

GLENDALE UNIFIED SCHOOL DISTRICT  
Glendale, California

APPENDIX "L"

2004 – 2005

SALARY SCHEDULE REGULATIONS - SUPPORT SERVICES  
SPEECH/LANGUAGE/HEARING SPECIALIST, ORIENTATION & MOBILITY, NURSES,  
COUNSELORS

Section 1. Placement on Salary Schedules

- a. Effective July 1, 2003, employees entering the District shall be given credit for not exceeding eleven (11) years of applicable experience in public or private schools of recognized standing. Seventy-five percent (75%) of all working days within each year must be taught before credit may be claimed. Part-time experience outside of the District shall be evaluated on the same basis as similar experience in the District. The maximum years experience for credit on the salary schedule may be granted for any combination of the following:
- (1) Previous applicable experience in the District; public or private accredited schools or school districts; exchange experience; and in schools on U. S. military bases.
  - (2) A maximum of one (1) year experience credit for active military service of at least nine (9) months with an honorable discharge.
  - (3) A maximum of one (1) year experience credit for active Peace Corps service of at least nine (9) months.
  - (4) Pre-employment work experience as specified in this Article.
- b. Temporary contracts shall be provided to those employees who are not currently employed by the District and who are elected to temporarily replace regular employees absent from duty for one full semester or one full year due to illness or leave and whose date of return to duty is known in advance. Placement on the regular salary schedule for temporary contract employees shall be in accordance with the training and experience as per the provisions of the Agreement.
- c. Temporary contract employees shall be subject and entitled to all salary schedule provisions as per regular employees.

Section 2. Salary Increment

An employee working fifty percent (50%) or more of the work day shall be advanced on the salary schedule whenever he or she has worked or has been in paid status in the District seventy-five percent (75%) of the assigned days during the preceding school year, or qualifies under Article 11, Section 1 b of this Agreement.

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Section 3. Educational Training Status

- Class I Bachelor's Degree or less.
- Class II Bachelor's Degree plus 28 semester units or 42 quarter units.
- Class III Bachelor's Degree plus 42 semester units or 63 quarter units.
- Class IV Bachelor's Degree plus 56 semester units or 84 quarter units including Master's Degree, or 62 semester units or 93 quarter units.
- Class V Bachelor's Degree plus 70 semester units including Master's Degree or 105 quarter units including Master's Degree.
- a. Credit towards advancement starts with the Bachelor's Degree. No additional units taken prior to the receipt of the degree may be counted.
  - b. The date of the Bachelor's Degree may be considered as the date of the completion of all requirements rather than the date of the actual awarding of the Degree. Verification of the completion of all work must be by original letter from the registrar of the school concerned.
  - c. The Master's Degree is included as a part of the requirement for advancement into Class IV if the employee has less than 62 semester units or 93 quarter units above the Bachelor's Degree. If the employee has 62 semester units or 93 quarter units or more above the Bachelor's Degree, he or she is eligible for Class IV. The Master's Degree is included as a part of the requirement for advancement into Class V.

Section 4. Advancement for Service

All employees, except those at the maximum in their class, will advance one step for each year of service, in accordance with Section 2, above.

Section 5. Advancement from Class to Class

Educational Training for advancement from one class to another is to be evaluated in terms of semester hours or the equivalent. All work taken for advancement must be submitted to the principal, and will be classified as follows:

- a. Collegiate courses taken in an accredited college or university.
  - (1) No lower division course will count towards advancement on the salary schedule unless it is one necessary to meet requirements for a credential or an advanced degree; or unless the employee is approved to take such course by the Deputy/Assistant Superintendent, Educational Services, or Assistant Superintendent, Human Resources, on the basis that it will provide new or additional knowledge and skill in the subjects within the District approved curriculum that can be used in carrying out assigned duties and responsibilities; or unless such course provides knowledge

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and skill in the Spanish Language that can be used in carrying out assigned duties and responsibilities.

- (2) College and university courses which will be approved are divided into two classes: Class A courses may be taken by all employees. Class B courses are restricted to those who are working in the areas indicated. These courses are listed in this policy.

Class B courses and lower division courses taken for credit for a credential or Master's Degree which the employee does not hold and which credential or degree is not required by the District may qualify for salary schedule credit after the employee secures that credential or degree.

