

**Sacramento City Unified School District
Proposal to Sacramento City Teachers Association
Article 12, Compensation**

October 13, 2021
Updated 10/22/2021

ARTICLE 12 – COMPENSATION

Compensation 2021-2022 School Year

For the 2021-2022 School Year, in addition to the one-time payment for the additional professional development days (August 31 and September 1, 2021) already provided to full and part time (not substitutes) SCTA unit members, each 1.0 full-time equivalent (FTE) bargaining unit member shall receive a one-time, off schedule bonus payment of \$1,000 to address additional costs and duties related to COVID-19, less any and all applicable taxes and withholdings. This one-time, off schedule payment shall be prorated for part-time (not substitutes) bargaining unit members working less than full time during the 2021-2022 school year based on the percentage that their part-time assignment bears to a full-time assignment. This one-time, off schedule payment shall not be provided to SCTA unit members who are substitute employees. To be eligible for this one-time, off schedule payment, the unit member must be employed with the District in a full-time or part-time (not substitute) position as of the date this Agreement is ratified by SCTA and approved by the Governing Board of the District. This one-time, off schedule payment shall be paid in a one-time pay warrant within ninety (90) days of the ratification and approval of this agreement.

Compensation 2022-2023 School Year

For the 2022-2023 School Year, in addition to the one-time payment for the three additional professional development days for full and part time (not substitutes) SCTA unit members set forth in Article 5, each 1.0 full-time equivalent (FTE) bargaining unit member shall receive a one-time, off schedule bonus payment of \$1,000 to address additional costs and duties related to COVID-19, less any and all applicable taxes and withholdings. This one-time, off schedule payment shall be prorated for part-time (not substitutes) bargaining unit members working less than full time during the 2022-2023 school year based on the percentage that their part-time assignment bears to a full-time assignment. This one-time, off schedule payment shall not be provided to SCTA unit members who are substitute employees. To be eligible for this one-time, off schedule payment, the unit member must be employed with the District in a full-time or part-time (not substitute) position as of the October 1, 2022. This one-time, off schedule payment shall be paid in a one-time pay warrant on or before October 1, 2022.

Compensation 2023-2024 School Year

For the 2023-2024 School Year, in addition to the one-time payment for the three additional professional development days for full and part time (not substitutes) SCTA unit members set forth in Article 5, each 1.0 full-time equivalent (FTE) bargaining unit member shall receive a

one-time, off schedule bonus payment of \$1,000 to address additional costs and duties related to COVID-19, less any and all applicable taxes and withholdings. This one-time, off schedule payment shall be prorated for part-time (not substitutes) bargaining unit members working less than full time during the 2023-2024 school year based on the percentage that their part-time assignment bears to a full-time assignment. This one-time, off schedule payment shall not be provided to SCTA unit members who are substitute employees. To be eligible for this one-time, off schedule payment, the unit member must be employed with the District in a full-time or part-time (not substitute) position as of October 1, 2023. This one-time, off schedule payment shall be paid in a one-time pay warrant on or before October 1, 2023.

12.1 **Definitions:** Definitions of terms used in this Article.

12.1.1 **Base Salary:** Annual salary rate for employees compensated on the Teachers' Salary Schedule, based upon training and years of experience.

12.1.2 **Contract Daily Rate:** Base salary divided by the number of days of required service for teachers. This is also known as the Per Diem Rate.

~~12.1.3 **Contract Hourly Rate:** The contract daily rate multiplied by .1538 for all Non-management certificated personnel except those for whom separate factors are listed below:~~

~~———— Counselors: Contract daily rate multiplied by .1428.~~

~~———— Psychologists, program specialists, and social workers: Contract daily rate multiplied by .1250.~~

~~———— Children's Center teachers: Contract daily rate multiplied by .1250.~~

~~12.1.4 **Contract Salary:** Base salary plus or minus adjustments for additional days of required service, employment begun before or after the first day of required service, and/or less than full-time employment.~~

12.1.52 **Extra Duty Assignment:** The supervision of students in activities after the close of the regular school day and/or on non-teaching days. Extra duty assignments for which compensation is provided are listed in Section 12.9.2 of this Article.

~~12.1.6 **Per Session Rate:** Pay rate calculated at 1/1080 of the base annual salary up to a maximum amount calculated from Class C, Step 2, on the Teachers' Salary Schedule for K-12 and preschool, or Class 5, Step 2, on the Salary Schedule for Teachers of Adult Education.~~

12.1.73 **Day-to-Day Substitute:** A certificated teacher hired on a day-to-day basis to replace a regular teacher who is absent or who is temporarily assigned other duties.

~~12.1.8~~ ~~**Non-Contract Certificated Non-management Employees:** Certified Non-management employees employed on a per session or hourly basis for not more than eighteen (18) hours per week, and in adult education, for not more than four (4) months.~~

12.2 Salary Schedule Structure

12.2.1 The salary schedules for SCTA unit members consist of the following:

- K-12 and Preschool Teachers' Salary Schedule (Fully Credentialed/Permitted) (Appendix ___)
- K-12 and Preschool Teachers' Salary Schedule (Credentials in Progress) (Appendix ___)
- Extra Pay for Extra Duty Schedule (Appendix ___)
- Non-Management Specialists' Salary Schedule (Appendix ___)
- Adult Education Teachers' Salary Schedule (Appendix ___)
- Children's Center Nurse Salary Schedule (Appendix ___)
- Lead School Nurse Salary Schedule (Fully Credentialed) (Appendix ___)
- Lead School Nurse Salary Schedule (Credentials in Progress) (Appendix ___)
- New Technology Teachers' Salary Schedule (Fully Credentialed) (Appendix ___)
- New Technology Teachers' Salary Schedule (Credentials in Progress) (Appendix ___)
- Kit Carson International Baccalaureate School (Fully Credentialed) (Appendix ___)
- Kit Carson International Baccalaureate School (Credentials in Progress) (Appendix ___)
- Success Academy Elementary Salary Schedule (Fully Credentialed) (Appendix ___)
- Success Academy Elementary Salary Schedule (Credentials in Progress) (Appendix ___)
- Success Academy Middle Salary Schedule (Fully Credentialed) (Appendix ___)
- Success Academy Middle Salary Schedule (Credentials in Progress) (Appendix ___)

[The above salary schedules will be revised consistent with this proposal]

