

1.00 POSITION CLASSES COMPENSATED ON THE CHILD DEVELOPMENT EARLY CHILDHOOD EDUCATION PROGRAM SALARY SCHEDULE

Salary schedule rates apply to contract teachers, lead teachers, and resource teachers assigned to the Child Development Center; teachers and resource teachers assigned to the State Preschool Program; teachers and lead teachers assigned to the Extended Day Magnet Program; and teachers assigned to the California School Age Family Education (Cal SAFE) program.

2.00 INITIAL COLUMN PLACEMENT AND COLUMN ADVANCEMENT

For salary placement and advancement purposes, degrees and units must be earned academic degrees and creditable lower division, upper division or graduate units from regularly accredited community colleges or other accredited institutions of higher education.

Eligible unit members will advance to a higher column effective on the first date of contract service in a school year provided that the minimum number of qualifying units or the advanced degree is posted on an official transcript as having been completed by September 30 of the current school year and a copy of said transcript is filed with the district on or before November 15. If the transcript is filed after November 15, the unit member will advance to the higher column effective the first of the month following receipt of the transcript.

Eligible unit members will advance to a higher column effective on the first day of February provided that the minimum number of qualifying units or the advanced degree is posted on an official transcript as having been completed by January 31 of the current school year and a copy of said transcript is filed with the district on or before March 15. If the transcript is filed after March 15, the unit member will advance to the higher column effective the first of the month following receipt of the transcript.

An academic degree and units from a foreign college or university will be credited if the registrar of a regularly accredited institution of higher education certifies that the degree or unit in question is equivalent to an earned academic degree or unit granted by the accredited institution

Accredited institution of higher education means an institution of higher education in the United States, fully accredited by a United States regional accrediting association which awards accreditation to institutions of higher education for training in specified professions.

2.01 DEFINITION OF COLUMNS

- Column 010 Child Development Permit or Children's Center Instructional Permit.
- Column 011 Associate of Arts Degree or Associate of Science Degree plus a two (2) unit course in adult supervision and a Child Development Permit or Children's Center Instructional Permit.
- Column 012 Associate of Arts Degree or Associate of Science Degree plus completion of thirty (30) additional semester units of creditable upper or lower division course work plus a two (2) unit course in adult supervision with a Child Development Permit or Children's Center Instructional Permit.
- Column 013 Bachelors degree with a Child Development Permit or Children's Center Instructional Permit plus completion of a two (2) unit course in adult supervision.

Column 014 Bachelors degree with fifteen (15) semester units of creditable upper division or graduate work with a Child Development Supervisor Permit or Children's Center Supervisory Permit plus completion of a two (2) unit course in adult supervision.

2.02 COURSE WORK CREDITABLE FOR COLUMN PLACEMENT AND ADVANCEMENT

2.021 CREDITABLE COURSE WORK

Course work is creditable if it is a course taken for credit at an accredited institution, within the major or minor or reasonably related to the unit member's district assignment, or related to a potential future certificated assignment and posted as semester, quarter, or trimester units on an official transcript in the institution's regular lower, upper or graduate course number series.

2.022 DISTRICT SPONSORED PROFESSIONAL DEVELOPMENT EDUCATION

Course work taken through a district-sponsored professional development program by a district visiting teacher prior to contract employment or by a unit member is creditable if the course meets the requirements of Section 2.021.

2.023 EXTENSION, PROFESSIONAL, CONTINUING EDUCATION, AND TRAVEL COURSES

Course work in these categories may be creditable for column advancement or placement if the course is approved for credit by the Human Resource Services Division or by the Certificated Salary Evaluating Committee, and meets the time requirements for submission of documentation in Appendix A, Section 5.00 of the Salary Rules and Regulations.

Application for course approval may be made by a unit member on an individual basis or by a district manager or sponsoring institution on behalf of specific categories of unit members. The application must describe the value of the course for enhancing professional competence.

2.024 COURSE WORK COMPLETED AFTER MEETING BACHELOR'S DEGREE REQUIREMENTS

Qualifying upper division or graduate course work completed after meeting the Bachelor's degree requirements and prior to granting of the bachelor's degree will be credited in the same manner as course work taken after the bachelor's degree provided that the registrar of the college granting the bachelor's degree certifies that the additional course work was not part of the requirements for granting the bachelor's degree.

2.025 REPEATED COURSE

Credit may be allowed for a repeated course provided at least five years have elapsed between completion dates of the two courses. Courses are not considered duplicate courses if they are taken at different institutions under different instructors even though the course titles may be similar.

## 2.03 COLUMN ADVANCEMENT

2.031 Eligible unit members will advance to a higher column effective on the first date of contract service in a school year provided that:

2.0311 The effective date of the appropriate permit(s) is on or before September 30 of the current school year,

2.0312 The minimum number of qualifying units or degree are posted on an official transcript as having been completed by September 30 of the current school year,

2.0313 The two (2) unit course in adult supervision is posted on an official transcript as having been completed by September 30 of the current school year.