- (3) Audit courses will not count towards advancement on the salary schedule.
- (4) No credit will be allowed for work taken in the armed services except for that work taken as regular university or college work at an accredited institution.
- (5) Credit for university or college work taken on tour will be accepted only upon submission of a valid transcript from an accredited institution.
- (6) Work to be taken at a foreign university or college must be approved in advance.
- (7) Salary advancement credit will be given only for a grade of "C" or better in those courses for which a grade is given, and "credit" or "pass" in those courses in which a grade is not given.

- b. Salary credit may be granted for in-service training courses and workshops established by the District, with one unit of credit granted for each workshop or course involving 16 hours of attendance, plus outside preparation.
- c. State and county workshops in special subjects, Adult Education courses in Spanish, and workshops in Spanish sponsored by recognized community organizations, where there is no local supervision, shall receive credit on the same basis of one unit for 16 hours of attendance plus outside preparation related to such instructional time. Such classes must have prior approval of the Deputy Superintendent, Educational Services or Assistant Superintendent, Educational Services as applicable.

Section 6. Requesting Permission to Take Classes

Approved District forms shall be used for requesting permission to take courses and for reporting completion of course work. Forms may be secured from each principal or from the Human Resources Office.

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Section 7. Summer Session Deadline

Work completed during the summer session must be presented for evaluation not later than October 1 of the year of completion.

Section 8. Questions Regarding Placement

Questions arising over placement on the salary schedule or the evaluation of units of work shall be determined by the Assistant Superintendent, Human Resources.

Section 9. Unit Limitations

The District will not recognize the advancement on the Salary Schedule of more than twelve (12) semester units or eighteen (18) quarter units taken from September to June for persons employed more than half-time. Employees employed half-time or less will be limited to twenty (20) semester units or thirty (30) quarter units. Credit will be given for fractional parts of courses. There is no limit on the number of units which may be taken during the summer.

Section 10. Deadlines to Qualify for Change in Salary Classification

- a. Employees who wish to qualify for a change in salary classification for the next fiscal year must file report forms of completed units with the Human Resources Office by October 1.
- b. Valid transcripts and/or official letters of certification for verification of reported work must be on file in the Human Resources Office by November 30. If not on file by that date, credit which may have been allowed on the basis of reports filed will be canceled retroactively to the beginning of the school year.
- c. Employees must present to the Human Resources Office valid transcripts of all work completed subsequent to the receipt of the Bachelor's Degree and verification of all academic degrees held at the time of employment.
- d. Valid transcripts must be submitted as evidence of completion of all units when advancing to a higher class on the schedule.
- e. Employees who fail to submit work for evaluation prior to October 1 deadline will not have the units credited toward advancement on the salary schedule for the year in which they were earned. Such units will be credited for the succeeding year, but this will not cause a reduction in the number which may be taken during that year.

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Section 11.      Approved College and University Courses: (Upper division or graduate)

Class A Subjects

(May be taken by all employees)

Art Appreciation	Economics	Education
English	Foreign Language	Geography
History	Mathematics	Music Appreciation
Philosophy	Psychology	Political Science
Science	Sociology	Speech

Class B Subjects

(Restricted to those working in the fields indicated or employees using the subject directly in their teaching)

Art and Crafts (Except Art Appreciation)	Aviation
Business Education	Data Processing
Dramatics	Health and Safety
Law	Industrial and Technical Arts
Photography	Speech Therapy
Recreation	Physical Education
Music (except Music Appreciation)	

Elementary teachers may take courses in art, music and physical education if such courses are designed to assist them in presenting these subjects.

Section 12.      District In-Service Workshop Instructors

District employees serving as instructors or leaders for District established in-service workshops outside of regular working hours will be compensated by payment at the hourly rate of pay as provided in Special Salary Schedule, Appendix "N," of this Agreement.

Section 13.      Vocational Education/Industrial Arts

The Trade and Technical Vocational Class A Credential or Designated Subjects Credential shall be considered as the equivalent of a Bachelor's Degree for the purpose of initial placement on the salary schedule. Further advancement on the salary schedule shall be based on applicable salary schedule regulations.

Section 14.      Vocational Education/Industrial Arts - Pre-Employment Work Experience Credit

Salary schedule credit may be granted to vocational education/industrial arts teachers for pre-employment work experience based upon the following criteria:

- a. Vocational experience must be related directly to the teaching assignment.