~~12.2.1.1~~ All personnel employed in classifications such as child welfare and attendance counselors, department chairpersons, counselors, vocational specialists, and student activity advisors, shall be placed on the regular Teachers' Salary Schedule in the same manner as regular teachers, and shall advance in the same manner.
[Moved from 12.8.1]

The structure of the K-12, Preschool Teachers' Salary Schedule shall be as follows:

~~12.2.1.1~~ — ~~Class A~~

~~Minimum Requirements: Bachelor's Degree with credential~~

~~Number of Steps: 8~~

~~Maximum Step Placement on Entrance: 8~~

~~12.2.1.2~~ — ~~Class B~~

~~Minimum Requirements: Bachelor's plus 45 semester hours or Master's Degree~~

~~Number of Steps: 12~~

~~Maximum Step Placement on Entrance: 9~~

~~12.2.1.3~~ — ~~Class C~~

~~Minimum Requirements: Bachelor's plus 75 semester hours; or Master's plus 24 semester hours; or Alternate to Master's~~

~~Number of Steps: 14 plus longevity increments for 17th, 20th, and 23rd years of credited service~~

~~Maximum Step Placement on Entrance: 9~~

~~12.2.1.4~~ — ~~Class D~~

~~Minimum Requirements: Bachelor's plus 90 semester hours; or Master's plus 35 semester hours; or Bachelor's plus 75 semester hours including Master's/Alternate~~

~~Number of Steps: 23~~

~~Effective Date: January 1, 1992. (For January 1, 1992 placement on Column D, units must be filed with the Certificated Personnel Office by December 20, 1991. Subsequent placement shall be per 12.4.4.)~~

~~12.2.1.4.1~~ — ~~Entering (new) teachers to the District may not be placed on Column D until and unless they have earned that placement after employment in the District by earning at least 15 additional new units after initial employment with the District.~~

~~12.2.1.5~~ — ~~Class E* - Reclassification Column~~

~~12.2.1.5.1 The K-12 and Preschool Teachers and Non-Management Specialists Personnel salary schedules shall have a reclassification column applied.~~

~~12.2.1.5.2 Class E~~

~~Minimum requirements:~~

- ~~a. Bachelor's Degree plus 90 semester hours with a Master's Degree (effective May 1, 1998); or Bachelor's Degree plus 103 semester hours (effective July 1, 1998);~~

~~-and-~~

- ~~b.1. Employees Currently (1996-97) on Class D*~~

~~The employee must have served on Class D at least one (1) school year. Qualifying semester hours in excess of the Class D requirements must be taken on or after July 1, 1997, pursuant to procedures determined by the parties. One semester hour for ELL authorization (e.g., LDS, SB 1969, CLAD, BCLAD) will count even if taken prior to July 1997.~~

~~*Classes D and E refer to the equivalent columns on other schedules.~~

- ~~b.2. Employees Not Yet (1996-97) On Class D~~

~~All teachers not currently (1996-97) on Class D must serve on Class D at least one school year and take semester hours beyond Class D requirements after one school year on Class D, pursuant to the unit authorization procedure under 12.2.1.5.2.b.1.~~

~~Number of Steps: 26~~

~~12.2.1.5.3 Special Procedures for Teachers on Class D Holding a Master's Degree in 1996-97:~~

- ~~a. Teachers currently on Class D holding a Bachelor's Degree plus 90 or more semester hours for salary placement with a Master's Degree will be eligible for Class E on May 1, 1998 without taking additional semester hours.~~

- ~~b. Teachers on Class D with a Bachelor's Degree plus 75 and less than 90 semester hours for salary placement with a Master's Degree will move to Class E on or after May 1, 1998 upon completion of the balance of the 90 semester hours pursuant to the unit authorization procedure under 12.2.1.5.2.b.1.~~

~~12.2.1.6~~ — Persons assigned to teach in positions requiring any of the credentials listed below shall be placed no lower than Class B if they hold a bachelor's degree and have fulfilled all requirements for such credentials. If all requirements of such credentials have not been fulfilled, or if individuals do not hold bachelor's degrees, they shall be placed no lower than Class A: Vocational Class A, B, or D; Design. Subjs. Cred. with Spec. in Vocational Trade and Technical teaching; and Design. Subjs. Cred. in Industrial Arts and Vocational Subjects and ROTC Instructors. Advancement to Class C requires the fulfillment of all requirements for that class.

~~12.2.1.7~~ — Step 17 is available only to persons who meet requirements for Class C, and who have sixteen (16) years of credited service. Step 20 is available only to persons who have nineteen (19) years of credited service, and who have met the requirements for Class C. Step 23 is available only to those persons who have 22 years of credited service, and who have met the requirements for Class C.

~~12.2.1.8~~ — An additional stipend equal to .02527 times Class A, Step 8 (rounded to the nearest dollar) is added for the earned doctorate and is prorated if for less than a full year.

~~12.2.2~~ — The structure of the Salary Schedule for Certificated Non-management Children's Center Personnel shall be as follows:

~~12.2.2.1~~ — **Class A**

~~Minimum Requirements: 0-59 semester hours~~

~~Number of Steps: 5~~

~~Maximum Step Placement on Entrance: 5~~

~~12.2.2.2~~ — **Class B**

~~Minimum Requirements: 60-89 semester hours including 8 in child care~~

~~Number of Steps: 5~~

~~Maximum Step Placement on Entrance: 5~~

~~12.2.2.3~~ — **Class C**

~~Minimum Requirements: Bachelor's degree, or 90 semester hours including 12 in child care~~

~~Number of Steps: 5~~

Maximum Step Placement on Entrance: 5

~~12.2.2.4~~ **Class D**

~~Minimum Requirements: Bachelor's + 15 semester hours~~

~~Number of Steps: 6~~

~~Maximum Step Placement on Entrance: 6~~

~~12.2.2.5~~ **Class E**

~~Minimum Requirements: Bachelor's + 30 semester hours or Bachelor's + Fulfilled Elementary or Early Childhood Credential~~

~~Number of Steps: 8~~

~~Maximum Step Placement on Entrance: 8~~

~~12.2.3~~ The yearly salaries for Certificated Non-management Specialist Personnel (program specialists, psychologists, and school social workers) shall be equal to the indices shown below times the yearly K-12 teachers salary schedule for Class A, Step 8.

