

ARTICLE XV

SALARY POINT CREDIT AND STAFF DEVELOPMENT

1.0 Requirements for Salary Point Credit: After placement on the Preparation Salary Table, employees shall be entitled to earn salary point credit as provided in this Article.

1.1 Salary Point Credit - General Policy: In order to qualify for salary point credit, coursework must be directly related to the employee's current assignment and to the curriculum/subjects commonly taught in the District. The coursework must also enhance the employee's knowledge of the subject(s) taught as well as increase the methodology skills associated with teaching those subjects.

a. Salary point credit will also be granted for coursework leading to an advanced degree in the subject(s) currently taught or to meet renewal requirements for the acquisition or renewal of a current teaching credential or certificate.

b. Credit for coursework that does not relate directly to the current assignment or satisfy the credential renewal requirement but is pursued in preparation for a future, District teaching or service assignment will be granted: (1) upon filing, if coursework is in a designated shortage field; and (2) upon verification that coursework is related to the employee's new assignment if in a non-shortage field.

1.2 Salary Point Credit Guidelines: The following guidelines will apply to all coursework:

a. Coursework must meet all established guidelines specified in the Agreement and request for salary point credit must be submitted on appropriate District forms.

c. Coursework that does not meet the criteria for immediate credit will be held on file at the Salary Allocation Unit until the credit is requested by the employee and it is verified by the immediate administrator that the coursework is directly related to the new assignment.

d. Credit for advanced degree differentials from an accredited college or University will be granted upon filing of verification of the degree award.

e. For coursework pursued toward a new credential or certificate, the employee shall provide verification that: (1) the class is officially included

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in the credential/certificate program and (2) that he/she is officially enrolled in that program. Verification shall be submitted to the Salary Allocation Unit at the time salary point credit is requested.

f. Coursework leading to an advanced degree in areas which may not be considered appropriate preparation for a future District teaching or service assignment will be reviewed (e.g., law, business management, real estate, theology, theater arts, dentistry, medicine, etc.). Credit may be granted in the reasonable discretion of the District for certain beginning coursework in fields related to the employee's current or future District teaching or service assignment (e.g., constitutional law applied to social studies/government assignment).

g. Salary point credit for repeat coursework shall not be allowed unless five (5) years have passed since the course was originally taken.

1.3 Effective Dates for Approved Coursework:

a. For coursework listed below, salary point credit will be granted upon filing of application provided it meets all other requirements specified in this Article (e.g., use of appropriate forms, passing grade, etc.).

- (1) Coursework directly related to the subjects currently taught (includes coursework leading to an advanced degree and coursework pursued for credential renewal requirements).
- (2) Coursework leading to a new preliminary or clear teaching credential or certificate in designated shortage fields accepted by the District.
- (3) Coursework leading to the acquisition of a District-identified "target" language.
- (4) Coursework required for the acquisition of: certificates, credentials, or emergency permits issued by the Commission on Teacher Credentialing (CTC) in conjunction with the California Department of Education (CDE) to authorize the instruction of Limited English Proficient (LEP) students.
- (5) Coursework required for acquisition of a Special Education certificate or credential.
- (6) Coursework related to teaching reading, teaching

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reading in the content areas, and teaching reading to speakers of other languages.

- (7) Coursework completed as a participant in District-sponsored projects that meet District needs and/or meet specific statutory requirements. (Child Abuse or Substance Abuse Prevention, Computer Literacy, etc.)
- (8) Coursework in a designated shortage field.
- (9) Coursework leading to an advanced degree in Education or a preliminary or clear teaching credential in Education.

b. For coursework listed below, and provided all other requirements specified in this Article are satisfied, salary point credit will be granted upon employee's request and verification by the employee's immediate administrator that the coursework is directly related to the employee's new assignment:

- (1) Coursework pursued toward a preliminary or clear teaching credential in a non-shortage field.
- (2) Coursework leading to an advanced degree in a non-shortage field.
- (3) Coursework not directly related to the current assignment.

c. The effective date of schedule advancement, if eligible, shall be as provided in Section 20 of Article XIV.

1.4 Relevance of Training - Appeal Panel:

a. Credit for qualifying training after date of hire will be granted as set forth in this Article. When a denial of training credit is based upon the District's determination that the training fails to satisfy the standards set forth in this Article, employees and new hires may appeal the denial of training credit to a joint panel consisting of two certificated employees selected by UTLA and two administrators selected by the District. Unanimous decisions of the joint panel shall be final and binding.

b. If the panel is split in their decision two to two, the decision will be subject to an appeal in accordance with the grievance procedures set forth in Article V.

