

APPENDIX G

Certificated Personnel

AR 4131.7(a)

CLASS ADVANCEMENT

Class advancement is included as a part of the salary policy of the District to encourage certificated employees to increase their competence through additional training. This encouragement is provided through compensation on the salary schedule. The process is designed to:

1. Ensure that advanced training is taken which will be of value to the certificated employee in his/her assignment
2. Provide for compensation for a variety of types of professional growth
3. Ensure careful monitoring of each certificated employee's professional growth

To obtain class advancement on the salary schedule, a certificated employee must apply in writing by March 20 for advancement for the next fiscal year. The application shall be on forms provided by the District.

An application for class advancement which includes courses to be accomplished subsequent to the application shall be evaluated but salary for the following year shall be set without class advancement. If the application has been approved subject to the completion of a specified number of units, the contract shall be rewritten at the new schedule position, upon proof of completion of such courses.

Course Approval Guidelines

1. Courses must be of value to the certificated employee in his/her assignment. The decision as to whether a course is of value rests solely with the employee's supervisor. If an employee disagrees with his/her supervisor's decision, he/she may appeal that decision to the Superintendent. The Superintendent's decision will be final.
2. Courses must have the prior approval of the employee's supervisor. Request for course approval must be submitted on the District Intent-to-Take form. Prior approval means before the date the course actually commences. Failure to obtain prior approval will automatically disallow any District credit for the course work.

Course Work Guidelines

Six (6) units per semester during the school year from September to June is the maximum which may be approved. If they meet these requirements, then:

1. Lower division courses may be approved. These courses must contribute to the professional competence of the certificated employee.

CLASS ADVANCEMENT (continued)

2. Graduate and upper division courses may be approved. These courses shall be taken to improve professional skills, knowledge or attitudes.
3. One refresher course may be taken in a single field of study within a 3-year period.

Other Credits

1. Travel Credit – Credit may be granted for planned travel, and must have the prior approval of the Superintendent. Application for credit shall include an outline of the proposed travel, study planned in connection with the travel, and with an indication of the value of such travel in relation to the professional growth of the certificated employee. The maximum travel credit shall be limited to a total of six (6) units. A follow-up report is required after the trip is completed.
2. Workshop Credit – One (1) unit of credit will be granted for 15 hours of workshop attendance. The workshops must have the prior approval of the employee's supervisor. At the conclusion of a workshop, verification of attendance must be submitted for credit.