

12.2.1.1 An additional stipend of \$3000 per year is added for the earned doctorate from an accredited college or university and is prorated if for less than a full year. [OK]

12.2.1.2 Educators who possess the following licenses/certifications shall be entitled to an additional salary of seven percent (7%):

a.

b.

12.2.2.6 Substitutes shall retain their compensation status and carry it forward to the following school year. Any accumulated refusals shall not be carried forward to the following school year.

12.2.2.7 Compensation for part-day assignments shall be based upon one-half (1/2) or two-thirds (2/3) the rate of pay for which the substitute qualifies, depending upon which fraction is nearest, but not less than the actual time served. The length of a substitute's day is equal to the day of the employee for whom he/she is substituting. Partial day assignments will be counted as a day of service for advancement to the next pay step.

12.2.2.8 Substitutes who teach or start a class for which there is no regular teacher providing lesson plans at any time during the school year shall be paid at their appropriate contract daily rate provided they are responsible for lesson planning, all other teacher duties, and in the position for at least thirty (30) calendar days.

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- 12.3.3 Upon application to the Human Resources Office, at the time of initial employment, prior non-certificated paid experience closely allied to the local certificated assignment, when fully verified, will be evaluated on the basis of one (1) step for each two (2) years of such acceptable experience within the past ten (10) years.
- 12.3.4 Upon reemployment, prior experience credit is not reevaluated for a teacher returning to the service of the District within ten (10) years after termination, but verified experience gained during the interim will be evaluated. Such personnel are returned to their place on the schedule in effect when they terminated, and then all schedule changes which occurred during their absence and any interim experience credit are applied to determine their placement on the present schedule.
- 12.3.5 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 days, verification can be filed without retroactive credit.
- 12.3.6 A year of teaching service in the District is earned for salary schedule step placement if an employee is paid for seventy-five percent (75%) or more of the school year, including time spent on sabbatical leave of absence, or if the employee is participating in the early retirement incentive plan as set forth in **District Board Policy 4117.11. [OK]**
- 12.3.6.1 Initial placement on the salary schedule for newly hired employees shall include cumulative semesters, where service has been for at least 75% of each semester, rounded to the nearest full year.
- 12.3.6.2 Following initial employment, personnel shall be given earned step increments effective July 1. Personnel may accumulate non-consecutive semesters of employment and shall be advanced on the next succeeding July 1 for each two semesters.
- 12.3.7 Personnel employed in summer school programs shall be given their earned step increments effective with their first day of summer school service.
- 12.3.8 Personnel employed on a per session basis in 12-month adult education programs are to be given their earned step increments, effective July 1.
- 12.3.9 Personnel who are employed during the summer period on a contract daily rate basis (C

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- 12.4.3.1 Textbook evaluation or curriculum development (allowance, one [1] unit of credit per thirty-two [32] hours of time expended).
- 12.4.3.2 Junior college or adult education courses (allowance, one [1] unit of credit per fifteen [15] hours in a lecture course, or forty-five [45] hours in a laboratory course).
- 12.4.3.3 Educational research (allowance, one [1] unit per thirty-two [32] hours of effort expended).
- 12.4.3.4 Professional organization work (allowance, one [1] unit per thirty-two [32] hours of time and effort expended).
- 12.4.3.5 Visitations or observations (allowance, one [1] unit per forty [40] hours spent).
- 12.4.3.6 Conference attendance (allowance, one [1] unit per forty [40] hours of attendance).
- 12.4.3.7 Workshop attendance (allowance, one [1] unit per thirty-two [32] hours of time and effort expended).
- 12.4.3.8 Development of teaching materials (allowance, one [1] unit per forty [40] hours of time expended).
- 12.4.3.9 Travel (allowance, one [1] unit per week of travel; limit, three [3] units per three-year period).
- 12.4.3.10 Private study (allowance, one [1] unit per thirty-two [32] hours of time expended).
- 12.4.4 Transcripts or official grade cards containing evidence of units earned should be filed immediately upon completion. The deadline for filing units for July 1 class changes is October 10. The deadline for filing units for February 1 class changes is March 10. Class changes based upon credits earned prior to the deadline dates will be retroactive to July 1 or February 1. Records filed will not be returned to the employee. Employees new to the District will have a maximum of sixty (60) days from their first day of required service in which to file units. Handwritten or typed grade cards cannot be accepted unless properly stamped with the school seal.

12.5 Method of Payment

- 12.5.1 The annual amounts shown on the Teachers' Salary Schedule are full annual contract salaries and are based upon required days of service as provided for in this contract. Employees on regular and temporary contracts may elect either to have payment made in either twelve (12) equal installments beginning on September 30 and continuing through August 31, or ten (10) equal installments

beginning on September 30 and continuing through June 30, except for those incumbents on the advanced pay plan, who may have payment made in twelve (12) equal installments beginning on July 31 and continuing through June 30. Requests for changes in preferred pay plan must be submitted in writing to the Human Resources Office no later than May 15 preceding the school year in which the change is to take place.

12.6 Computations

12.6.1 If regular contract employment is begun after the first day of required service, the annual salary is computed by multiplying the contract daily rate for the individual's step and class placement times the number of days between and including the first and last days of required service. The monthly salary is then computed by dividing the annual salary by the number of months remaining through June or August, depending upon the pay plan elected. The contract daily rate is computed by dividing the schedule salary by the number of required days between and including the first and last days of required service in the school year. If regular contract employment is begun on the first day of the second semester, the contract amount shall be not less than half the annual schedule salary. [Need to discuss current practice.]

12.6.2 When an employee is reassigned from a position of psychologist, program specialist, or school social worker, to a position compensated on the Teachers' Salary Schedule, placement shall be in the class on the teachers' schedule to which he/she is entitled by virtue of training, provided that his/her step placement in the class on the teachers' schedule shall be that which is closest to but not less than the daily rate presently received; except that such rate cannot exceed the maximum rate of the assigned class.

12.6.3 When an employee is reassigned from a position compensated on the salary schedule for certificated Non-management Children's Center personnel to a position compensated on the Teachers' Salary Schedule, he/she shall be moved to the training classification for which he/she qualifies at the same step, except that he/she shall be allowed one (1) step increment if the requirements of an annual earned increment have been met, and placement is not already at maximum for the class.

12.7 Per Session Compensation

12.7.1 Per session or hourly rate shall be based upon the adopted salary schedule. The rate shall be calculated at 1/1080 of the Teachers' Salary Schedule for K-12 and preschool up to a maximum amount calculated from Class C, Step 2.

12.7.2 Members of the unit employed in summer school or part-time adult shall be paid at the appropriate per session rate of pay.

- 12.7.2.1 The per session rates for K-12 summer school shall be the same as set forth in Section 12.7.1, unless otherwise agreed to by the parties. [ok]
- 12.7.2.2 Adult Education Teachers paid on hourly Adult Education Teachers' Salary Schedule (Appendix B-5) shall be paid the hourly amount per Class H-2, Step 7 for summer school work.
- 12.7.3 In any fiscal year, an employee who has completed 810 hours of per session service shall be paid the same as set forth in Section 12.7.1, unless otherwise agreed to by the parties.

work assignments enumerated in Sections 12.8.4 through 12.9.8 of this Article and also excepting Sections 5.3.7 and 5.9 through 5.10.7 of Article 5.

In addition, for staff who substitute during a prep period or free period, and staff filling in and who voluntarily accept an out-of-regular assignment (including accepting additional students on their caseload, or teaching a class that is temporarily combined when a teacher is absent and/or substitute coverage cannot be secured, or the duties of staff outside of our bargaining unit), the District will pay an additional 25% over the bargaining unit actual hourly rate of pay for all time worked related to this work. Teachers providing these services will be paid at the next possible pay date following the submission of their timesheet. In addition, any elementary teacher who is not provided a prep period shall either a) receive an alternative prep period within five (5) working days of the missed prep period contractual hourly rate of pay plus an additional 25%.

- 12.8.3 Adult Education Teachers who teach beyond regular contract hours of service shall be paid per session rates.
- 12.8.3.1 Adult Education Teachers who are placed on the hourly Adult Education Teachers' Salary Schedule (Appendix B-5) shall be paid at the appropriate rate for all hours assigned except that hours beyond 40 hours per week in the Adult Program shall be paid at 1 1/2 times the appropriate rate.
- 12.8.4 When teachers agree voluntarily to serve on curriculum development committees or project teams, they shall be given the alternative of released time with the provision of a substitute, or ~~the negotiation of a "contract" for such work which shall be based on a~~ contract daily rate. ~~of .002458 of Class A, Step 8.~~ [OK]
- 12.8.5 In order to reimburse employees who temporarily assume the duties of a principal, the District shall provide a stipend to a designated person in each school where there is no co rate

- d. The designated teacher in charge shall be informed each time the site administrator is to be absent from the school.
- e. A designated teacher shall not have discipline or evaluation responsibilities for members of the bargaining unit.

12.8.5.1 When both the principal and designated teacher are absent and another member of the unit is assigned responsibility for carrying out the duties of the principal, he/she shall be compensated at the rate of **ten percent (10%) of their regular salary \$8 per day.**

12.8.6 When an employee temporarily assumes the duties of a vice principal, he/she shall receive a stipend of **seven percent (7%) above their regular salary per day.** ~~which equals the difference between his/her regular daily rate and the daily rate earnable as a vice principal, provided that he/she shall not receive less than \$5.00 nor more than \$8.00 additional compensation per day.~~

~~12.8.6.1~~ 12.8.6.1 Children's Center teachers dete and the daily rate

- 12.8.8.3 Parent participation pre-school teachers who teach in an Adult Ed/Head Start-funded program for 30 hours a week shall receive a stipend of 12.9% of the Head Start portion of the annual base salary.
- 12.8.8.4 Parent participation pre-school teachers who teach in an Adult Ed/State-funded program for 30 hours a week shall receive a stipend of 6.3% of the State-funded portion of the annual base salary.
- 12.8.8.5 All teachers identified in section 12.8.8.1 through 12.8.8.4 will be excused from the District bimonthly in-service training. However, each teacher will, in consultation with his/her supervisor, develop an individualized staff development plan.
- 12.8.8.6 No home visits will be required for teachers identified in sections 12.8.8.1 through 12.8.8.4 for the State-funded portion(s).
- 12.8.8.7 Home visits will be required for teachers identified in sections 12.8.8.1 through 12.8.8.4 for the Head Start-funded portion(s).

12.9 Extra Pay for Extra Duty

- 12.9.1 The following six (6) pay categories shall be established as the basis for compensating employees on the extra duty schedule described in Section 12.9.2 of this Article.

Category A: .083125 of Class A, Step 8.
Category B: 86.75% of the amount for Category A
Category C: 73.5% of the amount for Category A
Category D: 60.25% of the amount for Category A
Category E: 47% of the amount for Category A
Category F: 20.8% of the amount for Category A

- 12.9.2 The following table designates the specific positions allocated to Categories A through F.

Abbreviation Key

| | |
|--------------------|------------------|
| (A) Assistant | (B) Boys |
| (F) Freshmen | (G) Girls |
| (H) Head | (HS) High School |
| (JH) Junior High | (M) Men |
| (MS) Middle School | (S) Sophomore |
| (V) Varsity | (W) Women |

SCTA Proposal to SCUSD
Article 12, Compensation
May 2, 2023

Category A:

Category B:

Category C:

Category D:

Category E:

Category F:

SCTA Proposal to SCUSD
Article 12, Compensation
May 2, 2023

[Need to discuss Strides Program, E-Sports and others, subject to revision based on discussion of current practices. This list is subject to change based on discussion with the District.]

*Athletic Director

- b. In the event that there is a teaching vacancy to be filled, determine if it is feasible to add the extra duty to the teaching position. In making such a determination, the principal should confer with the director, Secondary Certificated Personnel Services, regarding the likelihood of applicants who would be qualified for both the teaching assignment and the extra duty.

12.9.3.3 If the principal is unable to fill the extra duty assignment by either course of action, he/she should then discuss with the teachers requesting withdrawal the kind of action which the teacher is willing to undertake in order to be relieved of the extra duty assignment. Such actions could include:

- a. "trading" extra duty assignments with other teachers who may also be interested in a change;
- b. requesting reassignment to a vacant teaching area in the school not associated with the extra duty assignment; or
- c. filing a voluntary request with the Personnel Services Office for transfer to another school.

12.9.3.4 Such requests for transfer will be considered in keeping with the sections governing transfers in Article 8 of this contract.

12.9.3.5 If none of these options are available to the teacher, or if the teacher is unwilling to pursue them, the principal may continue to hold the teacher responsible for the extra duty assignment during the ensuing school year, in which case the request for withdrawal will remain in effect unless withdrawn by the teacher.

12.9.3.6 A teacher losing his/her classes related to his/her extra duty assignment shall have the option of withdrawing from that assignment.

12.9.3.7 It is understood by the parties that teachers not already involved in non-athletic coaching assignments shall not be required to assume any such assignments.

12.9.3.8 A teacher assuming classes that have a related activity is obligated to assume responsibility for that related activity.

12.9.4 The CIF required coaching days prior to the first day of school shall be compensated for and included in the extra duty stipend.

12.9.5 The secondary principals acting in committee, as a whole, will establish District-wide minimum requirements for activities not covered by league rules.

12.9.6 The parties agree that transportation for athletics and other school activities covered by present District policy shall be considered a budget priority.

12.9.9 Department Chairs/Leads: Forty-five positions District-wide with one department chair assigned to each of nine departments at each regular high school in the following departments (needs to be updated):

[List needs to be updated.]

| | |
|--------------------|----------------------------|
| Physical Education | Math |
| Social Science | Business, FACE |
| Science | Fine Arts, Industrial Arts |
| Foreign Language | Special Education |
| English | |

Any new high school shall have the same department chair staffing.

- a. The service year shall be two (2) workdays beyond the teachers' required days of service paid at the contract daily rate; and
- b. Department chairs shall receive payment from the extra-duty pay schedule (12.9.2) according to the number of class sections taught within the department as follows:

| | |
|-------------------------|-------------------------|
| A - 80 sections or more | C - 45 sections or more |
| B - 65 sections or more | D - 44 sections or more |

12.9.9.1 Each department chairperson shall be selected annually by the high school principal from among a list of not less than two (2) teachers (unless only one teacher applied) from the department. The teachers shall have been nominated by a majority of the teachers in the department.

- a. A qualifying teacher may self-nominate or agree to any nomination from department staff members.
- b. To qualify for nomination or to vote on a nomination a teacher must instruct for at least three periods per day in the department.
- c. Limited term teachers, substitutes, and temporaries may not vote.
- d. Teachers who serve in department chair positions may not serve for more than three consecutive years.
- e. Voting by each department shall take place in March of each school year and shall be conducted by the department. Every teacher who qualifies to vote shall be given an opportunity to do so.

