

Alpine County & USD

Administrative Regulation

Salary Guides

AR 4151

Personnel

Placement on Salary Schedule

1. Placement and classification of probationary certificated employees is determined by academic training and credentials held and is the responsibility of the district Superintendent.

2. Employees placed on the Teachers' Salary Schedule:

a. Employees placed on the Teachers' Salary Schedule shall be classified as follows:

Class I - Teachers with a Bachelors Degree or Life Diploma, who are in an approved teacher intern program.

Class II - Teachers holding a valid California Credential, and a Bachelors Degree or Life Diploma, plus fifteen (15) approved units above the Bachelor's Degree.

Class III - Teachers holding a valid California Credential, and a Bachelors Degree or Life Diploma, plus thirty (30) approved units above the Bachelor's Degree.

Class IV - Teachers holding a valid California Credential, and a Bachelors Degree or Life Diploma, plus forty-five (45) approved units above the Bachelor's Degree.

Class V - Teachers holding a valid California Credential, and a Bachelors Degree or Life Diploma, plus sixty (60) approved units above the Bachelor's Degree.

Class VI - Teachers holding a valid California Credential, and a Bachelors Degree or Life Diploma, plus seventy-five (75) approved units above the Bachelor's Degree.

Class VII - Consideration will be given on the salary schedule for Masters Degree as set forth on the Certificated Salary Schedule.

b. Change in Classification

(1) Upon qualification, as specified in Paragraph B-2, a teacher may move into a higher classification, and on July 1 of the new school year shall be placed on a step that is one step higher on the schedule than that upon which he or she was the previous year.

Certificated staff members must earn six additional units each three years in order to

continue step movement on the schedule, and be subject to satisfactory evaluation by the Superintendent.

If the required six units are not completed within the three years, the certificated staff member will remain on the noted step until the required six units are met. The next three year section will then begin when the six required units are completed.

Effective July 1, 1988, 0-6 semester units which were earned during the previous three year section and were earned up and above the required six units every three years may be forwarded into the following three year section.

(2) All units taken for salary credit must be approved by the Superintendent. Units must be appropriate to job.

(3) Any question or dispute concerning units or courses will be presented to the Credit Validation Committee. This committee would make recommendations to the administration accordingly.

(4) It is the teacher's responsibility to notify the district office, in writing, of a possible classification change prior to June 15. The qualifications must include a list of courses being taken and intended enrollment courses.

(5) Verification of completion of units as declared must be made by June 15 of the current school year. Verification is through submitting official copies of college transcripts.

(6) In order to ensure normal efficiency during the school session the maximum number of credits that will be accepted for salary classification will be six semester hours or their equivalents for any one school year for salary classification for hurdle requirement purposes.

Correspondence or extension courses will be evaluated on the same basis.

No limit will be set upon acceptance of summer school credits except where these credits would allow a teacher to move more than one classification higher in any one school year.

(7) All credits earned for reclassification must be from an accredited institution with a least "C" grade or "Pass". All units will be converted to semester units.

(8) Fifteen units to be applied for placement change on the class column must be earned within the last 10 years, and after 75 units, six units of professional growth would be required every three years.

(9) Regardless of units accumulated, an individual may move only one class on the salary schedule every two years, with the exception of new teachers moving each year on the steps to catch up with their appropriate placement.

(10) Effective July, 1988, charges for units obtained at conferences or workshops must be paid

by the employee if the units are to be applied for placement.

(11) To continue step movement after Step 15, the six units required under AR 4151 must be earned after June 1, 1990. Advancement to steps 15, 18, 21, and 24 will generally require three years' service for each step. However individuals on step 15 may advance to step 18 within two years if they have 18 years of service and have earned the required number of units. Similarly, individuals on step 18 may advance to step 21 within two year if they have 21 years of service and the required units. The approval of projects and the number of units to be allocated shall be determined by district in its sole discretion.

(12) Projects in lieu of college courses may be completed for district credit. Projects must be pre-approved by the Superintendent.

(13) Projects should provide for professional growth that is of direct value to the district over and above what is expected of the teacher to maintain minimum certification. The Superintendent shall determine "direct value to the district."

(14) Activities for which there is financial reimbursement to the teacher other than above actual costs are not eligible for credit award.

c. Service Advancement of Probationary Certificated Personnel classified on the Teachers' Salary Schedule:

(1) After placement on the salary schedule, certificated employees shall advance at the rate of one step for each year of service upon necessary and satisfactory evaluation by the administration.

One year of service shall be defined as completion of 75 percent of the number of days that school is in session, or 75 percent of the number of days of service designated for that position.

(2) For teaching experience, with a valid Credential, done outside the local school district, including teaching done in non-public schools, entering teachers and other certificated employees on the Teachers' Salary Schedule shall be granted service credit up to and including four years. Credit may be granted on the basis of one year of service for each salary step, or, at the discretion of the Board, a teacher may be given credit for more than the four years of experience.

(3) Employees on sabbatical or military leave shall progress on the salary schedule as if they were on active service with the district.

revised: July 14, 2015