

# Salary Advancement of Certificated Personnel

## Appendix F

### **Basis for Salary Credit**

Credit for advancement on the salary schedule will be based on completion of college course work or in lieu units. One unit will be based on fifteen (15) hours of approved professional development activity.

No salary advancement credit will be awarded if the district covers the cost of units. This applies to both academic coursework and in lieu activities that have college units attached.

It should be emphasized that credit cannot be authorized for work that is performed during an employee's regular duty hours or for which the employee receives a stipend *from the district*.

### **Approved Activities**

1. College coursework:

Coursework from four-year colleges does not require the prior approval of the Units Evaluation Committee. However, final approval and verification is required. A quarter unit will equal to 2/3 of a semester unit.

2. In Lieu activities:

In lieu units are limited to 30 hours (2 units) per year. Also, if the district pays for the in lieu activity, such as conference or workshop fees, salary credit will not be given unless the employee pays for units and performs tasks necessary to receive credit from an approved institution.

- A. Conference and workshop attendance: Attendance at educational or mental health conferences that can be applied to school activities may be used to earn in lieu credit. Only time actually spent at sessions, lectures, and panel discussions may be applied toward credit. Travel time does not apply.
- B. Professional Book Clubs: Participation in a formal study group or a guided reading activity may be used for in lieu credit provided that the book directly applies to the employee's work with students and their families, or with curriculum and instruction. *Prior approval is required.*

### **Approval Process**

Prior approval from the units evaluation committee is required before in lieu work is begun. An approval form must be submitted along with a copy of the announcement of the workshop or conference, or a statement including information about sponsors, duration, participants, and the time involved at least 14 days prior to enrollment.

Final approval by the units evaluation committee is required for all units. A form must be submitted along with a copy of transcripts, grade reports, certificates, or other verifying material. Dates and course numbers and complete descriptions should always be included.