~~12.2.3.1~~ **Psychologists:**

~~Step 1: 1.3329~~
~~Step 2: 1.3994~~
~~Step 3: 1.4695~~
~~Step 4: 1.5429~~
~~Step 5: 1.6200~~
~~Step 17: 1.6726~~
~~Step 20: 1.7122~~
~~Step 23: 1.7519~~

~~12.2.3.2~~ **Program Specialists and Social Workers:**

~~Step 1: 1.2725~~
~~Step 2: 1.3362~~
~~Step 3: 1.4029~~
~~Step 4: 1.4732~~
~~Step 5: 1.5468~~
~~Step 17: 1.5922~~
~~Step 20: 1.6319~~
~~Step 23: 1.6715~~

- ~~12.2.3.3~~ An additional stipend equal to .02527 times Class A, Step 8 (rounded to the nearest dollar) is added for the earned doctorate and is prorated if for less than a full year.
- ~~12.2.3.4~~ Longevity increments shall be granted to employees with sixteen (16) years of credited service, to employees with nineteen (19) years of credited service, and to employees with twenty two (22) years of credited service.
- 12.2.2 **Substitute Pay.** Rates for day-to-day substitutes shall be as follows:
- 12.2.2.1 ~~.0024747 times the value of Class A, Step 8 teachers' salary~~ \$150 for each full day of consecutive substitute service up to and including the fifth (5th) day of assignment. This shall be referred to as the "first rate."
- 12.2.2.2 ~~.003763 times the value of Class A, Step 8 of the teachers' salary schedule~~ \$225 for each full day of assignment after the sixth (6th) fifth (5th) day of assignment. This shall be referred to as the "second rate."
- 12.2.2.3 Qualified substitutes for psychologists shall be paid at Step 1, Class X of the psychologists' pay schedule for each full day of substitute work. Substitute work for less than a full day shall be paid on a prorated hourly basis as per Step 1, Class X.
- ~~12.2.4.4~~ ~~Substitutes who begin service in September annually shall be entitled to ten (10) refusals of assignment annually. Substitutes beginning service after September shall be entitled to a pro rata share of ten (10) refusals based on the remaining months in the school year. First day of service must be on or before the 15th day of the month to be eligible for credit for a refusal for the month. No reason for refusals shall be required. Inability to reach substitutes by telephone, including late calls up to 10:00 a.m., unanswered calls, busy signals, and answering devices, after two (2) attempts shall be considered a refusal of assignment.~~
- ~~12.2.2.54~~ ~~Substitutes receiving a rate of pay above the first rate who exceed their allotment of refusals are separated from the District and rehired, shall be returned to the first rate of pay and must serve the required number of days before advancing. Notwithstanding the foregoing, the rate of pay will not be reduced after the allotted number of refusals during a pilot program effective from December 17, 1996 through June 30, 1998.~~
- 12.2.2.65 Substitutes shall retain their compensation status (first rate or second rate) and carry it forward to the following school year. ~~Any accumulated refusals shall not be carried forward to the following school year.~~
- 12.2.2.76 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 ratestep.

~~12.2.4.8 — 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.~~

~~After thirty (30) days, the substitute shall receive the appropriate rate retroactively and shall continue to receive the rate until replaced or placed in the position.~~

~~12.2.5 — The structure of the Adult Education Teachers' Salary Schedule shall be as follows:~~

~~12.2.5.1 — **Class I**~~

~~Minimum Requirements: Bachelor's or less~~

~~Number of Steps: 5~~

~~Maximum Step Placement on Entrance: 5~~

~~12.2.5.2 — **Class II**~~

~~Minimum Requirements: Bachelor's + 15 semester hours~~

~~Number of Steps: 6~~

~~Maximum Step Placement on Entrance: 6~~

~~12.2.5.3 — **Class III**~~

~~Minimum Requirements: Bachelor's + 30 semester hours~~

~~Number of Steps: 8~~

~~Maximum Step Placement on Entrance: 8~~

~~12.2.5.4 — **Class IV**~~

~~Minimum Requirements: Bachelor's + 45 semester hours or Master's degree~~

~~Number of Steps: 12~~

~~Maximum Step Placement on Entrance: 9~~

~~12.2.5.5~~ **Class V**

~~Minimum Requirements: Bachelor's + 75 semester hours; or Master's + 24 semester hours; or Alternate to Master's~~

~~Number of Steps: 14 plus longevity increments for 17th, 20th, and 23rd years of credited service~~

~~Maximum Step Placement on Entrance: 9~~

~~12.2.5.6~~ ~~Persons assigned to teach in positions requiring any of the credentials listed below shall be placed no lower than Class IV if they hold a bachelor's degree and have fulfilled all requirements for such credentials. If all requirements of such credentials have not been fulfilled, or if the individual does not hold a bachelor's degree, he shall be placed no lower than Class III: Vocational Class A, B, or D; Design. Subjs. Cred. with Spec. in Vocational Trade and Technical teaching; and Design. Subjs. Cred. in Industrial Arts and Vocational Subjects and ROTC Instructors. Advancement to Class V requires the fulfillment of all requirements for that class.~~

~~12.2.5.7~~ ~~Step 17 is available only to persons who meet requirements for Class V, who have sixteen (16) years of credited service. Step 20 is available only to persons who have nineteen (19) years of credited service, and who have met the requirements for Class V. Step 23 is available only to those persons who have 22 years of credited service, and who have met the requirements for Class V. Such increment shall be increased by the general percentage increase for Adult Education.~~

~~12.2.5.8~~ ~~An additional stipend equal to .02527 times Class III, Step 8 (rounded to the nearest dollar) is added for the earned doctorate and is prorated if for less than a full year.~~

~~12.2.5.9~~ ~~A "U" contract teacher's annual salary shall be 230 times his/her contract daily rate as determined by his/her appropriate class and step placement on the Adult Education Teacher's Salary Schedule.~~

12.3 **Experience Credit**

12.3.1 Vertical (step) placement on the Teachers' Salary Schedule shall correspond to the number of years of District teaching service, with the following exceptions:

12.3.1.1 Step placement may be higher if experience credit has been granted at the time of initial employment in keeping with Sections 12.3.2 through 12.3.5 of this Article.

- 12.3.1.2 Persons who have reached the maximums of their salary classes, when obtaining the requirements for a higher class, shall be moved over to the new class and be placed on the step which corresponds to their years of credited service.
- 12.3.2 Upon employment, experience credit is granted on the basis of one (1) step for each year of properly verified comparable experience with limitations set forth in Sections 12.2.1 through 12.2.3.3 of this Article. A year of experience must represent no less than seventy-five per cent (75%) of the days of required full-time service, although full semesters within a two year period will be added together, even if in separate school years, in computing years of service. Credit for part-time experience will be computed by converting to full-time experience; e.g., two (2) years of half-time experience equal one (1) step of experience credit. ~~Comparable experience includes previous teaching experience, Peace Corps service, VISTA service, preschool experience, or other exceptional professional assignments.~~
- 12.3.3 Upon application to the ~~assistant superintendent, Personnel Services Office,~~ Human Resources Department, 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 with a maximum placement on Step 4. ~~Such credit, when added to any prior certificated experience credit, cannot result in placement higher than that indicated in Sections 12.2 through 12.2.3.3 of this Article.~~
- ~~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.~~
- 12.3.54 Employees new to or returning 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.
- 12.3.65 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 P-3604 of the Board's Policies and Bylaws, as adopted on July 10, 1978.~~

- 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~~ employees shall be given earned step increments effective July 1. ~~Personnel~~ Employees 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~~ Employees 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~~ Employees 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~~ Employees who are employed during the summer period are to be given their earned salary step increments, effective July 1

12.4 New Teacher Support Program [From Existing MOU]

12.4.1 The New Teacher Support Program (“Program”) provides participating teachers in their first to third years of teaching with additional support and mentoring to move toward mastery of the California Standards of the Teaching Profession.

12.4.1.1 The following groups must participate in the Program, but are enrolled at no cost to them:

Teachers who hold a California preliminary multiple subjects, single subject, education specialist, and/or CTE/Designated Subjects teaching credential shall be enrolled in the Program upon hire. Such teachers will participate in the Program for two years (eight (8) quarters).

Teachers enrolled in an accredited Intern Program (Interns) shall be enrolled in the Program during the first year of their Intern Program. Interns shall be enrolled in the Program for three years.

Teachers who hold a Short Term Staff Permit (STSP) shall be enrolled in the Program upon hire. Such teachers must obtain a preliminary credential from an accredited program or enroll in an Intern Program by the end of the school year to remain eligible to participate in the Program.

12.4.1.2 All teachers enrolled in the Program shall pay the cost of any tuition fees for Continuing Education Units available as a result of participating in the Program. Interns may apply for Continuing Education Units during their third year in the Program.

- 12.4.1.3 Substitute teachers are not eligible to participate in the Program.
- 12.4.2 District teachers shall be selected to serve as Support Providers to guide and assist one or more Program participants for the duration of the Program, or until disenrollment, whichever occurs first. Support Providers shall be paid a quarterly stipend of \$526.19 for one participant and a quarterly stipend of \$394.75 for each additional participant. Stipends shall be paid at the end of each quarter upon completion of assigned Program duties.

Training Classification

- 12.4.1 Training classification is based upon earned collegiate degrees and regular credits earned in excess of degree requirements in fully accredited four-year colleges and universities, ~~or in the District's Professional Improvement Program as outlined in the Board's Policies and Bylaws, Sections P 3572 through P 3575, adopted on July 10, 1978.~~

Credits will be accepted only if they are earned in a four-year college or university accredited by a regional accrediting Association, ~~if they are accepted by the Commission for Teacher Preparation and Licensing for credentialing purposes,~~ or if they are reported on appropriate forms as outlined in connection with the District's Professional Improvement Program. Training classification shall be determined twice annually on July 1 and February 1, except that July 1st class changes shall not be used in determining summer school per session rates of pay for that year.

- 12.4.1.1 Excess units are defined as those units earned in excess of the minimum requirement for the degree in the institution where the degree was granted, and may have been earned before or after the awarding of the degree.
- ~~12.4.2~~ ~~Before beginning work on any four-year college or university courses or on any courses sponsored by the District's Staff Training Services Department, prior approval must be obtained by all Non-management certificated personnel from their principal (or other administrator responsible for the evaluation of the employee's performance). This approval will be made "on the basis of a plan for the orderly and appropriate professional improvement" of all employees. Approval forms for four-year college or university courses must be completed and filed with the Personnel Services Office. Approval forms for inservice courses offered by the Staff Training Services Department must be filed with that department. Approvals denied by the principals may be appealed to the assistant superintendent, Personnel Services Office.~~
- ~~12.4.2.1~~ ~~Reasons for disapproval by the site administrator must be substantiated in writing and returned to the teacher within five (5) days. Failure to do so shall constitute a waiver of the site administrator's right to disapprove the course(s).~~

- ~~12.4.2.2~~ The teacher may appeal the site administrator's disapproval to the assistant superintendent, Personnel Services Office, or, in his/her absence, the appropriate area assistant superintendent. Such appeal must be in writing and must be received in the appropriate assistant superintendent's office no later than ten (10) days after the date of the site administrator's disapproval.
- 12.4.32 Participation in the professional development activities listed below may be credited toward salary advancement upon pre-approval of the site administrator and as follows: ~~the District's Program for Professional Improvement, as set forth in Sections P 3572 to 3575 of the Board's Policies and Bylaws, adopted on July 10, 1978, to be amended according to this Agreement, shall be as follows:~~
- 12.4.3.2.1 Textbook evaluation or curriculum development (allowance, one [1] unit of credit per thirty-two [32] hours of time expended).
- 12.4.32.2 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).
- 12.4.32.3 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).~~
- 12.4.32.54 Visitations or observations (allowance, one [1] unit per forty [40] hours spent).
- 12.4.32.6.5 Conference attendance (allowance, one [1] unit per forty [40] hours of attendance).
- 12.4.32.7.6 Workshop attendance (allowance, one [1] unit per thirty-two [32] hours of time and effort expended).
- 12.4.32.87 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 Personnel Services 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 begins 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.~~
- ~~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 and Additional Compensation

