

# RANCHO SANTA FE SCHOOL DISTRICT

## Board Policies Covering All Certificated Employees

### **Board Policy No. 4110: SALARY SCHEDULE RULES**

#### A. Initial Placement On The Salary Schedule

1. Initial placement on the Salary Schedule is based upon any year(s) of credited outside teaching experience and verified degrees(s) and earned hours of formal education at an accredited institution of higher learning.
2. Commencing effective July 1, 2000, (and with no retroactivity) all teachers new to the District and currently employed teachers shall receive credit with regard to step placement on the Salary Schedule for outside teaching experience up to a maximum of four (4) years.

Commencing effective July 1, 2023, (and with no retroactivity) all teachers new to the District shall receive credit with regard to step placement on the Salary Schedule for outside teaching experience up to a maximum of eight (8) years.

(Historical note: commencing July 1, 1986, a maximum of one year outside teaching credit was given; and prior to July 1, 1986, no credit was given for outside teaching experience.)

A year of outside teaching experience shall be given only if the teacher actually worked full-time for at least seventy-five percent (75%) of the assigned full-time school year, and such outside teaching experience was in a public school district which requires a credential.

A maximum of one year of outside teaching experience shall be given if the teacher actually worked full time for at least seventy-five percent (75%) of the assigned full time school year in a private or parochial school where the teacher possessed a regular public school teaching credential.

No credit for outside teaching experience shall be given for substitute teaching.

3. Degrees must be earned from accredited institutions of higher learning. Teachers are required to provide original and certified transcripts for proof of any degree(s) earned and any additional unit(s) earned.
4. Units earned for initial placement must be earned on the upper division or graduate level and must have been taken after the date of the bachelor's degree. All units must be from accredited institutions of higher learning, and acceptable

by a university in the University of California system for advancement towards a master's degree. All units will be evaluated on a semester unit basis. Special lower division units may be accepted if appropriate to obtaining a special credential. Hours referred to on the Salary Schedule refer to semester hours and not quarter hours. Quarter hours earned must then be adjusted. No credit shall be given for course work which is an approximate duplication of work previously done, unless absolutely required by the exigencies of California credentials, or for some justifiable reason, and approved by the Superintendent.

B. Reclassification On The Salary Schedule

1. All teachers shall be placed in the appropriate classification (Column: AB+30, AB+45, MA, MA+30) at the time of initial employment.
2. Any subsequent reclassification(s) are based upon verified degrees(s) and earned hours of formal education at an accredited institution of higher learning. Teachers are required to provide original and certified transcripts for proof of any degree(s) earned and any additional unit(s) earned. Units earned for progress from one column to another must be earned on the upper division or graduate level and must have been taken after the date of the bachelor's degree. All units must be from accredited institutions of higher learning, and acceptable by a university in the University of California system for advancement towards a master's degree. All units will be reevaluated on a semester unit basis. Special lower division units may be accepted if appropriate to obtaining a special credential. Hours referred to on the Salary Schedule refer to semester hours and not quarter hours. Quarter hours earned must then be adjusted. No credit shall be given for course work which is approximate duplication of work previously done, as determined by the Superintendent, unless absolutely required by the exigencies of California credentials, or for some justifiable reason, and approved by the Superintendent.
3. The burden of proof of training, experience, possession of credentials, and other required documents shall lie with the teacher.
4. Whenever a teacher wishes to transfer to a higher classification on the Salary Schedule, the teacher should obtain advance written approval from the Superintendent. In any event, written approval from the Superintendent is required before any transfer to a higher classification is finalized.

Application for transfer to a higher classification for the following school year shall be made in writing to the Superintendent by May 15. All transcripts of courses for advancement on the Salary Schedule for a school year must be in the Superintendent's office by September 15.

Any request for approval of a course for transfer to a higher classification must include necessary information for basing a decision, including: name of course(s); catalog description; name of college or university; type of instruction (extension

or residence); level of instruction (lower division, undergraduate, graduate, post graduate); and an explanation of the reasons; advancement expected and documentation.

5. A total of nine (9) units of course work is permitted per year, with no more than six (6) units taken in any semester. The District will recognize up to nine (9) units per year toward column advancement.

C. Step Advancement On The Salary Schedule

1. After initial employment, a teacher may advance one step on the Salary Schedule for each year of teaching experience in the District but only if the teacher actually worked full time for at least seventy-five percent (75%) of the assigned full time school year.

Date Policy Adopted By The Board: January 30, 2024

Date Policy Adopted By The Board: July 19, 2000

Dates Policy Reviewed By The Board: January 13, 2005; May 17, 2007; December 11, 2008