

## **Article 4 - Wages**

- 4.1 A copy of the 2020-21 certificated salary schedule is attached as Appendix B.
- 4.2 All members of the bargaining unit shall be placed on the Certificated Salary Schedule as found in Appendix B.
- 4.3 Initial Salary Schedule Placement
  - 4.3.1 Unit members entering the District shall be given credit for prior experience up to a maximum of twelve (12) years.
    - 4.3.1.1 Consecutive partial years shall be combined to reach a total of one hundred percent (100%).
  - 4.3.2 Unit members who worked seventy-five percent (75%) of a school year shall be credited with one year of service credit for purposes of calculation for step placement on the salary schedule.
  - 4.3.3 Service credit shall be given for Peace Corps experience or VISTA experience only when such experience directly involved the teaching of students in a regular class situation.
  - 4.3.4 Service credit shall be given for years worked in private K-12 schools only if the unit member held a credential appropriate for the assignment.
  - 4.3.5 No service credit shall be given for military service.
  - 4.3.6 No service credit shall be given for prior substitute service.
  - 4.3.7 Verification of service credit by the appropriate school district(s) and private school(s) shall be in writing and include:
    - Hire date
    - Ending date
    - Percentage of contract
  - 4.3.8 It shall be the responsibility of the unit member to provide official transcripts for verification of units for salary schedule placement.
    - 4.3.8.1 Only official transcripts from the issuing institution(s) shall be accepted for verification of units.
  - 4.3.9 Coursework credit shall be calculated in semester units.
    - 4.3.9.1 Quarter units shall be converted to semester units by multiplying the quarter units by two-thirds (2/3).

- 4.3.10 No salary schedule credit shall be given for units earned for the supervision of student teachers.
- 4.3.11 No salary schedule credit shall be give for “district units” earned in previous school districts of employment, through attendance at in-services provided by the district.
- 4.3.12 If credit for units is denied, the unit member may appeal the denial to the Professional Growth Committee.
- 4.3.13 An advanced degree shall be considered to have been granted as evidenced by the District’s receipt of official transcripts.
- 4.3.14 The District shall notify the unit member of his/her placement on the salary schedule within twenty (20) days of the first paid date of service.
  - 4.3.14.1 If the unit member believes the salary schedule placement is incorrect, the unit member shall provide the district with appropriate verification of coursework and service credit within twenty (20) days of receipt of the salary schedule placement letter in order to rectify the matter.

#### 4.4 Salary Schedule Advancement

##### 4.4.1 Step Movement

- 4.4.1.1 Unit members who work at least seventy-five percent (75%) of a school year shall be credited with one year of service credit for purposes of step movement on the salary schedule.
- 4.4.1.2 Service credit shall be given for military service which interrupts service within the District.
- 4.4.1.3 For those unit members working a Shared Contract, service credit for step movement on the salary schedule shall be calculated so that a unit member will move one step for each equivalent of one (1) year of full time employment completed.

##### 4.4.2 Column Movement

###### 4.4.2.1 Procedures

- 4.4.2.1.1 All new coursework intended to be used for column advancement and/or advanced degrees must receive written approval from the Principal/designee and Personnel Services prior to the applicant's first day of class using the TUSD "Application for Approval of College Coursework" form. If the "Application for Approval of College

Coursework" is denied, the bargaining unit member may appeal the decision to the "Professional Growth Committee."

4.4.2.1.2 All coursework taken for salary schedule movement must be completed by October 31 and official transcripts received by Personnel Services on or before December 1, at 4:00 p.m.

4.4.2.1.3 Coursework credit shall be calculated in semester units.

4.4.2.1.3.1 Quarter units shall be converted to semester units by multiplying the quarter units by two-thirds (2/3).

4.4.2.1.4 Compensation for such coursework shall be retroactive to the first day of the unit member's paid status for that school year.

4.4.2.1.5 To receive credit for an advanced degree, the District must receive an official transcript which includes the conferral of the degree.

#### 4.4.2.2 Acceptable Course Work

4.4.2.2.1 Courses shall be taken at an accredited institution of higher learning listed in the current edition of Accredited Institutions of Higher Learning published by the American Council on Education, or other agencies as approved by the District.

4.4.2.2.2 Units must be upper division or graduate level, or as otherwise approved by the district, with a letter grade of "C" or better.

4.4.2.2.2.1 "Pass" or "Credit" grades shall not be accepted for salary credit.

4.4.2.2.3 Lower division and Continuing Education courses offered at an institution of higher learning may be approved by the District.

4.4.2.2.4 School nurses may receive approval of Continuing Education courses provided by institutions or organizations approved by the California Registered Nursing Board.