- 12.7.1 ~~Per session or hourly rate shall be \$50.00 for all non-management certificated personnel 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 education shall be paid at the appropriate per session rate of pay.~~
- 12.7.3 ~~Adult Education Teachers who teach beyond regular contract hours of service shall be paid per session rates.~~
- ~~12.7.2.1 The per session rates for K-12 summer school shall be 1/1080 of Class B, Step 4. Such index shall be incorporated into the Sacramento Agreement and shall pertain only to K-12 summer school, effective the summer of 1986-87.~~
- ~~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 a non-contract employee who has completed 810 hours of per session service with the Sacramento City Unified School District shall be entitled to an earned increment for the following year. However, if less than 810 hours are worked during a fiscal year, all of such hours shall be accumulated and carried forward to the next fiscal year.~~
- ~~12.7.3.1 When accumulated hours equal 1,050 during the year earned increment is granted, the hours worked beyond 1,050 shall be credited toward the next step increment; provided that no employee shall be eligible for more than one (1) earned step increment during any fiscal year.~~
- ~~12.7.3.2 Earned increments shall be granted only on July 1 of each fiscal year. No distinction shall be made as to the manner in which per session hours are accumulated, i.e., from adult education, summer session, home teaching, etc.; provided, that per session hours shall have no effect upon step increments granted to contract employees.~~
- 12.7.4 ~~All certificated personnel who voluntarily perform duties authorized by the Personnel Services Office~~ Human Resources Office which are beyond their normal service day shall be paid at their per session rates of pay, except for assignments and meetings as set forth in Article 5, Sections 5.9 through 5.10.7, and Sections 12.8.4 through 12.9.85 of this Article.

12.7.5 An additional stipend ~~equal to .02527 times Class A, Step 8 (rounded to the nearest dollar)~~ of \$3,000 is added for the earned doctorate and is prorated if for less than a full year. [Moved from 12.2.1.8]

12.7.6 The stipend for testing coordinators at the elementary level shall be as follows:

Small Elementary: \$615.00

Mid-Size Elementary: \$1,400.00

Middle School: \$2,350.00

12.8 Compensation for Required Extra Service

~~12.8.1 All personnel employed in classifications such as child welfare and attendance counselors, department chairpersons, counselors, vocational specialists, and student activity advisors, shall be placed on the regular Teachers' Salary Schedule in the same manner as regular teachers, and shall advance in the same manner. [Moved to 12.2.1] To their salaries, however, shall be added the product of the number of days of service beyond those required of regular teachers times the contract daily rate.~~

12.8.21 Any member of the bargaining unit who is required by appropriate administrative authority or District regulation to serve additional days or hours beyond his/her service year or service day, as defined in Article 5 of this Agreement, shall be compensated for such day or fraction thereof at the contract hourly rate ~~or the per session rate, whichever is greater~~, except for extra duty pay for those selected work assignments enumerated in Sections 12.8.4 through 12.9.85 of this Article ~~and also excepting Sections 5.3.7 and 5.9 through 5.10.7 of Article 5. The contract hourly rate shall be \$65.00.~~

~~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.~~

12.8.54 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-administrator. This stipend will require that the designated

member of the bargaining unit shall assume the duties in the absence of the principal for any and all occasions when the principal is not available at the school site. Designated teachers in charge shall be paid a monthly stipend of \$50.00 for each of nine calendar months. Such persons serving in year-round programs (e.g., 230-day programs) shall be paid a monthly stipend of \$50.00 for each calendar month of the year. ~~Such teachers shall work under the following conditions:~~

- ~~a. No teacher shall be required to serve in this position.~~
- ~~b. All teachers shall be given an opportunity to volunteer for this position each year.~~
- ~~c. A designated teacher in charge shall have the right to withdraw at any time with 10 working days' notice and be paid on a pro rata basis.~~
- ~~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.~~

12.8.54.1 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 \$8.00 per day.

~~12.8.65 When an employee temporarily assumes the duties of a vice principal, he/she shall receive a stipend 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 Children's Center teachers designated as teacher-in-charge must meet state requirements.

~~12.8.65.1.1~~ At Children's Centers ~~where only one teacher is assigned,~~ the designated teacher-in-charge shall be granted a ~~fifty dollar (\$50.00)~~ one hundred fifteen dollar (\$115.00) stipend for each month of service.

~~12.8.6.1.2~~ At each Children's Center site ~~where two (2) or more teachers are assigned, the stipend for designated teacher in charge shall be shared between two teachers and shall be twenty five dollars (\$25.00) per month of service for each teacher.~~

12.8.76 In accordance with Education Code Section 44032, District personnel required to travel out-of-District and/or attend mandated workshops, seminars, or conferences, will be reimbursed for actual lodging expenses ~~and/or a maximum equivalent to the single rate charged for lodging designated as conference~~

~~headquarters, plus \$5.00 for breakfast, \$9.00 for lunch and \$16.00 for dinner, in accordance with the Employee Travel Guidelines Bulletin published by the District Accounting Services Department. for a maximum of \$30.00 per day food allowance; and mileage claims, if any, whether in District or out of District, will be paid at a mileage allowance rate based on the current IRS rate effective September 1, 2005.~~

12.8.87 **Parent Participation Teachers**

12.8.87.1 Parent participation pre-school teachers responsible for two separate groups of students each day, one of which is a Head-Start program, who teach in a State-funded program for 30 hours a week shall receive a stipend of five-hundred and fifty dollars (\$550.00) per month ~~6.3% of the annual base salary.~~

~~12.8.8.2~~ ~~Parent participation pre-school teachers who teach in a Head Start/State-funded program for 29 hours a week shall receive a stipend of 12.9% of the Head Start portion of the annual base salary.~~

~~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.~~

12.8.87.52 All teachers identified in section 12.8.8.1 ~~through 12.8.8.4~~ will be excused from the District bimonthly inservice training. However, each teacher will, in consultation with his/her supervisor, develop an individualized staff development plan.

12.8.87.63 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).

