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APPENDIX B

Salaries

5 **Salary:**

6 4% increase to bargaining unit salary schedules, stipends, and rates of pay for 2023 – 2024
7 retroactive to July 1, 2023. An additional one-time off schedule payment of 4% for 2023 – 2024
8 based on the unit member' earnings for the 2023-2024 fiscal year.
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10 **PROVISIONS FOR ADMINISTRATION OF CDC/HEAD START and EDUCARE SALARY**
11 **SCHEDULES:**

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13 **A. REQUIREMENTS RELATIVE TO INITIAL PLACEMENT ON SALARY**
14 **SCHEDULES:**

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16 1. Teachers in Child Development Centers and Head Start must hold a valid Children's
17 Center Instruction or Child Development Center Permit; or in lieu of the permit, a
18 Standard Teaching Credential deemed by the Commission on Teacher Preparation
19 and Licensing to be equivalent to the Children's Centers Permit.
20
21 2. **Teaching Experience.** As authorized by Education Code, Section 45028, teachers
22 in Child Development Centers and Head Start and Educare not previously employed
23 by the District as a teacher during the five (5) years (60 calendar months) prior to the
24 date of hire are allowed credit for previous satisfactory teaching experience up to the
25 maximum step on the appropriate column on the salary schedule. If a teacher has
26 served under contract for fifty (50) percent or more of the total work year; has worked
27 as a substitute teacher for one hundred thirty-five (135) days in one (1) work year; or
28 has combined service of one hundred thirty-five (135) days in one (1) work year
29 under contract and as a substitute or hourly teacher, credit will be given for one (1)
30 year of experience. "Day" shall be defined as actual days worked.
31
32 3. **Experience Other Than Teaching.** In evaluating an applicant's experience other
33 than teaching, the District may allow a maximum of four (4) steps on the salary
34 schedule when this experience will contribute directly to the effectiveness of the
35 major assignment for which the applicant is being considered. Two (2) years of
36 experience under this provision are evaluated as equal to one (1) step on the salary
37 schedule. This experience cannot be concurrent with credit for teaching experience,
38 but part-time work experience might be combined with part-time teaching.
39 Verification of not less than eleven (11) months of consecutive work of not less than
40 twenty (20) hours per week may be computed as the equivalent of one (1) year toward
41 the two-for-one requirement for work experience credit. In computing work
42 experience on more than one (1) job, any interruption of service beyond one (1)
43 month shall break the consecutive requirement, unless the prospective employee
44 returns to the same position, with the same employer, within six (6) months without
45 having been gainfully employed by another employer during that time.
46

- 1 4. **Military Service.** Military Service is credited as prior teaching experience only if
 2 the applicant actually taught while in the service in the field for which she/he is to
 3 be employed.
 4
 5 5. **Tentative Salary Placement.** Applicants who are considered favorably are asked to
 6 sign a statement relative to tentative salary placement that is mutually agreeable at
 7 the time of employment. Signing the “Tentative Salary Placement” form indicates
 8 that the salary stated thereon is mutually agreeable.
 9

10 Additional qualifying official verified salary information presented on or before
 11 November 1 or within sixty (60) calendar days after initial date of employment which
 12 might indicate a need for change will be considered. If a salary change is warranted,
 13 the adjustment will be retroactive to the first duty day of paid service in the school
 14 year in which the official verified information is received.
 15

16 6. **Salary Schedule Placement:**

- 17
 18 a. Certificated employees who are given a contract are placed initially on the
 19 salary schedule in accordance with training completed at an accredited
 20 college or university before the first day of their contract year and verified
 21 within sixty (60) days after initial date of employment.
 22
 23 b. A teacher employed by the Long Beach Unified School District is placed on
 24 a step of the salary schedule in accordance with his/her experience. A teacher
 25 is advanced year by year until reaching the maximum step on the schedule,
 26 provided he/she is under contract a sufficient number of days each year and
 27 qualified for advancement.
 28

29 B. **CREDIT ON THE SALARY SCHEDULE FOR ADVANCED WORK:**

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 31 1. All college or university credit shall be from an accredited institution.
 32
 33 2. Placement on Column 302, 502, 124, 312, or 334 is dependent on verification of
 34 ninety (90) or more units; all units above sixty (60) to be upper division and taken at
 35 a four-year college or university.
 36
 37 3. Placement on Column 303, 503, 125, 313, 317, 323, 335 or 513 is dependent on
 38 verification of a Bachelor’s degree. As of April 24, 2005, placement on columns
 39 306, 316 (E3), 315, 319, 325, 336, 506, 516, or 126 is dependent on verification of
 40 twenty-eight (28) semester hours of upper division or graduate work beyond the
 41 Bachelor’s Degree. Extra units earned prior to receiving the Bachelor’s Degree shall
 42 not be accepted for placement on the scale on one (1) year above the Bachelor’s
 43 Degree unless extra units are of graduate standing, were not counted for the
 44 Bachelor’s Degree, and are so indicated on the transcript.
 45