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- b. Employees granted pre-employment work experience salary schedule credit must be assigned in the vocational education or industrial arts department of the school at least three-fifths (3/5) time.
- c. All pre-employment work experience must be verified on official letterhead stationery of the employer. The verification statement must include the dates of employment and the specific nature of the duties performed. Self-employment statements must be notarized. The Assistant Superintendent, Human Resources may require additional verification evidence.
- d. Pre-employment work experience for salary schedule credit must be approved by the Assistant Superintendent, Human Resources.
- e. Vocational teaching time used for student teaching credit may not be used for salary schedule credit.
- f. Less than half-time employment will not be credited for salary schedule placement. Half-time, or more than half-time may be credited as follows: Two years of part-time experience equals one year of full-time experience.
- g. Credit for pre-employment vocational experience may be granted only upon initial salary schedule placement.
- h. A maximum of three years salary schedule credit for pre-employment vocational experience may be granted as follows:
  - (1) 1-3 years full-time experience = 1 year of salary schedule credit.
  - (2) 4-6 years full-time experience = 2 years of salary schedule credit.
  - (3) 7-9 years full-time experience = 3 years of salary schedule credit.

Section 15. Vocational Education/Industrial Arts - Lower Division Credit

Vocational Education and Industrial Arts teachers may be granted credit for lower division courses under the following provisions:

- a. Prior approval of lower division course work must be granted by a review committee consisting of the Principal and the Assistant Superintendent, Human Resources.
- b. Lower division course work must be directly related to the teaching assignment.
- c. Approval of lower division course work subject to all other appropriate salary schedule regulations.

Section 16. Vocational Education/Industrial Arts - Adult Education Credit

Vocational Education and Industrial Arts teachers may be granted credit for adult education courses under the following provisions:

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- a. Prior approval of adult education course work must be granted by a review committee consisting of the Principal and the Assistant Superintendent, Human Resources.
- b. Adult education course content must be directly related to the teaching assignment.
- c. A statement verifying the number of required attendance hours must be submitted to the Human Resources Office with the request for approval.

Section 17. Vocational Education/Industrial Arts - Business/Industry Training Programs Credit

Vocational Education and Industrial Arts teachers may be granted credit for training courses sponsored by recognized business and industrial firms under the following provisions:

- a. Prior approval of training courses must be granted by a review committee consisting of the Principal and the Assistant Superintendent, Human Resources.
- b. A course description or outline of the training program must be submitted to the Principal.
- c. Content of the special training programs must be directly related to the teaching assignment.
- d. A statement verifying the number of required attendance hours must be submitted to the Human Resources Office with the request for approval.
- e. Approval of training courses subject to all other appropriate salary schedule regulations.

Section 18. Vocational Education/Industrial Arts Summer Work Experience Credit

Salary schedule credit may be granted to Vocational Education and Industrial Arts teachers who have completed an approved work experience program. Credit for a Summer Work Experience Program is based upon the following criteria:

- a. Summer Work Experience Programs must be directly related to the employees present assignment.
- b. Employees must submit a written request for work experience credit in which will be stated the program plan, the objectives of that program, and a joint employee-employer statement as to how these objectives will be met.
- c. Summer Work Experience Programs must provide a substantial increase in the employee's skill, knowledge and understanding of the subject area.
- d. Employment must be in an established business enterprise. Self-owned, family-owned, or self-operated businesses are not approved. No credit is granted for District employment.

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- e. Summer Work Experience Programs may not be concurrent with any District employment.
- f. Employment must be for at least two consecutive weeks. One week equals 40 hours.) No credit is granted for a fractional part of a week.
- g. A maximum of one semester unit of Summer Work Experience may be given for a 40-hour week.
- h. A maximum of 8 semester units of work experience will be granted per summer.
- i. A maximum of 12 semester units may be granted for Summer Work Experience Programs for salary schedule advancement.
- j. Credit will not be granted for job experience for which credit was previously granted.
- k. The prospective employer must be willing to indicate in writing that he knows of the intent and purposes of the Summer Work Experience Program, is in sympathy with the program, and will cooperate in its implementation.
- l. Advancement on the salary schedule is subject to all District salary schedule regulations.
- m. Summer Work Experience Programs must have prior approval from the Work Experience Review Committee. The Work Experience Review Committee will determine final credit for Summer Work Experience Programs.

Section 19. Deadline for Requesting Summer Work Experience Credit

Requests for approval of Summer Work Experience Credit Programs must be submitted to the Assistant Superintendent, Human Resources no later than June 1.