

SALARY SCHEDULE UNITS REQUIREMENTS

All Units Requests:

1. Must be submitted and approved by the Units Committee (comprised of one teacher from each site and two representatives from Management Team) prior to taking a course or participation in a continuing education activity.
2. During summer only, principals can approve unit's requests prior to taking the course.

What meets the requirement for class advancement on the salary schedule?

Credits taken at an accredited college or university.

1. Graduate or Upper Division courses taken after the Bachelor's degree (or equivalent) has been granted provided they:
 - a. Fulfill requirements for an advanced degree or;
 - b. Fulfill requirements for an additional credential or;
 - c. Are related to the teaching assignment.
2. Salary units may be granted to entry level or lower division classes in Spanish only.

Continuing Education hours to include conferences, workshops, institutes, academies, symposia.

1. Acceptable workshops and programs include ones whose purpose is to increase the professional knowledge, competence, performance, or effectiveness in education of the participants.
2. Recorded clock hours must be restricted to time spent in those portions of the conferences, workshops, or programs that contribute to participants' professional knowledge, competence, performance, or effectiveness in education. Time spent in "business" meetings of the sponsoring organization or time spent following up projects or assignments may not be recorded.
3. Continuing Education Units (15 Hours = 1 Semester Unit) to be credited for the employee's advancement on the salary schedule are:
 - a. To be **completed outside of contracted employment hours and at no expense to the district.**
 - b. In the event that such CEUs/hours (@ the current CSU, Chico CEU rate) completed and receive salary schedule credit.
4. Documentation need for pre-approval of CEUs includes a completed unit's request form with information about the conference, institute, academy, symposium or activity, including provider's contact information.
5. Verification of CEUs/hours must be documented by the sponsoring organization through (a) a letter address to the Units Committee, or (b) a certificate of completion, which lists total CEUs/hours with a provider's contact name and telephone number.

To receive credit for units approved by the Units Committee, teachers must (1) submit a readable copy of their transcript to the Units Committee, which states whether the units are quarter or semester, or (2) submit a letter or certificate to document continuing education activities which lists the total CEUs/hours completed and the provider's contact name and phone number.

Deadline for submitting transcripts or CEUs/hours for movement on the salary schedule each year: October 10 or the Monday following, if October 10 falls on a weekend. Units submitted after this deadline will be posted for salary growth the following year. Courses must be completed prior to the first day of school to be posted to the salary schedule that fall.

REQUESTS FOR UNITS APPROVAL

University credits or Continuing Education units must be submitted to the Units Committee prior to taking a course with one exception. During the summer only, principal can approve units requests provided they are submitted prior to taking the course or participating in the continuing education activity.

Name: _____ School: _____ Date: _____

College or University where credits will be earned: _____			
Course Title: _____			
Course #:	Code:	Number of Credits:	
Select One:	Semester Credits	Quarter Credits	
Course Level:	Lower Division	Upper Division	Graduate

OR

Continuing Education Provider: _____
Contact Person Name: _____
CEU* Hours: _____
Advancement on the Salary Schedule is based on Semester Credits. CEU's will be converted to semester credits at the following rate: 15 hours = 1 Semester Credit)
*Minimum of 5 hours per application

Brief description of Course or CEU Activity (attach course description of information flyer for CEU Activity).

Reason for taking course or pursuing continuing education activity. Explain how the activity applies to your teaching position.

Method of Verification: (Select one)

Transcript

Certificate

Letter of verification (stating number of hours and provider's contact information).

DO NOT WRITE BELOW THIS LINE

Date Received by Units Committee Member:

Units Committee Member Signature: _____

Date Approved by Units Committee:

Signature of Committee Chair: _____

Date Submitted to Personnel Office: