

**ARTICLE 12**  
**SALARY SCHEDULE AND PAYMENT FOR PAID EXTRA DUTIES**

12.1 The Certificated Salary Schedule and Extra Duty Schedule are set forth in attached Appendices:

- 12.1.1 Certificated Salary Schedule (Appendix A)
- 12.1.2 School Psychologist, Social Worker, and Program Specialist Salary Schedule (Appendix B)
- 12.1.3 Speech and Language Pathologist Salary Schedule (Appendix C)
- 12.1.4 Alternative Programs and/or Schools Salary Schedule (Appendix D)
- 12.1.5 Designated Subject Credential Salary Schedule (Appendix E)
- 12.1.6 Push-In Reading Teacher Salary Schedule (Appendix F)
- 12.1.7 Extra Duty Schedule (Appendix G)
- 12.1.8 Preschool Salary Schedule (Appendix H)
- 12.1.9 Counselor Salary Schedule (Appendix T)

\*In the 2021-2022 school year, new salary schedules (Appendixes A, B, C, H, and T) shall be implemented. The intent of the new salary schedule is to remove the "years in AUSD" column, compact the longevity steps, and include National Board Certifications to "Advanced Degrees and Certifications".

12.2 Compensation

- 12.2.1. Effective July 1, 2022, all salary schedules and advanced degree stipends in the Collective Bargaining Agreement shall be increased by ~~7.55%~~ 7.55%.
- 12.2.2 The extra duty schedule, stipends, and hourly rate of pay shall be increased by ~~3.0%~~ 7.55% effective July 1, 2022.
- 12.2.3 Payroll Warrants: Effective July 1, 2008, and every year thereafter, all new-to-the-District unit members shall receive eleven (11) equal paychecks on the last working day of each calendar month, with their first paycheck of the work year to be received on the last working day in August and their last paycheck to be received the last working day in June. These unit members shall have the option of enrolling in the District's Summer Fund Program.

### 12.3 Supplemental Pay

- 12.3.1 Certificated Hourly Rate of Pay: Effective July 1, 2020, the certificated hourly rate of pay shall be ~~42.4539.49~~. This certificated hourly rate of pay shall be added to the Extra Duty Schedule in Appendix G.
- 12.3.2 Before or After School Academic Support Programs Per Diem Rate of Pay: Effective on the first day of the 2017-2018 school year, the academic support rate of pay shall be the unit member's hourly per diem rate of pay. The per diem rate of pay shall be based on the 7 hour, 5 minute work day set forth in the collective bargaining agreement. (see Article 11.1.1) This rate of pay shall apply to all certificated teaching positions, including, but not limited to Credit Recovery, Academic Subjects, Math and Reading Interventions, preapproved Tutoring and Homework Clubs in academic subjects, Technology Classes, Summer School, Special Education Extended School Year, etc. Site Administration shall email all site unit members all opportunities to apply to teach a Before or After School Academic Support Program as listed in this article. The District and the Association agree to meet to resolve any dispute regarding the application of the rate of pay for any Before or After School course.

#### 12.3.3 Period Substitution

##### A. Short Term Period Substitution

1. Definition: "Short term period substitution" is when a bargaining unit member volunteers or is required to provide period substitution for another unit member absent due to illness or injury for more than one (1) instructional day but less than sixteen (16) instructional days.
2. Compensation: Compensation shall be at the appropriate period substitution tiered rate of pay.
3. Teaching a short term period substitution assignment shall be voluntary, based on schedule availability and based on certification and qualifications.
4. A short term period substitution may convert to a long term period substitution if the absent unit member will be out of his/her class for a longer period of time than anticipated. A priority shall be given to the unit member who volunteered for, or was assigned, the short term period substitution to support the consistency and continuity of program and instruction.

##### B. Long Term Period Substitution

1. Definition: "Long term period substitution" is when a unit member volunteers or is required to provide period substitution for another unit

member absent due to illness or injury for sixteen (16) or more consecutive instructional days.

2. Compensation: The unit member shall receive an additional twenty (20%) percent of his/her salary per day for the length of the assignment retroactive to the first day of assignment. Bank days earned during the short term portion of the assignment shall not be eligible for the retroactive pay.

