

BURBANK UNIFIED SCHOOL DISTRICT

**RULES AND REGULATIONS FOR IMPLEMENTATION OF
SALARY SCHEDULE FOR CERTIFICATED BARGAINING UNIT MEMBERS**

Effective July 1, 2023

1. **RATING IN.** This provision is entered into by and between the District and the Association as authorized by Education Code section 45028(b). Employees whose effective date of employment is prior to July 1, 1991, shall be granted a maximum amount of previous teaching credit of six years. Employees whose effective date of employment is on or after July 1, 1991, and prior to July 1, 1992, shall be granted a maximum amount of previous teaching credit of seven years. Employees whose effective date of employment is on or after July 1, 1992 and prior to July 1, 1994, shall be granted a maximum amount of previous teaching credit of eight years. Employees whose effective date of employment is on or after July 1, 1994, shall be granted a maximum amount of previous teaching credit of nine years. Employees whose effective date of employment is on or after July 1, 1995, shall be granted a maximum amount of previous teaching credit of ten years. Employees whose effective date of employment is on or after July 1, 1996, shall be granted a maximum amount of previous teaching credit of eleven years. Employees whose effective date of employment is on or after July 1, 1997, shall be granted a maximum amount of previous teaching credit of twelve years. Employees whose effective date of employment is on or after July 1, 1998, shall be granted a maximum amount of previous teaching credit of thirteen years. Employees whose effective date of employment is on or after July 1, 1999, shall be granted a maximum amount of previous teaching credit of fourteen years. Employees whose effective date of employment is on or after July 1, 2000, shall be granted a maximum amount of previous teaching credit of fifteen years. Employees whose effective date of employment is on or after July 1, 2005, shall be granted a maximum amount of previous teaching credit as follows: if rating in on Column I or II, four years; if rating in on Column III, nine years. The previous teaching is to be public school teaching experience or private or non-public school teaching experience, providing the certificated employee held a teaching credential valid in the state where the teaching was done at the time the teaching was done. To receive credit for teaching done outside the U.S.A., the candidate must have held a valid teaching credential in a state of the U.S.A. at the time said service was rendered or have their experience evaluated by the Superintendent or designee on an individual case basis for credit determination. For the purposes of this section, teaching experience shall be defined as any credentialed service including, but not limited to, teaching, speech and language, counseling, and school nursing.

For purposes of this section, a year is defined as at least 75% of the days school was in session. A year's experience may not be accumulated by combining two or more periods of teaching in different school years, even though these shorter periods may, when combined, total a school year.

Employees who have served in the District, have resigned, then are reemployed, shall have their salary schedule placement reflect service for which they had been previously credited.

Employees who have taught in an Adult School program on a full-time basis shall be placed on the Salary Schedule for Certificated Bargaining Unit Members in accordance with these

provisions and credited for those years of such Adult School service during which a valid credential was held.

2. **CREDIT FOR MILITARY OR PEACE CORPS SERVICE.** A maximum of one year of credit shall be granted for military experience or service in the Peace Corps.
3. **QUALIFYING FOR ANNUAL INCREMENT.** Each certificated employee shall qualify for an annual increment at the beginning of the school year providing service has been rendered to the District in other than day-to-day substitute status for seventy-five (75) percent of the days school was in session during the preceding school year. A certificated employee commencing employment with the District at the start of, or during, the second semester as a probationary, temporary, or as a long-term substitute employee, shall qualify for an annual increment (step advancement) at the beginning of the next subsequent second semester provided that during the preceding two semesters service has been rendered to the District for seventy-five (75) percent of the days school was in session.

A Certificated employee returning from a one-semester leave which does not provide for progress on the salary schedule shall qualify for an annual increment (step advancement) in February or September of the returning year following completion of a teaching period equivalent to the period spent on leave. Unit members shall retain this subsequently acquired anniversary date for future step increments.

4. **EVALUATION OF UNITS AND TRANSCRIPTS.** Evaluation of requests for units and of all transcripts affecting salaries are made as follows:
 - * To qualify for advancement on the salary schedule for the first semester of the school year, verification of the completion of work must be received and filed in Personnel Services on or before the first instructional day of the first semester.
 - * To qualify for advancement on the salary schedule for the second semester of the school year, verification of the completion of work must be received and filed in Personnel Services on or before the first instructional day of the second semester.
 - * Verification of work completed may be initially by a college or university document, such as by grade card, written and signed statement of the instructor, computer print-out, or unofficial transcript, containing the name(s) of the course(s), number of units, whether the units are quarter or semester, the grade earned (e.g. A-F, Pass/Fail, Credit/No Credit), and date and term (e.g. Fall 1997), provided, however, that an official transcript is submitted as soon thereafter as possible.

Progress on the salary schedule is made by submitting semester units. A quarter unit is counted as two-thirds of a semester unit.

