

APPENDIX "C" – SALARY SCHEDULE REGULATIONS - TEACHERS

GLENDALE UNIFIED SCHOOL DISTRICT  
Glendale, California

APPENDIX "C"

SALARY SCHEDULE REGULATIONS – TEACHERS  
2017-2020

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 teaching 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 teaching experience in the District; public or private accredited schools or school districts; exchange teaching; 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 who 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 10, 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 14 semester units or 21 quarter units.
- Class III Bachelor's Degree plus 28 semester units or 42 quarter units.
- Class IV Bachelor's Degree plus 42 semester units or 63 quarter units.
- Class V Bachelor's Degree plus 56 semester units or 84 quarter units including Master's Degree, or 62 semester units or 93 quarter units.
- Class VI 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 V 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 V. The Master's Degree is included as a part of the requirement for advancement into Class VI.

Section 4. Advancement for Years of 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 for Training

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 shall 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

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duties and responsibilities; or unless such course provides knowledge and skill in a language other than English 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 or who are credentialed in those subjects. These courses are listed in this Appendix.
  - (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.
  - (8) Quarter units are converted to semester units by multiplying the quarter units by two-thirds ( $2/3$ ). If this multiplication results in a number with a fraction of more than one-half ( $1/2$ ), the number shall be rounded up to the next whole number, for the purpose of current salary placement.
- 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 the outside preparation related to such instructional time. (Effective July 1, 1994)
- c. State and county workshops in special subject, Adult Education courses in Spanish, and workshops in Spanish sponsored by recognized community organizations, where there is no local supervision, shall receive one unit of credit granted for each workshop or course involving 16 hours of attendance plus the outside preparation related to such instructional time. Such classes must have prior approval, based on the above criteria, of the Assistant Superintendent, Human Resources.

### Section 6. Reporting Procedures

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

Section 7. Questions Regarding Salary Placement

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

Section 8. Procedures for a Change in Salary Classification

Current Employees who wish to qualify for a change in salary classification for the current fiscal year must file report forms of completed units with the Human Resources Office. Such petitions shall be filed with Human Resources together with official transcripts identified and sealed by the college or university granting the credit and/or official letters of certification for verification of reported work. Column changes shall become effective with the month beginning 30 days after Human Resources' receipt of the petition and official transcripts for the acceptable semester units and/or official letters of certification for verification of reported work and/or official letter verifying years of employment per Appendix C, Section 1.

For newly hired employees, official transcripts and/or official letters of certification shall be presented within 15 days of the start of paid service whereupon their pay will be readjusted retroactive to the first day of paid service.

- a. Employees must present to the Human Resources Office official sealed transcripts from the awarding college or university 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 and/or official letters of certification for verification of reported work.
- b. Official sealed transcripts and/or official letters of certification must be submitted as evidence of completion of all units when advancing to a higher class on the schedule.

Section 9. Reserved

Section 10. 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

The above Class A subjects also include Religion-related courses so long as they fall within the Class A subjects – e.g., History of Religion, Philosophy of Religion, Psychology of Religion. However, religion

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courses outside of that category – “devotional” or worship courses, ministry courses and vocational courses – will not be approved for salary credit.

### Class B Subjects

(Restricted to those working in the fields indicated, or using the subject directly in their teaching, or have credentials to teach the subject.)

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 11. 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 “F,” of this Agreement.

#### Section 12. Vocational Education/Industrial Arts

The Trade and Technical Vocational Class A 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 13. 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.
- b. Employees granted pre-employment work experience salary schedule credit must be assigned in the vocation education or industrial arts classes of the school at least three-fifths 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.

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- 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 14. 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, Director, Instructional Support Services 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 is subject to all other appropriate salary schedule regulations.

### Section 15. 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.

- a. Prior approval of adult education course work must be granted by a review committee consisting of the Principal, Director, Instructional Support Services 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.

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### Section 16. Vocational Education/Industrial Arts/Business/Industry-Training Program 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, Director, Instructional Support Services 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 is subject to all other appropriate salary schedule regulations.

### Section 17. 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 employee's 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.
- 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.

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- 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 Committee will determine final credit for Summer Work Experience Programs.
- n. Requests for approval of Summer Work Experience Credit Programs must be submitted to the Assistant Superintendent, Human Resources no later than June 1.