C. Elementary Grades

1. Elementary bargaining unit members who lose their preparation period or provide period substitution shall be paid the appropriate tiered rate outlined in Section 12.3.3.F.1, or shall accumulate hours for bank days, or sick leave days or a combination thereof as outlined in Section 12.3.3.F.2.b.
2. If an absent elementary teacher's class is divided among multiple teachers, then each unit member who takes or receives additional students for at least one-half (1/2) of the student instructional day shall be compensated for one (1) hour of period substitution at the appropriate tiered rate of pay outlined in Section 12.3.3.F.1 or shall accumulate hours for bank days or sick leave days or a combination thereof as outlined in Section 12.3.3.F.2.b. Compensation described immediately above shall not be paid if the teacher's absence is authorized under Section 18.17 - Miscellaneous Leave of this Agreement.

- D. Period Substitution for Preparation Teachers: Only as a last resort shall preparation teachers be pulled from their specialty classes to perform period substitution. Period substitution for preparation teachers shall be assigned fairly and equitably.

- E. Bargaining unit members shall be required to period substitute on a fair and equitable basis. Each site administrator shall compile a list of unit members who wish to volunteer for class coverage. The volunteer list shall be posted at a central location chosen by the site administrator. A second roster shall be compiled listing the remaining unit members at the site. If no volunteers are available for substituting, substitutes are to be selected from the second list on a fair and equitable basis. The second list shall be made available to any unit member at the site to review upon request.

F. Compensation for Period Substitution

1. ~~Effective mid-year 2009~~, Bargaining unit members shall be paid for period substitution at a tiered rate of pay, or shall accumulate periods (secondary) or hours (elementary) for bank days, or shall be compensated in a combination thereof. The tiered rates of pay for period substitution are as follows:
  - a) Bargaining unit members on Steps 1-5 of the Certificated Salary Schedule shall be paid an hourly rate of ~~\$50.57~~ \$58.16, prorated on the quarter hour, rounded up.

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- b) Bargaining unit members on Steps 6-10 of the Certificated Salary Schedule shall be paid an hourly rate of ~~\$63,0467.77~~, prorated on the quarter hour, rounded up.
- c) Bargaining unit members on Steps 11 through Longevity Step 34+ on the Certificated Salary Schedule shall be paid an hourly rate of ~~\$73,8779.41~~, prorated on the quarter hour, rounded up.

2. Bank Days

- a) Unit members may, at their discretion, accumulate periods or hours of period substitution to be used as bank days.
- b) For the purpose of this Section, a "bank day" is a day of compensatory time earned through the accumulation of periods (secondary) or hours (elementary) for providing period substitution. Five (5) class periods, or two and one-half (2.5) block periods, equal one (1) bank day for secondary unit members. Five (5) hours of period substitution equal one (1) bank day for elementary unit members.
- c) Unit members may utilize bank days in half or full day increments.
- d) Unit members electing to use bank days shall enter the absence into the district substitute system at least 5 days in advance of the absence date.
- e) Dispensation of Accumulated Periods or Hours
  - 1) Unit members may, at their discretion, receive a combination of their tiered rate of pay, bank days or reinstatement of sick leave days earned and taken during the current work year. No more than five (5) bank days may be carried over to the following work year effective end of the 2018-2019 school year. Unit members, however, may not receive compensation, bank days or reinstatement of sick leave days earned and taken during the current work year in excess of the number of periods or hours they earned serving period substitution.
  - 2) No later than May 1 of each work year the District shall provide to each unit member the number of periods or hours they have accumulated for period substitution. This notification shall also include a survey providing unit members the opportunity to choose between receiving compensation, bank days, or reinstatement of sick leave earned and taken during the current work year or a combination thereof.



- 3) If the May 1 survey is not received by the District by June 1, the unit member's accumulated periods or hours shall be paid to the unit member according to their tiered rate of pay in Section 12.3.2.F.1.

12.3.4 Sixth Period: The Association and the District agree to permit secondary bargaining unit members to teach six (6) periods.

A. A bargaining unit member who has been assigned and has agreed to teach a section in addition to his/her full-time (i.e., 5 periods) assignment shall be paid an additional twenty percent (20%) of his/her daily rate of pay for each instructional day for the duration of the assignment. Such assignment may extend for less than a full school year at the discretion of the District.

B. General Assurances

1. Teaching a sixth period assignment shall be voluntary, based on schedule availability and based on certification and qualifications.
2. All factors being equal, the most senior unit member shall be given first option to teach a sixth period assignment.
3. In no circumstance shall a secondary bargaining unit member teach more than six (6) periods.

12.4 Salary Schedule Policies: The salary schedule policies outlined in this Section apply to all unit members, including those hourly unit members teaching in the Alternative Programs and/or Schools.

12.4.1 Initial Column Placement

A. Bachelor's Degree: A Bachelor's degree must have been earned from an accredited institution of higher learning and verified by transcript or actual degree document.

B. Credited Units Beyond a Bachelor's Degree

1. "Credited Units" shall be those semester units (or quarter unit conversion thereof) enrolled in and completed subsequent to granting of the Bachelor's degree.
2. All units beyond the Bachelor's degree must be verified by official transcripts.
3. Credit will be allowed only if a grade of "C" or better was achieved in the course.

4. The maximum number of units allowed for initial salary placement is seventy-five (75) semester units (or quarter conversion thereof).
  5. Lower division units for courses taken subsequent to the Bachelor's degree will not normally be considered for initial salary placement, except that up to twelve (12) semester units that can be shown to be directly applicable to the initial assignment may be applied if recommended by the District administration.
  6. Continuing Education Units (CEUs) will not be considered for salary placement.
- 12.4.2 Licensed Speech-Language Pathologists hired in the District who do not hold a valid teaching credential but hold a valid California License shall be placed on the Speech-Language Pathologists Salary Schedule according to Section 12.4.1.B.4 above.
- 12.4.3 Columns III through VII on the Certificated Salary Schedule are reserved for bargaining unit members holding preliminary and clear credentials, except for those bargaining unit members in subsection "A" below.
- A. Bargaining unit members hired prior to July 1, 2001, who possess preliminary or clear credentials, and who were originally placed on Columns I and II, shall be moved to Column III retaining years of experience, with placement retroactive to July 1, 1999.
  - B. Non-Credentialed Bargaining Unit Members Held on Column I: Non-credentialed bargaining unit members (e.g. pre-intern, emergency or waiver) on Column I shall be credited with years of experience; advance to Column II after earning fifteen (15) semester units; and shall not move beyond Column II until possessing written verification of a preliminary or clear credential and the appropriate units for advanced column placement. To finalize column movement upon receiving a preliminary or clear credential, the unit member shall submit to the Human Resources Office a copy of his/her dated Affidavit of Application for Credential to his/her university or college and official transcripts or grade cards verifying the units earned to obtain his/her credential.
  - C. Non-Credentialed Bargaining Unit Members Held on Column II: Non-credentialed bargaining unit members (e.g. pre-intern, emergency or waiver) on Column II shall also earn years of experience and shall not move beyond Column II until possessing written verification of a preliminary or clear credential and the appropriate units for advanced column placement. To finalize column movement upon receiving a preliminary or clear credential, the unit member shall submit to the Human Resources Office a copy of his/her dated Affidavit of Application for Credential to his/her university or college and official transcripts or grade cards verifying the units earned to obtain his/her credential.
  - D. Non-Credentialed Bargaining Unit Members Advanced Placed: Non-credentialed bargaining unit members (e.g. pre-intern, emergency or waiver) who were hired prior to January 1, 2001, and who were placed on Columns III through VII, shall remain on the column they were originally placed, earning

years of experience, but shall not move beyond their initial column placement until possessing written verification of a preliminary or clear credential and the appropriate units for advanced column placement. To finalize column movement, upon receiving a preliminary or clear credential, the unit member shall submit to the Human Resources Office a copy of his/her dated Affidavit of Application for Credential to his/her university or college and official transcripts or grade cards verifying the units earned to obtain his/her credential.