12.8.87.74 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.~~ \$4,950.00

Category B: ~~86.75% of the amount for Category A~~ \$4,300.00

Category C: ~~73.5% of the amount for Category A~~ \$3,650.00

Category D: ~~60.25% of the amount for Category A~~ \$3,000.00
 Category E: ~~47% of the amount for Category A~~ \$2,350.00
 Category F: ~~20.8% of the amount for Category A~~ \$1,050.00

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

<p><u>Category A</u></p> <p>Agriculture Baseball/Softball (H,V,M) Basketball(H,V,M) Basketball (H,W) Football (H,V,M) Track^z(H,V,M,W) Wrestling (H,V,M)</p>	<p><u>Category B</u></p> <p>Athletic Director (HS) Band Director Baseball/Softball (S,M) Basketball (S,M) Cross-Country^{z,z} Drama Football (V,A,M) Football (S,M) Newspaper Advisor Softball (H,W) Speech/Debate Student Body Activity Advisor (HS) Track(H,V,M) (H,V,W) Volleyball (H,W) Yearbook</p>
<p><u>Category C</u></p> <p>Baseball/Softball (F,M) Basketball (F,M) Basketball (F,M) Cross-Country(M,W) Football (F,M) Golf (M,W) Gymnastics (M,W) Soccer (M,W) Softball (S,W) Swimming^{z,z,z} (H,M,W)</p>	<p><u>Category D</u></p> <p>Baseball/Softball (B)-JH/MS Basketball (B)-JH/MS Basketball (G)-JH/MS Basketball (F,W) Broadway Musical Director Cross-Country (F,M,W) Cross-Country (B,G)-JH/MS Gymnastics (B,G)-JH/MS Mathletes Middle School Advisors</p>

<p>Track[±] (A) Volleyball (S,W) Wrestling (A)</p>	<p>Soccer (F,M) Soccer (F,W) Softball (F,W) Softball (G)-JH/MS Spirit Advisors(HS) Student Body Activity Advisors (MS) Swimming^{***}(A) Category D—<i>continued</i> Tennis (M) Tennis (W) Track (F,M,W) Track (B)-JH/MS Track (G)-JH/MS Volleyball (G)-JH/MS Vocal Music Water Polo Wrestling (F,M)</p>
<p><u>Category E</u></p> <p>All-City Orchestra All-City Choir Assistant Broadway Musical Director All-City Band Gymnastics (A,B,G)-JH/MS Orchestra</p>	<p><u>Category F</u></p> <p>Intramurals (B,G)-JH/MS Head Teacher—Elementary Children's Center, Preschool^{****} <u>Elementary Athletics</u></p>

* ~~Schools may opt to have two (2) head coaches in Category B and one (1) assistant in Category C, or one (1) head coach in Category A and two (2) assistants in Category C. (In no case shall a coach be placed in Category A unless he/she has full responsibility for both men's and women's track programs.)~~

** ~~Cross country coaches must participate in one (1) meet per week for a minimum of 12 weeks and field the total program (V, S, and G) to be eligible for Category B.~~

*** ~~Schools may opt to have two (2) head coaches or one (1) head coach and one (1) assistant coach.~~

**** ~~Children's Center and Pre-School Head Teachers who work in the 223 program shall be compensated on Category F of the extra duty schedule plus a pro-rated amount for the two additional months of service. The monthly amount shall be equal to one ninth of the Category F stipend.~~

12.9.3 It is understood by the parties that all high school, junior high school, and middle school coaching pPositions on the extra duty schedule areshall be assigned by

mutual agreement of the ~~principal~~ principal site administrator and the teacher involved. If the teacher wishes to withdraw from an extra duty coaching position, or if the ~~principal~~ principal site administrator wishes to withdraw the extra duty assignment from the person presently holding that position, each party must notify the other in writing no later than December 1 of any school year for spring sports for that school year, and no later than June 1 of any school year to be effective at the beginning of the subsequent school year.

- a. Teachers who are declared surplus ~~after the June 1 date~~ and who have already agreed to a coaching assignment at their school for the subsequent year shall have the option of withdrawing from the coaching assignment if the teacher does not return to the school site.
- b. Coaching vacancies will be advertised first within the school in which the vacancy occurs. If there are no qualified applicants within the school, the position shall then be opened for other applicants from inside the District. If there are no qualified applicants from inside the District, the position shall be opened to outside of the District.

12.9.3.1 Such changes in extra duty assignments noted in 12.9.3 shall have no effect on the teacher's assignment to classes during the service day.

12.9.3.2 If a teacher serving in a position listed on the extra duty pay schedule other than coaching desires to withdraw from the extra duty position, he/she shall so notify the site administrator in writing no later than March ~~1~~20 preceding the school year in which withdrawal would become effective.

~~Upon receipt of such notification, the principal should take the following courses of action as appropriate:~~

- ~~a. Survey the faculty by memorandum, bulletin, or meeting, to determine if there is another individual who is qualified and interested in the extra duty assignment.~~
- ~~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.~~

12.9.3.32.1 If the ~~principal~~ principal site administrator 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~~ an exchange of duties which the teacher is willing to undertake in order to be relieved of the extra duty

assignment. The site administrator and teacher will come to a mutual agreement about such exchange of duties. 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.~~

~~12.9.3.8³ A teacher assuming classes that have a related activity is obligated to assume responsibility for that related activity.~~

~~12.9.4 The CIF required eCoaching 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.~~

~~12.9.7 Regular contract teachers who also are assigned extra duty coaching assignments will receive equal treatment and the same protection granted to all members of the bargaining unit which derive from the current Agreement between the parties.~~

~~12.9.8 It is further understood by the parties that a joint Board/Association committee (five [5] members to be selected by each party) will be appointed no later than thirty (30) days following the effective date of this Article, to conduct an annual review of the extra pay for extra duty schedule. The tasks of the committee shall~~

~~be to review existing positions for proper categorical placement on the schedule and to consider addition or deletion of any position. The findings of the committee shall be subject to review by the Association and the Board by March 31 of each school year. The findings shall be implemented during the next school year unless objection is raised by either party prior to June 1.~~

12.9.95

Department Chairs: Forty-five positions District-wide with one department chair assigned to each of nine departments at each regular high school in the following departments:

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 for a Department Chair 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

12.9.95.1

~~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.~~

Department Chair Qualifications

- a. Has permanent status and must serve a majority of the teaching assignment within the department.
- b. Demonstrates satisfactory performance in the classroom.
- c. Has shown willingness and/or ability to facilitate open, candid, and effective lines of communication with colleagues, parents, and other stakeholder groups.
- d. Has demonstrated mutual respect and trust among colleagues.
- e. Demonstrates an ability to promote positive morale and a willingness to mediate misunderstanding.

- f. Advocates for and is committed to the success of all students and closing the achievement gap.

