

APPENDIX A

BARGAINING UNIT MEMBER SALARY PLACEMENT

INITIAL CLASS PLACEMENT

Rules for original placement on the salary schedule are as follows:

For bargaining unit members hired prior to 2001-2002, all units earned prior to the date of the Bachelor's Degree shall be classed as a Bachelor's Degree. Effective for bargaining unit members initially employed beginning the 2001-2002 year, units earned in the twelve (12) calendar months immediately prior to the date of the Bachelor's Degree which are certified by the accredited college or university issuing the Bachelor's Degree as being in excess of the requirements for completion of the Bachelor's Degree shall be accepted for salary credit for advancement on the salary schedule.

Salary credit through December 30, 2001, all upper division and graduate units earned from or accepted by an accredited college or university as upper division or graduate work subsequent to the date of the Bachelor's Degree shall count in excess of that degree.

Effective January 1, 2002, all upper division and graduate units earned with a grade of C or better or accepted by an accredited college or university as upper division or graduate work subsequent to the date of the Bachelor's Degree shall count in excess of that degree. Units earned or accepted with a grade of "Credit" in a "Credit/No Credit" system or a grade "Pass" in a "Pass/No Pass" system shall be accepted.

Lower division units may be accepted under special circumstances with prior written approval of the Superintendent.

INITIAL STEP PLACEMENTS

The District shall grant up to thirteen (13) years of credit on the salary schedule. No credit shall be allowed for fractional parts of a year unless seventy-five percent (75%) of the total teaching days for a year have been taught. However, bargaining unit members newly hired in the District who served on shared contracts in other districts will be given credit for one (1) year of service for every two (2) years of shared contract experience.

The total combined credit for previous teaching experience and active military duty shall not exceed thirteen (13) steps.

The total combined credit for previous teaching experience and active military duty shall not exceed six (6) steps for Preschool Teachers and Early Education Support Teachers.

- (A) Substitute teaching experience in districts other than Fontana Unified School District shall not be qualifying toward advanced salary placement. Day-to-day substitute experience in the Fontana Unified School District shall not be qualifying toward advanced salary placement. A substitute assignment, which constitutes seventy-five percent (75%) of the school year in not more than two (2) long-range term assignments shall be qualifying toward advanced step placement.

- (B) A maximum of three (3) steps for prior experience shall be granted to provisionally credentialed bargaining unit members (including but not limited to Interns, PIPs, STSPs, etc.).
- (C) Veterans shall receive one (1) step for each full twenty (20) months of active military duty, not to exceed three (3) steps.
- (D) Previous private school, college, or United States Service School teaching experience while holding a degree shall count on an equal basis with public school teaching, not to exceed thirteen (13) steps.

INITIAL CLASS ADJUSTMENT

As college credit is earned, it should be reported to the Human Resources Office so that an up-to-date accounting can be kept of the bargaining unit member's placement on the salary schedule. Adjustment on the salary schedule shall be made only for the current year under the policy requirements of Appendix A and Appendix B. In no event will any adjustment be made for former contract years.

CLASS ADVANCEMENT - BARGAINING UNIT MEMBERS ON A 186, 191, and 193 DAY SALARY SCHEDULE

To qualify for class advancement on the salary schedule, effective the beginning of the school year, units should be reported in progress by August 15 and shall be completed by September 10. Transcripts, grade cards (showing unit credit and grade) or letter from Registrar shall be submitted to the Human Resources Office by no later than October 15. If verification for coursework completed prior to September 10 is received after October 15, the class advancement will become effective the first day of the month following the date verification was received in the Human Resources Office.

To qualify for class advancement on the salary schedule, effective the second semester February 1, units should be reported in progress by January 10 and shall be completed by February 1. Transcripts, grade cards (showing unit credit and grade) or letter from Registrar shall be submitted to the Human Resources Office by no later than March 15. If the verification for coursework completed prior to February 1 is received after March 15, the class advancement will become effective the first day of the month following the date verification was received in the Human Resources Office.

CLASS ADVANCEMENT - BARGAINING UNIT MEMBERS ON A 196, 203, and 214 DAY SALARY SCHEDULE

To qualify for class advancement on the salary schedule, effective the beginning of the school year, units should be reported by June 15 and shall be completed by July 1. Transcripts, grade cards (showing unit credit and grade) or letter from Registrar shall be submitted to the Human Resources Office by no later than August 15. If verification for coursework completed prior to July 1 is received after August 15, the class advancement will become effective the first day of the month following the date verification was received in the Human Resources Office.

To qualify for class advancement on the salary schedule, effective the second half of the year, January 1, units should be reported in progress by December 10 and shall be completed by January 1. Transcripts, grade cards (showing unit credit and grade) or letter from Registrar shall be submitted to the Human Resources Office by no later than February 15. If the verification for coursework completed prior to January 1 is received after February 15, the class advancement will become effective the first day of the month following the date verification was received in the Human Resources Office.

DISTRICT SALARY UNIT CREDIT

Each academic workshop sponsored by the Fontana Unified School District shall be approved in advance by the particular District Office division involved. If a comprehensive workshop is planned for at least fifteen (15) hours of participation by the bargaining unit members, one (1) semester unit credit shall be given toward in-service salary advancement. Each bargaining unit member in attendance and completing the requirements is to receive a certificate of completion or some verification by the workshop sponsor. This is to be filed or recorded in the Human Resources Office at the close of the program.

A Joint Committee consisting of two (2) members appointed by the District and two (2) members appointed by the Association shall receive and evaluate requests for salary credit for training not provided on a district-sponsored basis or for which salary credit has not been otherwise offered by the District. Said request shall be honored for salary credit on the majority vote of the Joint Committee. All training approved by the Joint Committee shall be clearly educationally-related, within the credential authorization field of the requesting party or within the current or tentative teaching assignment of the requesting party. The committee shall also be authorized to approve, by unanimous vote, requests for salary credit not meeting the above criterion.

STEP ADVANCEMENT

Bargaining unit members shall advance one (1) step on the salary schedule for each full year of service in the Fontana Unified School District until the maximum is reached.