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c. If the same is split in their decision three to one, the panel will provide the employee and the District with a written explanation of the grounds for the majority's decision. The employee or the District may request that the joint panel reconsider its decision by submitting a written response to the panel within thirty days of receiving the explanation. A majority decision by the joint panel after review of the employee's request for reconsideration shall be final and binding.

d. The District shall prepare and maintain a list of course examples in various subject areas which generally qualify for credit or which qualify for credit based upon special needs of the District at any given time. This list will be retained in the Salary Allocation Office.

e. The joint panel shall maintain a record of its decisions, and its decisions regarding relevance of training as defined in Section 1.1, above, will be accorded precedential value.

2.0 Basis for Salary Point Allowance: Salary point credit shall be allowed an employee for approved study satisfactorily completed after meeting the minimum rating-in requirements established in Article XIV, Sections 3.0 and 3.1.

b. All coursework must have a grade of "C" or better or show "credit", "satisfactory", or "pass" in order to receive credit.

3.0 Unit of Measurement for a Salary Point: For purposes of allocation to and advancement on the Preparation Salary Table, a salary point shall be (a) a semester unit as defined by the University of California or (b) a unit of measurement established by the District and deemed the equivalent of a University of California semester unit (15 contact hours with an instructor plus 30 hours of outside preparation for each semester unit). Quarter units awarded by some institutions of higher education in place of semester units shall be computed as the equivalent of two-thirds of a semester unit. Continuing Education Units (CEU) offered by the Extension Divisions and Schools of Continuing Education of some institutions of higher learning will be computed at the rate of two CEU's for one quarter unit or three CEU's for one semester unit. Other nonpreparation type courses and workshops may be considered for credit on the basis of thirty class hours for one salary point.

3.1 Distance Learning: Distance learning is defined as alternative deliveries of instruction other than strictly face-to-face contact with the instructor. Under distance learning, the definition of instructor "contact hours" is expanded to include a variety of instructional methods such as video-taped/televised lessons, electronic conferencing (e-mail, chat stations, collaborative on-line laboratories, etc.), telephone conferencing, residential conferences, etc. In all cases, the distance learning program must offer the student opportunities to interact with the

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instructor, either face-to-face or via an electronic mode of live communication. Distance learning programs that rely predominantly on print-based correspondence, with or without e-mail lesson options, will continue to be denied for salary point credit.

3.2 Credit for coursework taken in extension, seminars, week-end courses and non-credential/non-degree programs completed at accredited colleges or universities, but which does not meet the minimum standard requirement for contact hours with the instructor, will be pro-rated for salary advancement purposes provided it meets all of the requirements of this Article. For example, a course for which the university awards one semester unit, but which has only twelve (12) contact hours, will be credited as .8 semester units for salary advancement purposes.

4.0 Point Credit for Study Completed Prior to Effective Date of Assignment: Point credit may be allowed for successful completion of Staff Development point projects prior to the effective date of assignment to the Preparation Salary Table provided that the employee concerned either:

- a. Was a certificated employee of the District during the period of project attendance, or
- b. Prior to the enrollment in a project had filed with the District an official acceptance of an offer of employment for a certificated position.

5.0 No Credit During Paid Time: Point credit shall not be granted for any projects, study, or travel undertaken during paid time, with the exception of study during paid holidays, vacation (including year-round off track time) or sabbaticals. Employees shall not be granted salary point credit for any study undertaken while on paid time or for which they have received, tuition or other reimbursement from the District. As an exception, point credit may be granted if the tuition or other reimbursement is paid by a grant or other special funds, e.g. Governor's Institute, Literacy Grant Pilot Program, provided the employee is not on paid time.

6.0 No Credit for Study Used to Meet Minimum Requirements: Except as otherwise provided, point credit for advancement on the salary table shall not be granted for study which has been used to meet minimum preparation requirements.

7.0 Point Credit for Study in Accredited Institutions of Higher Learning: An accredited institution of higher learning is a college or university accredited by a regional accrediting commission and listed in the current editions of the Education Directory, Colleges and Universities, published by the U. S. Department of Education or the Accredited Institutions of Post Secondary Education

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published by the American Council on Education. Salary point credit shall be allowed as provided in Section 3.0 for lower division, upper division, and graduate study in an accredited institution of higher learning, provided it meets all of the criteria set forth in Section 1.0 - 1.3 of this Article and the employee's immediate administrator certifies prior to enrollment that the course for which salary point credit is sought is directly related to the employee's current assignment. The employee shall submit the course title and official description to the employee's immediate administrator prior to enrolling in the subject course. Approval by the immediate administrator shall be considered final for determining the relevancy and relatedness of the course to the employee's current assignment. All other requirements for salary point credit will be evaluated by the District Salary Allocation Unit.

8.0 Credit for Study in Schools Other than Accredited Institutions of Higher Learning: Point credit may be granted for study in schools other than accredited institutions of higher learning provided that such study (a) shall have been undertaken subsequent to high school graduation or equivalent; (b) meets the criteria of section 1.0; and (c) is of a quality and advanced nature comparable to that undertaken in an accredited institution of higher learning.

8.1 Study undertaken in "nonaccredited" institutions subsequent to the employee's placement on the Preparation Salary Table for which point credit is requested must have been approved in advance and must be completed within one year of the date of approval.

9.0 Provision for Staff Development Point Projects: Provision by the District for in-service education shall include Staff Development Point Project classes. These classes will be planned to offer additional study for qualified employees in the fields in which they are currently serving or planning to serve and will be intended to provide for a substantial increase in employees' skill, knowledge, and understanding of their current or planned assignment.

10.0 Planning and Scheduling Staff Development Point Project Classes Responsibility: The Division of Instructional Services shall be responsible for authorizing Staff Development Point Project Classes scheduled for employees. It shall be the responsibility of the Division of Instructional Services to insure that Staff Development Point Project Classes are planned with the involvement of the employees concerned and to meet their in-service education needs.

10.1 Staff Development Point Project Classes may be sponsored on a district-wide basis by recognized employee organizations in cooperation with the Division of Instructional Services.

11.0 Conducting Staff Development Point Project Classes Responsibility: It shall be the policy of the District whenever feasible to conduct

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Staff Development Point Project Classes that are consistent with District instructional priorities, needs and legal mandates. Provision may be made by the Division of Instructional Services to offer courses in cooperation with institutions of higher learning. Participants in such courses may elect to receive either direct salary point credit or unit credit on payment of a fee to the cooperating college or university.

12.0 Selection and Payment of Instructors for Staff Development Point Project Classes: Instructors for Staff Development Point Project Classes must have an appropriate credential and be approved by the Division of Instructional Services.

12.1 Instructors of Staff Development Point Project Classes shall be paid at an appropriate professional expert rate as determined by the Division of Instructional Services or accept double salary point credit as provided in 13.2 below.

12.2 Instructors of Staff Development Point Project Classes may choose to accept double salary point credit in lieu of salary but will not receive double salary point credit for teaching the same course more than once.

12.3 Responsibility for instruction of a Staff Development Point Project Class may be distributed between several persons provided each person assumes full leadership for at least four class hours of a course.

13.0 Responsibility of Instructors of Staff Development Point Project Classes: Responsibilities of instructors of Staff Development Point Project Classes shall include:

- a. Conducting the course following an approved outline;
- b. Preparing and obtaining approval of an acceptable course outline for a new course;
- c. Maintaining an accurate record of enrollment and attendance;
- d. Ensuring that participants in the course are currently in or planning for the field in which the course is offered;
- e. Providing for appropriate outside preparation and study by course participants; and
- f. Completing and submitting all required records and forms, including course evaluations by participants.

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14.0 Size of Point Project Classes: Staff Development Point Project Classes shall be organized on the basis of 15 or more participants, unless otherwise determined by the Division of Instructional Services or the office or school funding the class.

15.0 Fees for Point Projects: Employees enrolled in Staff Development Point Projects are not required to pay a fee as a condition of enrollment. Participants may be required to purchase materials to be used in connection with the point project in which they are enrolled.

16.0 Course Requirements for Staff Development Point Project Classes: Staff Development Point Project Classes shall be offered on the basis of sixteen class hours of fifty minutes each for one salary point credit. The number of class hours scheduled for each class meeting shall be determined by the Division of Instructional Services. Outside study and preparation shall equal two hours for each class hour. Credit for classes that do not require outside study or preparation shall be allowed on the basis of one salary point for each thirty-two hours of satisfactory completion. For the purposes of this Section, Language Acquisition Classes shall be designated as classes which require outside study and shall be granted point credit accordingly.

16.1 Staff Development Point Project Classes may be scheduled for from one to six units of salary point credit. Several classes or meetings requiring fewer than sixteen class hours may be combined to constitute a one point Staff Development Project provided that the time totals sixteen hours and all other requirements are met.

17.0 Salary Point Credit for Participation in Staff Development Point Project Classes: Qualified employees may receive salary point credit for satisfactory participation in Staff Development Point Project Classes on the basis of one salary point for sixteen hours of satisfactory participation plus required outside preparation. To qualify for credit, participants must not miss more than two class hours in a sixteen-hour class, except that a participant may be excused by the Administrator, Professional Development Programs, to perform necessary emergency duties for the District. All missed work must be completed on an independent assignment basis. Fractional credit for less than the required attendance is not authorized.

18.0 Salary Point Credit for Educational Travel Projects: One salary point credit shall be allowed for each week of educational travel provided:

- a. A Travel Plan is approved in advance by both the employee's immediate administrator and the Salary Allocation Office;

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b. The travel is for educational rather than recreational purposes and is carefully planned so as to result in a significant contribution to the employee's professional growth;

c. The Travel Plan includes:

- (1) A day by day itinerary;
- (2) Major points of interest to be visited; and
- (3) Written statement explaining the specific relationship of the trip, and the places visited to the employee's assigned responsibilities;

d. A final written report is submitted by the employee and approved by the immediate administrator and the Salary Allocation Office, the report to include:

- (1) Day-to-day log of the trip;
- (2) A written statement explaining how information and experience gained from the trip will be specifically used in the instructional program or related assignment for which the employee is responsible; and
- (3) A typewritten comprehensive statement assessing the educational value of the travel for the employee;

e. The travel does not include time during which study to be used for point credit is undertaken; and

f. Not more than 14 salary points are accumulated for educational travel during the entire service of the employee, except that five years after completion of the maximum accumulation an employee may petition the Salary Allocation Office for not more than two additional salary points for travel.

g. For employees hired effective July 1, 1986 or thereafter, the point value shall be one salary point credit for each two weeks of travel, and the career maximum accumulation shall be seven salary points.

h. Salary point credit shall not be granted for travel undertaken during paid time with the following exception. Employees assigned to a year-round school may receive point credit for travel undertaken during the off-track period which includes spring recess provided an adjustment is made to

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exclude credit for a one-week spring recess period (e.g., with a three week off-track period which includes one week spring recess, the maximum allowable credit would be two salary points; for employees hired after 7-1-86, the maximum allowable credit in this case would be one salary point.)

19.0 Point Credit For Educational Work Experience Projects: Point credit shall be granted for point projects which include employment provided the employment provides a substantial increase in the employee's skill, knowledge, or understanding of the work, is in an approved business enterprise and is in a practical arts field which will lead to salable skills for students.

19.1 The Career Development office shall convene a committee including the District work experience adviser to render advice and guidance in the establishment and administration of standards and procedures relating to point projects which include employment. The functions of the committee will include:

- a. Approval, denial, or suggestions for revision of all work experience project requests;
- b. Establishment of the point value of individual projects when approval to undertake them is granted. The committee shall have authority to revise the point value and study requirements of projects in instances where, of necessity, the employment conditions are changed during the progress of the employment; prior approval of such change must be obtained; and
- c. Establishment of maximum point values for educational work experience projects undertaken on leaves of absence.

19.2 Written approval on the official application form must be obtained prior to commencement of the employment portion of the project.

19.3 No point credit shall be given for participation in a point project involving employment until the entire project is satisfactorily completed. Evidence of satisfactory completion of the employment must be submitted at its conclusion.

19.4 Except in the case of an employee who is on leave of absence, the employment required in an educational work experience project must be undertaken and completed during the summer vacation period or during the off-track periods (excluding paid vacation time).

19.5 Two consecutive weeks of approved employment shall be the minimum period of employment for an educational work experience project. Employment must be for the standard work week for the particular trade or occupation. There shall be no fractional credit granted for fractional parts of a week.

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19.6 The employment portion of an educational work experience project shall not include any time during which other study used for point credit is undertaken.

19.7 An approved business enterprise, within the meaning of this section, must be a bona fide and established organization. Self-owned, family-owned, or self-operated business enterprises do not come within the definition of an approved business enterprise. No point credit shall be granted for District employment.

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