- E. Column Movement On or Before the First Student Instructional Day: If a bargaining unit member who has been held on Column I or II (under Sections 12.4.3.B or 12.4.3.C above) obtains his/her preliminary or clear credential on or before the first student instructional day of the work year, the unit member shall be advanced to the appropriate column, and shall be paid for his/her column movement retroactive to July 1. To finalize column movement upon receiving a preliminary or clear credential, the unit member shall submit to the Human Resources Office a copy of his/her dated Affidavit of Application for Credential to his/her university or college and official transcripts or grade cards verifying the units earned to obtain his/her credential.
- F. Column Movement After the First Student Instructional Day: If a bargaining unit member who has been held on Column I or II (under Sections 12.4.3.B or 12.4.3.C above) obtains his/her preliminary or clear credential after the first student instructional day of the work year, the unit member is eligible for column advancement on the Certificated Salary Schedule if the following conditions are met:
  - 1. Step One: The unit member submits to the Human Resources Office, no later than the last working day of October, all necessary transcripts or grade cards for coursework previously completed that will be used to calculate the appropriate units for column advancement, and a written plan for mid-year column advancement that includes the anticipated additional coursework to be completed for issuance of his/her preliminary or clear credential. If the requirements of this Section are not met, there shall be no mid-year column advancement until the following school year.
  - 2. Step Two: To finalize column movements, the unit member shall submit to the Human Resources Office a copy of his/her dated Affidavit of Application for credential to his/her university or college, and official transcripts or grade cards verifying the units earned to obtain his/her credential. If the requirements of this Section are not met, there shall be no mid-year column advancement until the following school year.
  - 3. Compensation: If the aforementioned conditions are met, the unit member shall be advanced to the appropriate column, and shall be paid at his/her new rate of pay on the appropriate column effective the payroll period immediately following submission of his/her official paperwork to the Human Resources Office as outlined in Sections 1 and 2 immediately above.
- G. Bargaining unit members who hold a valid credential from another state and/or who possess written verification of a preliminary or clear California credential

shall be placed at least on Column III, or the appropriate column based on the unit member's educational experience.

12.4.4 Step Placement – Experience Credit

~~A. A. —~~ Bargaining unit members, including unit members having taught in private school and speech language pathologists (including those who have provided service in hospitals or other treatment settings), shall be eligible to receive year for year credit for all previous years of verifiable service with no maximum, up to twelve (12) years of experience (maximum placement on Step 13) for initial placement on the Certificated Salary Schedule if a valid K-12 teaching certificate was held during the period of employment.

Any existing unit member who did not receive full credit for their complete years of service when originally hired shall be allowed to provide evidence of their years of service to the Assistant Superintendent of Human Resources for review and consideration. Individuals with verifiable years of service will be placed at the appropriate step.

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- B. Bargaining unit members, who work seventy-five (75%) percent or more of the number of student days in a school year, shall receive one (1) year of credit on the Certificated Salary Schedule. Under exceptional circumstances, credit for hourly employment may be considered.
- C. Unit members who work an assignment of fifty (50%) percent to seventy-five (75%) percent shall receive one (1) year of credit on the Certificated Salary Schedule every other year.
- D. Credit for previous experience must be verified by the former employer and will be applied retroactively when received.
- E. A maximum of one (1) step for two (2) or more years of military service obtained during the period of eight (8) years immediately preceding employment by the District will be applied for step placement.

12.4.5 Column Movement

- A. Lower division units will be allowed for salary credit only if prior approval for such courses has been obtained from the District.
- B. Continuing Education Units that relate to a unit member's assignment shall be allowed. Continuing Education Units not related to a member's assignment may be authorized by the District. Any course work activities on District time or paid for by the District do not qualify for salary credit.
- C. Credit will be allowed only if a grade of "C" or better was achieved in the course. Where no letter grade is given, "pass" or "credit" are acceptable.
- D. As a standard formula for non-college unit coursework, ten (10) hours of work equals one (1) semester unit of salary credit.