Any fraction of units over one-half will be recognized as a whole unit when needed for a change of class at any point in the salary schedule. Acknowledgement of the submission of transcripts and other documents indicating the completion of college or university work will be provided in writing at the time these documents are submitted by the employee to the Department of Personnel Services.

5. **CLASS II REQUIREMENT.** Class II requires 15 units beyond the Bachelor's Degree. However, holders of a General Secondary credential or a Clear Standard Teaching credential with specialization in secondary or elementary teaching are eligible to be placed in Class II, even though credential requirements were fulfilled by taking work prior to the date of the granting of the Bachelor's Degree. Such credit earned before the date of the granting of the Bachelor's Degree cannot be credited for salary placement purposes. Credits recognized for placement on the salary schedule must have been earned after the date the Bachelor's Degree was granted.
6. **CLASS III REQUIREMENT.** Class III requires a Bachelor's Degree and 30 semester units.
7. **CLASS IV REQUIREMENT.** Class IV requires a Bachelor's Degree and 45 units.
8. **CLASS V REQUIREMENT.** Class V requires a Bachelor's Degree and 60 units.
9. **CLASS VI REQUIREMENT.** Class VI requires a Bachelor's Degree and 75 units.
10. **ANNIVERSARY STEP.** Personnel who have completed three (3) years of service at Step 15 in Class V or Class VI qualify for placement on the 18th year Anniversary Step. Personnel who have completed three (3) years of service on Step 18 in Class V or Class VI qualify for placement on the 21st Anniversary Step. Personnel who have completed three (3) years of service on Step 21 in Class VI qualify for placement on the 24th Anniversary Step.
11. **CLASS TRANSFER.** Transfer from Class to Class may be made by submitting evidence of completion of college or university units of upper division or graduate work, or of units taken to fulfill requirements to secure a credential. Lower division, correspondence, and extension course work shall be accepted for all Classes if approved by the Professional Advancement Committee on the basis of the value of the work undertaken related to current assignment and/or additional credential/certificate authorizations.

Nurses may earn three (3) quarter units or two (2) semester units for credit toward salary advancement for every 30 hours of continuing education taken within any two-year period of time to fulfill license renewal requirements.

All petitions requiring special consideration and all lower division, correspondence, or extension courses for which credit is desired must be reviewed by the Professional Advancement Committee and such applications **SHOULD BE SUBMITTED PRIOR TO TAKING THE WORK.**

12. **SPECIAL CREDENTIALS AND CLASS ADVANCEMENT.** Industrial education teachers holding the Special Secondary Limited Credential in Industrial Arts Education, a Preliminary Vocational Credential - Full Time, or the Special Secondary Vocational Class A Credential in Trade and Industrial and Public Service Education will be placed in Class I. For advancement on the salary schedule, these credentials will be accepted as equivalent to a Bachelor's Degree when the requirements as listed in the Regulations Relating to Credential for Public School Service have been completed. Holders of this credential may advance to Class II upon completion of 15 units of upper division or graduate courses, to Class III upon completion of 30 units, to Class IV upon completion of 45 units, to Class V upon completion of 60 units, or to Class VI upon completion of 75 units.

Vocational experience of vocational education teachers may be used for rating in purposes if the following conditions are determined by the Superintendent or designee to be met: the experience is related to the field to which a teacher is assigned; such experience must have occurred after completion of an approved four-year learning period, and such learning period shall consist of an apprenticeship, a recognized equivalent occupational or collegiate-level preparation, or a combination of the two. One year of vocational experience used either for the learning period or step placement shall be cumulative over one or more calendar years and shall consist of 250 days.

13. **MOVEMENT FROM SALARY SCHEDULE A-1-NC TO SALARY SCHEDULE A-1.** The District shall accept a university issued "C-19" letter or equivalent as verification of successful completion of the credential requirements. A bargaining unit member who submits a university issued "C-19" letter or equivalent shall be placed on Salary Schedule A-1 at the accrued step provided that a credential is submitted as soon thereafter as possible. Placement on Salary Schedule A-1 shall be made effective the semester following the date of completion of the work for a credential, as verified by the college or university, but in no case shall the effective date of placement on Salary Schedule A-1 be retroactive to more than one (1) semester from the date of submission of the "C-19" letter or its equivalent to Personnel Services.
14. **TRUNCATION.** Step 5 in Class I, Step 5 in Class II, Step 10 in Class III and Step 15 in Class IV are the maximum steps for advancement in these Classes.
15. Effective July 1, 1980, Nurses, Librarians and Counselors are included on the Salary Schedule for Certificated Bargaining Unit Members.
16. Counselors, Nurses and Librarians shall be paid their daily rate of pay for days worked in excess of the approved work year.
17. **VOCATIONAL CREDENTIAL STIPEND.** Certificated employees who have a recognized vocational credential in addition to a Bachelor's Degree shall be paid an annual stipend of \$408 effective July 1, 1985.