2.032 Eligible unit members will advance to a higher column effective on the first day of February provided that:

2.0321 The effective date of the appropriate permit(s) is on or before January 31 of the current school year,

2.0322 The minimum number of qualifying units or degree are posted on an official transcript as having been completed by January 31 of the current school year,

2.0323 The two (2) unit course in adult supervision is posted on an official transcript as having been completed by January 31 of the current school year.

2.033 For purposes of column advancement the total number of creditable units will be converted to semester units and rounded to the next larger whole number when the fraction is  $\frac{1}{2}$  or larger (i.e.,  $35 \frac{1}{2}$  semester units will be counted as 36 semester units).

## 3.00 INITIAL STEP PLACEMENT

Column placement will be determined in accordance with Section 2.00 of these salary rules.

### 3.01 NON-DISTRICT TEACHING AND/OR CERTIFICATED EXPERIENCE

Teaching and/or certificated experience outside the district is creditable provided it was continuous and in a public school system or recognized private school. Teaching and/or certificated experience which was less than one-half time or less than one month in duration is not creditable. The basis for determining full-time or one-half time status is the full-time or one-half time standards for similar job classifications in this district. Substitute teaching outside the district is creditable only if it was full-time, continuous, and at least one month in duration in a single assignment. Hourly, summer school, and intersession teaching outside the district is not creditable.

### 3.02 DISTRICT TEACHING OR CERTIFICATED EXPERIENCE

District teaching or certificated experience prior to employment by contract and completed by June 30 of the prior fiscal year is creditable except summer school and

intersession teaching. Twenty full days of substitute teaching is equivalent to one month of service; ninety hours of hourly district teaching experience is equivalent to one month of service. Substitute teaching days worked during the first fiscal year of contract service are not creditable for initial step placement but shall be applied toward credit for salary advancement in the following fiscal year. A maximum of 10 months of district experience will be credited within any 12 month period. Unit members who have creditable service with the district and are reemployed will receive full credit for creditable experience outside the district up to the maximum allowable. This will be in addition to credit received for creditable prior service with the district.

3.03 TOTAL EXPERIENCE CREDIT

Experience credit is allowed only in original placement on the salary schedule. All creditable experience must be verified by official documents or statements from employers or other disinterested persons before advanced step placement will be made. A maximum of ten months of experience will be credited within any 12 month period. In evaluating experience credit, partial years will be added together and the total will determine the step placement. Break points for determining step placement are:

Step	Months of Experience	Step	Months of Experience
1	0 - 7.3	13	117.4 - 127.3
2	7.4 - 17.3	14	127.4 - 137.3
3	17.4 - 27.3	15	137.4 - 147.3
4	27.4 - 37.3	16	147.4 - 157.3
5	37.4 - 47.3	17	157.4 - 167.3
6	47.4 - 57.3	18	167.4 - 177.3
7	57.4 - 67.3	19	177.4 - 187.3
8	67.4 - 77.3	20	187.4 - 197.3
9	77.4 - 87.3	21	197.4 - 207.3
10	87.4 - 97.3	22	207.4 - 217.3
11	97.4 - 107.3	23	217.4 or more
12	107.4 - 117.3		

4.00 UNDERPAYMENTS OR OVERPAYMENTS

Each employee is encouraged to review the annual salary placement and to examine all pay warrants carefully. If an incorrect salary placement has been made or an individual pay warrant is in error, this information must be brought to the attention of the district immediately. Overpayments and underpayments are not subject to the accumulation of earned interest. If an incorrect salary placement or warrant results in an underpayment, the district will issue a supplementary warrant for the total amount due as soon as possible. If the incorrect placement or warrant results in an overpayment, the district is required to recover the total amount overpaid. The recovery schedule will include consideration to both the district and the unit member.

5.00 RULES AND REGULATIONS FOR THE ADMINISTRATION OF THE EARLY CHILDHOOD EDUCATION PROGRAM SALARY SCHEDULE

5.01 Pay Determination for a Partial Year of Service -- When a unit member works less than a full school year the annual salary must be reduced in accordance with existing law. The annual salary for a partial work year will bear the same ratio to the regular annual salary

as the actual days worked bear to the total number of days in the board-adopted calendar for the unit member's assignment (e.g., 10-, 11-, and 12-month work year).

- 5.02 Step Advancement -- Step advancements are effective on the beginning date of contract service in the school year immediately following the school year in which the qualifying service was rendered. A unit member who is in contract paid status for 75% or more of the number of days in the base certificated work year, regardless of the percentage assignment, will advance one step for each year of creditable service until the maximum step is reached.

Summer school and intersession service and any other service rendered outside the regular board-adopted calendar for the unit member's assignment year will not count for step advancement. Days absent due to the unit member's job-related illness or injury for which workers' compensation insurance benefits are awarded are considered days in paid status.

- 5.03 A unit member reassigned from a regular teaching position within the Early Childhood Education Program to one of the following positions will receive a lead teacher stipend beginning on the effective date of the reassignment.