- E. A record from the accrediting institution must be submitted to the Human Resources Office upon satisfactory completion of the work. If the unit member is unable to receive a grade card or transcript, a letter of verification on the institution's letterhead from the instructor or college will be accepted until such time as the member can obtain a grade card or transcript.
- F. When a bargaining unit member becomes eligible for advancement to a higher column on the salary schedule, it is the unit member's responsibility to submit all transcripts or grade cards to the Human Resources Office by the last working day of October. All unit members shall be paid for column advancement retroactive to July 1.

#### 12.5 Alternative Programs and/or Schools

##### 12.5.1 Placement on the Certificated Salary Schedule

- A. Effective July 1, 2006, all bargaining unit members teaching an assignment of sixty (60%) percent or greater in the Prospects High School Day Program and Adult ESL and Adult GED shall be compensated for their work by being placed on the Certificated Salary Schedule. A unit member's salary on the schedule shall be prorated if the unit member is working less than a full time assignment.
- B. Once a bargaining unit member is placed on the Certificated Salary Schedule, they shall not revert back to an hourly rate of pay on the Alternative Programs and/or Schools Salary Schedule.
- C. Bargaining unit members shall not lose salary, benefits and/or working conditions (hours, assignment in the Alternative Programs and/or Schools, seniority date of hire, educational experience, longevity, sick leave, etc.) due to their placement on the Certificated Salary Schedule, except as outlined under Section 12.5.2.B.1 below.
- D. As soon as practicable after ratification by the Parties, the District shall meet with individual unit members assigned to the Certificated Salary Schedule to evaluate individual step and column placement. Any disagreements on the placement shall be handled with the individual unit member, representative of the Association and the District. If an agreement on placement is not reached, the grievance procedure in Article 14 of the Agreement may be utilized by the unit member and the Association.

##### 12.5.2 Assignment of Teaching Hours

- A. Due to desire of the District and the Association to maximize the opportunities for students to be enrolled in the Alternative Programs and/or Schools, the Parties to the Agreement agree to work toward full day assignments for unit members in the Program. For the purpose of this Section, a "full day assignment" is defined as unit members working seven (7) hour workdays. However, the District and the Association recognize the importance of part-time assignments to both the District and to individual unit members. For the purpose of this Section, "part

time assignment" is defined as teaching three (3) or four (4) full workdays per week. Every effort shall be made to accommodate part time assignments when possible (see Article 26).

B. Assignment of Additional Teaching Hours

1. Current Bargaining Unit Members Working Fifty-Nine (59%) Percent or Less: Additional teaching hours shall be offered first to unit members employed by the District in the Alternative Programs and/or Schools on January 1, 2006, and teaching fifty-nine (59%) percent or less. Assignment of additional teaching hours shall be made based on preference by seniority. However, a unit member who refuses additional hours may see their hours reduced under Section 12.5.1.C. above with the reduction to the closest seven (7) hour block. Each time additional teacher hours are available, unit members who are teaching an assignment of fifty-nine (59%) percent or less shall be consulted, and the assignment of additional hours shall be made based on preference by seniority.
2. Current Bargaining Unit Members Working Sixty (60%) Percent or Greater: After unit members teaching fifty-nine (59%) percent or less are consulted, the District shall offer additional hours to current unit members employed by the District in the Alternative Programs and/or Schools on January 1, 2006, and teaching sixty (60%) percent or greater. Assignment of additional hours shall be made based on preference by seniority. Each time additional teacher hours are available, unit members who are teaching an assignment of sixty (60%) percent or greater shall be consulted, and assignment of the additional hours shall be made based on preference by seniority.
3. If no bargaining unit members described in Sections 1) and 2) immediately above are interested in additional teaching hours, the vacancy shall be posted according to Section 17.2 of the Agreement.

12.5.3 The workday for Prospects High School and the Adult Education Program shall be seven (7) hours and five (5) minutes per day Monday through Thursday, and seven (7) hours on Friday or the last working day of each week. This regular workday shall include at least a thirty (30) minute duty free lunch.

12.5.4 The Parties to the Agreement agree to continue bargaining on unforeseen issues appear during the transition of unit members to the Certificated Salary Schedule.