- 4.4.2.2.5 Except where 4.4.2.2.9 is controlling, or unless otherwise approved by the District, the total number of lower division units and Continuing Education units may not exceed fifteen (15) percent of the total acquired units in calculating eligibility for each column advancement.
- 4.4.2.2.6 Coursework shall meet one at least one of the following criteria:
- 1) Courses directly related to the current assignment
  - 2) Courses directly related to a unit member's major or minor
  - 3) Courses directly related to an advanced degree in professional education or a teaching assignment
  - 4) Courses required for a California credential
  - 5) Courses required for an approved Masters Program
  - 6) Courses in a Foreign Language
- 4.4.2.2.7 The District may approve unit(s) for workshops where time allotment and course requirements are equivalent to those offered by colleges/universities.
- 4.4.2.2.7.1 One semester unit of credit will be granted for every fifteen (15) hours of attendance.
- 4.4.2.2.7.2 One quarter unit and fraction thereof of upper division credit will be granted for every ten (10) hours of attendance.
- 4.4.2.2.7.3 Courses and/or workshops taken during a normal workday shall not be eligible for salary credit.
- 4.4.2.2.7.4 No units toward column advancement shall be given for courses and/or workshops when the Tustin Unified School District bears the expense of the units.
- 4.4.2.2.8 The District shall specify the inservice credits that may be granted for inservice classes provided by the Tustin Unified School District when time allotment and course requirements are equivalent to those offered by colleges/universities.
- 4.4.2.2.9 The District shall grant credit for salary schedule movement for any courses taken in order to meet the requirements of any local, state or federal mandate.

#### 4.4.3 Professional Growth Committee

4.4.3.1 The Professional Growth Committee shall be composed of the following:

- Three members appointed by the Association
- Four members appointed by the District

4.4.3.2 The committee shall convene on an as needed basis.

4.4.3.3 The decision of the Professional Growth Committee shall be final.

#### 4.5 Additional Compensation

4.5.1 High School Department Chairs shall be additionally compensated according to the following schedule:

	Effective 7/1/19
4.5.1.1 0 – 15 sections =	\$2,799
4.5.1.2 16 – 30 sections =	\$3,357
4.5.1.3 31 – 45 sections =	\$3,910
4.5.1.4 46 – 60 sections =	\$4,460
4.5.1.5 Over 60 sections =	\$5,015

4.5.2 Work Experience and Audiovisual Coordinators shall be additionally compensated at the rate of \$2,812 effective July 1, 2019.

4.5.3 High School Athletic Directors shall be additionally compensated at the rate of \$4,495 effective July 1, 2019.

4.5.4 Counselors, Psychologists, Speech and Language Pathologists, and Nurses, effective July 1, 2006, shall be additionally compensated as follows:

4.5.4.1 Counselors: Ten (10%) percent of their salary schedule placement.

4.5.4.2 Psychologists and Speech and Language Pathologists:  
Ten (10%) percent of their placement on the salary schedule.

4.5.4.3 Nurses: Per Diem rate for an additional three (3) days of service beyond the 185 day work year.

4.5.5 The compensation for a unit member assigned to the middle school who teaches an extra period shall be one-seventh (1/7th) of the unit member's daily rate of pay.

4.5.6 The compensation for a unit member assigned to the high school who teaches an extra period shall be one-sixth (1/6th) of the unit member's daily rate of pay.

4.5.7 Unit members who are asked to substitute for a teacher on leave (i.e. sick leave, conference, Personal Necessity) shall be compensated as follows:

- Middle School and High School

The long term substitute rate divided by the number of periods served

- Elementary School

The long term substitute rate divided by the number of teachers covering the students of the unit member on leave

4.5.7.1 The resultant pay shall be rounded to the nearest dollar.

4.5.8 Hourly Rate of Pay

Unit members who perform extra duties, which are subject to approval by the District, shall receive \$38 per hour, effective July 1, 2019.

4.5.9 Elementary Outdoor Education

Unit members who attend Outdoor Education overnight shall receive \$75 per night, effective July 1, 2019.

4.6 Compensation for Shared Contract

4.6.1 Bargaining unit members who work a shared contract shall be paid based on their appropriate placement on the regular salary schedule prorated by the percentage of their contract.

4.6.1.1 Salary shall be paid in equal monthly installments tenths, unless otherwise mutually agreed upon by the unit member and the District.

4.7 Compensation Rates for Part -Time Contracts

4.7.1 Compensation for part-time contracts at middle and high schools shall be as follows:

<u>Middle Schools</u>			<u>High Schools</u>		
<u># of Periods</u>		<u>% of Contract</u>	<u># of Periods</u>		<u>% of Contract</u>
1	=	14%	1	=	17%
2	=	29%	2	=	33%
3	=	43%	3	=	58%
4	=	65%	4	=	78%
5	=	82%			

#### 4.8 Tax Sheltered Annuities

Members of the bargaining unit may participate in any tax sheltered annuity program approved by the Board through payroll deduction.

#### 4.9 Reimbursement for Travel

4.9.1 Unit members shall be reimbursed at the standard IRS rate per mile when assigned to more than one District site on a daily basis.

4.9.2 Psychologists, Nurses, and Speech and Language Pathologists shall be reimbursed for travel incident to the performance of their assigned duties as provided in Section 4.9.1.

4.9.3 Unit members who use their personal vehicles for field trips or other business of the District shall receive the reimbursement provided in Section 4.9.1, only when such travel is required and approved by the District.

#### 4.10 Payment for Required Medical Examinations

4.10.1 In the event that the District requires a unit member to submit to physical and/or mental examination(s) by District appointed physicians, psychiatrists and/or psychologists, the cost of the examination(s) shall be borne by the District.