- Child Development Center Lead Teacher
- Child Development Center Resource Teacher
- Extended Day Magnet Program Lead Teacher
- State Preschool Resource Teacher

The value of the lead teacher stipend shall be six and one-half (6.5%) percent of the salary amount designated for salary class 012-15 of the Early Childhood Education Program Salary Schedule.

A unit member assigned to Super Lead Teacher will receive a Super Lead Teacher stipend on the effective date of the assignment. A Super Lead Teacher is a unit member assigned to a single center under the supervision of a Child Development Center Administrator or other manager having responsibility for two (2) or more sites.

The value of the Super Lead Teacher stipend shall be eleven (11%) percent of the salary amount designated for salary class 012-15 of the Early Childhood Education Program Salary Schedule.

- 5.04 Change in Salary During a School Year -- Regular Early Childhood Education Program contract teachers who are assigned to 12-month or 11-month assignments may be reassigned to a basic 11-month or 10-month assignment for any of the following reasons: loss or reduction of funding or enrollment, budget priority decisions, program or district reorganization, conclusion of a rotational assignment, or other decisions involving educational objectives, all of which reasons will be as determined solely by the Board of Education. The Association will have the right to consult with the district regarding such decisions insofar as these decisions affect educational objectives. When an employee serves less than a full assignment year in one assignment category (10, 11, or 12-month) the annual salary will be computed on the basis of actual work days served in the board-adopted calendar for the employee's assignment category.

5.05 The amounts shown on the salary schedule are monthly salaries. Pay days normally will be the last day of the month when the central administrative offices of the district are open for business.

6.00 **SUBSTITUTES FOR CHILD DEVELOPMENT CENTER ADMINISTRATORS AND LEAD TEACHERS**

A unit member serving as a replacement for a Child Development Center Administrator or Lead Teacher for five or more consecutive working days will receive a daily pay additive for each day of such service according to the rates in this section.

Teacher to Lead Teacher	\$10.73 *
Lead Teacher to Child Development Center Administrator	\$17.78 *
Teacher to Child Development Center Administrator	\$28.51 *

7.00 **SPECIAL COMPENSATION**

Certain positions on the Early Childhood Education Programs Salary Schedule will receive monthly compensation in addition to the regular salary. The rate listed below applies to unit members in 10-month assignments. Unit members in extended work year assignments being paid on the basis of a daily pro rata for additional days will also be paid pro rata special compensation.

7.01 Extended Day Magnet Program  
Lead Teachers \$265.00

7.02 An annual stipend shall be paid to unit members on the Early Childhood Education Programs Salary Schedule who have completed 18 or more years of creditable experience. This stipend shall be paid on a monthly prorated basis in addition to the regular salary.

<u>Creditable Experience Completed</u>	
18 to 21 years	\$ 670.95 *
22 years or more	\$1,803.53 *

8.00 **COMPENSATION FOR NONCONTRACT SERVICE**

8.01 Hourly Service

8.011 Special Project Rate \$19.19 \*

This rate applies to Early Childhood Education Program contract teachers with hourly assignments in addition to their regular contract assignments. Such hourly assignments include writing projects, materials development projects, and any other certificated hourly service except workshop participation.

8.012	Workshop Rates	
	Workshop Leader	\$19.19 *
	Workshop Participant	\$14.35 *

Workshop rates will be paid only for workshop participation or workshop leadership outside the normal teaching days and/or hours considered part of regular contract service.

- 8.02 Extended Teaching Service -- A teacher with less than a full-time contract who accepts an assignment which will extend the teaching day beyond that specified in the part-time contract will be compensated on an hourly pro rata basis. Such assignments normally will be of short duration and involve teaching in the place of an absent teacher when a substitute cannot be obtained, on days when the pupil count in the center is unusually high due to a minimum day schedule in the elementary schools, or in an emergency. This pro rata compensation is provided if the assignment is a continuation of the teacher's regular part-time contract assignment and the extended teaching service duties and responsibilities are essentially identical with those assigned during the regular part-time contract day. The basis for pro rata compensation will be the Early Childhood Education Programs annual column placement on the then current salary schedule divided by the number of required work days in the assignment year. The resulting daily pay rate will be divided by eight to determine the hourly pay rate.
- 8.03 Temporary Increased Enrollment Hourly Service -- (1) Continuing Early Childhood Education Program teachers with 10-month contracts who accept classroom assignments during periods of temporary increased enrollments (e.g., summer months) will be compensated on an hourly pro rata basis. Such assignments will be of short duration, not to exceed ninety (90) calendar days, and temporarily used to supplement regular staffing at children's centers impacted by increased summer enrollments. (2) Noncontract certificated employees hired hourly to provide temporary services during summer months will be paid at an hourly rate based on Salary Class 011-1 of the Early Childhood Education Program Salary Schedule. Section (2) also applies to regular K-12 contract teachers temporarily employed in child development Center to provide the above hourly services during summer months.
- 8.04 Resource Teachers in the Early Childhood Education Program shall receive an annual stipend of two-hundred (\$200) dollars.

\* Amounts designated by an asterisk shall be subject to the same percentage change as negotiated for all other rates on the Salary Schedule.