



# Human Resource Services

## Certificated Salary Placement

### New or Returning Employees

Your salary placement will be determined based on your training (education) and experience as outlined in the Agreement between the Sacramento City Unified School District (SCUSD) and Sacramento City Teachers Association (SCTA), Compensation Articles 12.3 and 12.4.

IT IS THE EMPLOYEE'S RESPONSIBILITY TO BE SURE TRANSCRIPTS AND VERIFICATIONS OF EXPERIENCE ARE SUBMITTED ON TIME.

Therefore, it will be necessary for you to submit the following for salary evaluation:

#### Training (Education) Classification

OFFICIAL TRANSCRIPTS showing all credits earned in fully accredited four-year colleges or universities. Transcripts filed will not be returned to the employee. Handwritten or typed grade cards cannot be accepted unless properly stamped with school seal. JUNIOR COLLEGE units are accepted only if they are posted on a university transcript as "*advanced standing*" or "*transfer credit*."

EXCESS UNITS are defined as those units earned in excess of the minimum requirement for the degree in the institution where degree was granted and may have been earned before or after the awarding of the degree.

**Deadline:** Employees new to the district have a maximum of sixty (60) days from their first day of required service in which to file units. After the sixty (60) day period, training classification shall be determined twice annually on July 1st and February 1st of each year.

#### Experience Credit

Experience must be verified on Sacramento City Unified School District forms by previous employers. Verification forms may be requested by contacting a Personnel Technician. The EMPLOYEE must sign the authorization for release of information, enter name, social security number, and and if listed the employing agency information. The EMPLOYER is to fill out all other sections of the verification form.

VERIFICATION OF TEACHING EXPERIENCE (PSL-F022): Credit is granted on the basis of one (1) step for each year of properly verified comparable experience.

VERIFICATION OF ALLIED EXPERIENCE (PSL-F017): Prior non-certificated experience closely allied to the certificated assignment, when fully verified, will be evaluated on the basis of one (1) step for each two (2) years of acceptable experience within the past ten (10) years with a maximum step placement on step 4.

**Deadline:** Employees new to the district have a maximum of ninety (90) days from their first day of required service in which to file verifications of comparable or allied experience. After ninety (90) days, verification can be filed without retroactive credit.