~~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.~~
- f. ~~— Split departments may by majority vote agree to have co-chairs, one from each department. The voting process will be handled in the same manner as all other departments. However, the co-chairs shall be compensated at one half the stipend rate as specified on the extra-duty schedule which a teacher would have earned as chair of the split department. In addition, each co-chair would serve and be paid for two days beyond the teachers' days of service.~~

12.9.95.2 Department Chair Selection/Dismissal Process

- a. Teachers of the department shall elect as their chair anyone who meets the qualifications as outlined in this Article 12.9.5. Any teacher on leave, with return rights to that site/department/program, may vote in the election.
- b. The site administrator will oversee the department's election process which includes the following steps and guidelines:
 - i. Nominations are made by nominating one's self or others by submitting the names to the faculty representative in writing. To qualify for nomination or to vote on a nomination a teacher must instruct for at least three periods per day in the department.
 - ii. 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. Limited term teachers, substitutes, and temporaries may not vote.

iii. If voting results in a tie between candidates, the site administrator shall have final decision-making authority for which of the candidates will become department chair.

c. Terms of the chair shall be two (2) years.

d. If a department chair is unable or unwilling to complete his/her two year term, he/she may resign from the role of department chair by notifying the department members, and the site administrator of their intention to do so. If the resignation occurs prior to March 1 of the second year of the chair's term, a special election will be held within three weeks to fill the seat. The election will be to fulfill the remainder of the term for which the seat was vacated. If the resignation occurs on or after March 1 of the second year of the chair's term, a special election will be held within three weeks. The election in such cases will be for the remainder of the term vacated, plus the normal two-year term of an elected department chair.

i. The site administrator may release the department chair, if necessary.

12.9.-95.3 Department Chair Duties and Tasks

a. Facilitates department efforts towards standards based curriculum development, common assessments for like courses, procuring appropriate resource materials, performance based assessment, and effective instruction, including the infusion of technology.

b. Leads the department in the development of measurable and meaningful annual goals supportive of designated school wide goals as part of the school plan and individual department goals.

c. Facilitates department discussions on student performance data for the purpose of curricular or instructional modification.

d. Assists and supports new teachers to the department, and teachers returning from leaves of absence, in matters of instruction, curriculum, assessment, and other norms of the department and school.

e. Serves as a resource to the administration to assist in creating a culture of continual improvement.

f. Coordinates logistical aspects of departmental business, including: textbook adoption, District and State testing, managing the department budget, and ensuring equity to all members.

- g. Collaborates on behalf of the department with administration and counseling regarding master schedule, articulation, and student placement in the various department courses.
- h. Coordinates the representation of the department to the community via parent newsletters, parent meeting, and award nights.

12.10 Partial Funding for Sabbatical Leaves

- 12.10.1 ~~Members of the bargaining unit who are granted sabbatical leaves will receive the difference between their contract salaries and the amount specified for Class C, Step 2.~~
- 12.10.2 ~~District contributions for all fringe benefits shall continue for the duration of such leave at the same level as for all members on paid leave status.~~
- 12.10.3 ~~After the initial approval of an application for sabbatical leave, the Personnel Services Office shall provide full information regarding the compensation which will be paid to the applicant while on leave.~~
- 12.10.4 ~~The applicant shall have five (5) working days upon receipt of such financial information to inform the Personnel Services Office of intent to accept or refuse the leave before final approval of the Board is obtained.~~
- 12.10.5 ~~Refusal to accept such leave shall not be the basis of denial of subsequent applications submitted by the employee for sabbatical leaves.~~
- 12.11 ~~The certificated Non-management salary schedules are incorporated into this contract as Appendix B.~~
 - 12.11.1 ~~These salary schedules contain no overt or covert provisions for salary discrimination based upon sex, race, creed, marital status, handicap, or age.~~
 - 12.11.2 ~~No differentials shall exist in rates of compensation except as provided for in this Agreement.~~

12.12 Subbing on Prep Time

- 12.12.1 **Secondary teachers who give up prep periods to work as substitutes will be paid at the prorated (one-fifth) higher substitute rate. Secondary teachers who work block schedules will be paid at the appropriate prorated higher substitute rate. Notwithstanding the above, the District may continue to assign secondary teachers to unpaid emergency substitutions as set forth in Article 5.4.6.**

12.13 Salary and Benefits for 2004-2005

- 12.13.1 — For 2004-05, the salary schedules and related stipends will increase by 1.75 %, (1.0% due to additional on-going revenues to the District; .50% due to Health & Welfare savings; and .25% due to additional PARS savings) effective July 1, 2004. The .50% additional Health & Welfare savings as well as the additional .25% PARS savings are specific savings due only to the SCTA bargaining unit.
- a. — The increase that would apply to extra duty stipends will be held in abeyance to allow the parties to consider changes to the extra duty schedule issues related to gender, uniformity and mileage stipends.
 - b. — The parties agree to continue to work through February 15, 2005, to add one-quarter percent (.25%) to the 1.75% to reach a goal of two percent (2.0%) for 2004-2005. The application of the one-quarter percent (.25%), if identified with on-going funds, will be applied in a manner agreeable to the parties.

12.13.2 — **Total Compensation Increase for 2005-06 and 2006-07**

- 12.13.2.1 — The parties agree to develop a mutually agreeable formula upon which a total compensation increase might be based by February 15, 2005, unless the parties mutually agree to extend the timeline; however, if there is no agreement on such a formula, the parties agree that the contract will be reopened for negotiations per the CBA in years two (2) and three (3) as it relates to total compensation.
- a. — Upon implementation of the mutually agreeable formula, the parties agree that if there is a disagreement over the percentage or if additional funds are necessary to achieve such increase, the parties agree to meet in committee to resolve the matter.
 - b. — The parties also agree if they are unable to resolve the matter that either party may request to renegotiate total compensation. Any changes to the CBA will be subject to mutual agreement. Nothing herein precludes the parties from identifying additional funds for additional increases.
 - c. — The parties agree that the process for applying the calculation of any increase will begin September 15th or thirty (30) working days after the adoption of the State budget which ever is later. The process will include the District's notice to SCTA regarding the results of the calculation. SCTA or the District will then have the opportunity to avail the parties of the procedures outlined in 12.13.1 (a) and or 12.13.1 (b) above.

12.14 — **Additional Interests**

- 12.14.1 — Retirement Incentives: The parties agree to review the strategy for utilizing retirement incentives.

12.14.2 — Compensation: The parties agree to form a task force to consider matters related to compensation, including K-12 comparability, adult ed pay, children center pay and psychologist pay. The task force will begin meeting on or about March 1, 2005. Any recommendations are subject to mutual agreement of the parties.

12.15 — Staff Development 2004 / 2005

12.15.1 — The K-12 and Non-management Specialist salary schedules shall reflect three (3) additional days (18 hours for K-12, 24 hours for Non-management Specialists) for staff development. These additional days / hours bring the number of K-12 days to 184 teacher service days and the number of Non-management Specialist days to 198 and 193 service days respectively.

