

SALARY UNITS REQUIREMENT

All Units Requests:

1. Must be submitted and approved by principals and the Units Site Representative prior to taking a course or participation in a continuing education activity. Requests are to be submitted no less than five (5) business days before the start date of the course.
2. During summer only, principals/Human Resources can approve unit's requests prior to taking the course.
3. Upon denial of request, the request may be appealed to the Units Committee (comprised of one teacher from sites not involved in denial process and Superintendent or management designee).

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 are earned during a conference, workshop or training for which the employee's expenses have been paid through the District, he/she may reimburse the District the like amount charged for 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 principal and Units Site Representative, teachers must

(1) submit a readable copy of their transcript to cusdbusiness@colusa.k12.ca.us, 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. Teachers must complete approved classes and CEUs within 18 months of approval.

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. Human Resources will acknowledge receipt of transcripts or CEUs within 10 working days of submission. 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 for approval prior to taking a course.

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, including start date).

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 principal and Units Site Representative:	Principal Signature:
Date Teacher Notified of Approval:	Unit Committee Member Signature: