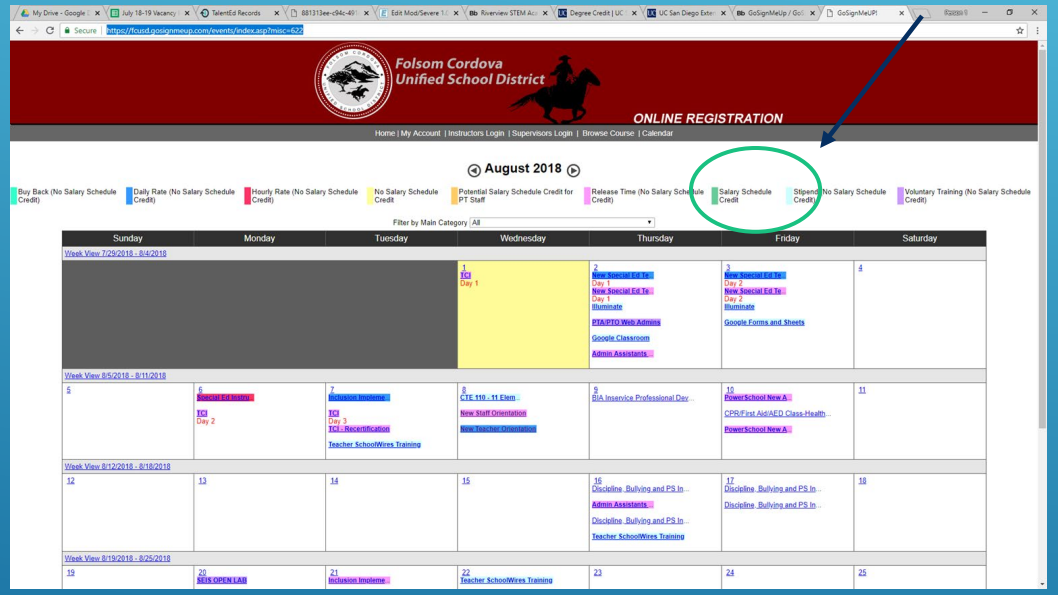
1. Approval by Certificated Analyst
2. Review by Certificated HR Manager
3. Review by Associate Superintendent, HR
4. Review by Direct Report (which is you!)

Other Important INFORMATION

- Pre-approval 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



Did the District Pay?

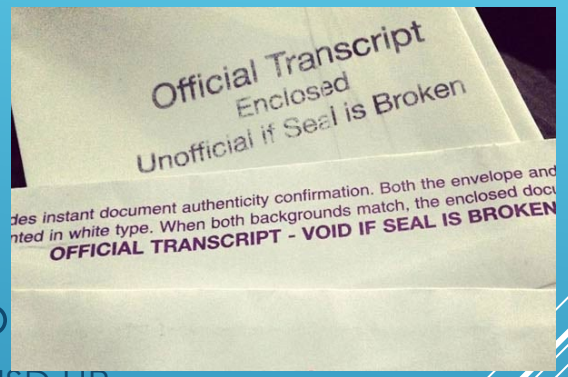
- Courses must be completed outside of the school day
- Units obtained through **District paid** PD will not count towards salary advancement
  - Examples:
    - The PD is after school but you received a stipend
    - The District paid for the course/workshop registration (or hotel and airfare)
    - 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: 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 Veronica Houghtaling (you will get email confirmatio
    - If requesting electronic copies: have them sent to vhoughtaling@fcusd.org, FCUSD HR Veronica Houghtaling – ***PREFERRED METHOD***
    - If requesting hard copies: have them mailed to FCUSD Human Resources, c/o Veronica Houghtaling, 1965 Birkmont Drive, Rancho Cordova, CA 95742



- 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"

QUESTIONS? LET THE CERTIFICATED HR TEAM HELP!

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