12.15.2 — The 18 / 24 hours of staff development are mandatory. For the K-12 Salary Schedule / 18 hour requirement, the number of hours and topics are specified in Attachment(s) A & B — the District will identify sessions.

12.15.3 — The days / hours are to be applied and scheduled in approximately two (2) or three (3) hour sessions from one to three times a week from Monday to Thursday.

12.15.4 — With good reason, sites / programs may utilize a different configuration of time with approval of SCTA and the District. Full day (six or eight hours) staff development days are to be consistent with the District / SCTA Collective Bargaining Agreement (CBA).

12.15.5 — The goal for receiving the 18 / 24 hours of staff development is to make sure that the 18 / 24 hours are completed by March 31, 2005. If staff have not completed the 18 / 24 hours by March 31, 2005, then make-up sessions must be offered. Every effort will be made to hold the make-up sessions at the site. In the event that staff have not completed the 18 / 24 hours of staff development by May 31, 2005, their pay may be docked for any hours not completed up to the required 18 / 24 hours of required staff development. Because of the nature of the staff development program, in extenuating circumstances (for example, long term paid leaves due to medical reasons) sick leave may be used in lieu of docking a teacher's pay.

12.15.6 — The continuation of the three (3) days (18 hours for K-12, 24 hours for Non-Management Specialists) shall be subject to the continued funding of the Instructional Time and Staff Development Reform Program (SB 1193, Chapter 313, statutes of 1998) by the state.

12.15.7 — The Parties agree that if no staff development program is agreed to for the 2005-2006 school year by July 1, 2005, the K-12 and Non-Management Specialist Salary Schedules will be reduced by three (3) days on July 1, 2005, and three (3) days removed from the school calendar for 2005-2006 and into the future. During

the 2005-2006 school year and into the future, as long as staff development funds are available under SB 1193, employee participation will be voluntary unless changed by mutual agreement.

- 12.15.8 ~~Teachers funded by the Adult Education Fund and Child Development Fund are not covered by the staff development program unless funds become available or the parties agree to some other consideration.~~
- 12.15.9 ~~Staff development activities for employees on the K-12 and Non-Management Specialists salary schedules not covered by the program (SB 1193, Chapter 313, statutes of 1998) will be developed in concert between unit members and supervisors, consistent with this agreement.~~
- 12.15.10 ~~Any staff development opportunities offered through the District or programs by other agencies/providers after July 1, 2004, may be counted toward the 18 / 24 hour staff development requirement or as scheduled in accordance with 12.15.4. All offerings must meet State audit requirements.~~
- 12.15.11 ~~The District and/or school site will schedule at least a combination of three (3) opportunity days for staff development between July 1, 2004 and September 6, 2004. The scheduled days referred herein are "opportunity days." The opportunity days are for voluntary attendance but completion of obligation of 18 / 24 staff development hours is required by the close of May 31, 2005, per item 12.15.5.~~

12.16 Staff Development 2005 / 2006

- 12.16.1 ~~The K-12 and Non-management Specialist salary schedules shall reflect three (3) additional days (18 hours for K-12, 24 hours for Non-management Specialists) for staff development. These additional days / hours bring the number of K-12 days to 184 teacher service days and the number of Non-management Specialist days to 198 and 193 service days respectively.~~
- 12.16.2 ~~The 18 / 24 hours of staff development are mandatory. For the K-12 Salary Schedule / 18-hour requirement, the number of hours and topics are specified in Attachment(s) A & B — the District will identify sessions.~~
- 12.16.3 ~~The days / hours are to be applied and scheduled in approximately two (2) or three (3) hour sessions from one to three times a week from Monday to Thursday.~~
- 12.16.4 ~~With good reason, sites / programs may utilize a different configuration of time with approval of SCTA and the District. Full day (six or eight hours) staff development days are to be consistent with the District / SCTA Collective Bargaining Agreement (CBA).~~
- 12.16.5 ~~The goal for receiving the 18 / 24 hours of staff development is to make sure that the 18 / 24 hours are completed by March 31, 2006. If staff have not completed~~

~~the 18 / 24 hours by March 31, 2006, then make-up sessions must be offered. Every effort will be made to hold the make-up sessions at the site. In the event that staff have not completed the 18 / 24 hours of staff development by May 31, 2006, their pay may be docked for any hours not completed up to the required 18 / 24 hours of required staff development. Because of the nature of the staff development program, in extenuating circumstances (for example, long term paid leaves due to medical reasons) sick leave may be used in lieu of docking a teacher's pay.~~

- ~~12.16.6 — The continuation of the three (3) days (18 hours for K-12, 24 hours for Non-Management Specialists) shall be subject to the continued funding of the Instructional Time and Staff Development Reform Program (SB 1193, Chapter 313, statutes of 1998) by the state.~~
- ~~12.16.7 — The Parties agree that if no staff development program is agreed to for the 2005-2006 school year by July 1, 2006, the K-12 and Non-Management Specialist Salary Schedules will be reduced by three (3) days on July 1, 2006, and three (3) days removed from the school calendar for 2006-2007 and into the future. During the 2006-2007 school year and into the future, as long as staff development funds are available under SB 1193, employee participation will be voluntary unless changed by mutual agreement.~~
- ~~12.16.8 — Teachers funded by the Adult Education Fund and Child Development Fund are not covered by the staff development program unless funds become available or the parties agree to some other consideration.~~
- ~~12.16.9 — Staff development activities for employees on the K-12 and Non-Management Specialists salary schedules not covered by the program (SB 1193, Chapter 313, statutes of 1998) will be developed in concert between unit members and supervisors, consistent with this agreement.~~
- ~~12.16.10 — Any staff development opportunities offered through the District or programs by other agencies/providers after July 1, 2005, may be counted toward the 18 / 24 hour staff development requirement or as scheduled in accordance with 12.16.4. All offerings must meet State audit requirements.~~
- ~~12.16.11 — The District and/or school site will schedule at least a combination of three (3) opportunity days for staff development between July 1, 2005 and September 5, 2005. The scheduled days referred herein are "opportunity days." The opportunity days are for voluntary attendance but completion of obligation of 18 / 24 staff development hours is required by the close of May 31, 2006, per item 12.16.5.~~