- 1 4. It is the responsibility of the employee to submit official sealed transcripts to the
 2 appropriate office by November 1 in order to advance on the salary schedule and
 3 receive salary schedule placement retroactive to the first duty day of that contract
 4 year, for coursework and degrees earned prior to September 15. If verification is
 5 received after November 1, or for coursework or degrees completed after September
 6 15, salary schedule placement adjustment will be granted for completed units and/or
 7 conferred degrees effective the pay period following receipt of the official transcripts.
 8

9 The appropriate office for submission of official sealed transcripts will be the
 10 following:

11
 12 CDC teachers must submit their official sealed transcripts
 13 to the CDC Office.

14
 15 Head Start and Educare teachers must submit their official sealed
 16 transcripts to Human Resource Services.
 17

- 18 5. An employee must complete all requirements prior to the first day of the contract
 19 year in order to qualify for placement on a higher salary scale. The date shown on
 20 the transcript indicating conferral of the degree will be considered the official date
 21 for this placement.
 22

- 23 6. Travel in the United States or in foreign lands is not credited for advancement unless
 24 credit for the travel has been granted by a college or university recognized by the
 25 California State Department of Education.
 26

- 27 7 After the Bachelor's Degree, courses for upgrading on the salary schedule must be
 28 of upper division or graduate standing. After election to the District and after the
 29 Bachelor's Degree, exceptions may be made for prior approved lower division
 30 transfer credit courses and post baccalaureate professional courses provided they are
 31 related to the present assignment of the employee. The granting of salary credit to
 32 any employee for such lower division courses will be limited to a maximum of nine
 33 (9) semester hours during the entire time of the employee's service with the District.
 34 Requests for exceptions must be received by the Director of Child Development
 35 Centers or the Director of Head Start Programs, depending on the program in which
 36 the bargaining unit member is employed.
 37

38 Receipt of such requests must be made six (6) weeks prior to the first day of
 39 attendance in the course and be approved by a Educational Mission: Innovation
 40 Advancement Committee (EM;IAC). The Association currently appoints four (4)
 41 bargaining unit member to this committee.
 42

- 43 8. Exceptions to the requirement that all course work (units) must be taken at an
 44 accredited college or university may be made by recommendation of the Educational
 45 Mission: Innovation Advancement Committee (EM: IAC) and the approval of the
 46 Assistant Superintendent of Human Resource Services.

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2 This committee is empowered to recommend the granting of credit on the salary
3 schedule for successful completion of in-service courses offered by the Long Beach
4 Unified School District which (a) involve attendance at sessions equivalent in time
5 to college or university courses at the same unit value; (b) involve participation and
6 related work equivalent to that required in college or university courses of the same
7 unit value; (c) provide needed in-service opportunities not otherwise readily
8 available; and (d) are found by the committee to be in the best interest of the
9 instructional program of the District. The Assistant Superintendent, Human Resource
10 Services, has final approval authority relative to the granting of salary credit.

11
12 Upper division, graduate level or qualifying professional units will apply toward
13 salary schedule placement advancement with the submission of official transcripts.
14 “Qualifying professional units” refers to coursework that meets one of the following
15 requirement: 1) Professional coursework that is the required for a credential or
16 certificate (i.e., CLAD, BLCAD) issued by the California Commission on Teacher
17 Credentialing (“CCTC”); of 2) Upper division or graduate level courses which are
18 designated as professional courses for educators by the accredited college or
19 university.
20

21 **C. SALARY INCREMENTS:**

- 22
- 23 1. Increments are granted to certificated employees who have been compensated for
24 fifty (50) percent or more of the work year and under contract or who have combined
25 service of one hundred thirty-five (135) days in one (1) school year under contract
26 and as a substitute teacher. Any exception to this policy requires special approval of
27 the Board of Education.
28
 - 29 2. A probationary employee who has earned an increment is entitled to said increment
30 provided the employee is re-elected any time during the immediate subsequent school
31 year. If, however, a school year or more intervenes, the employee is not entitled to a
32 salary that exceeds the maximum entrance salary.
33
 - 34 3. An employee who at the time of resignation was classified as permanent and who is,
35 or has been, re-employed under contract within thirty-nine (39) months after the last
36 day of service, shall be classified as and restored to all rights of a permanent
37 employee, except as specifically limited by law.
38
 - 39 4. A certificated employee who has a leave of absence (a) to serve as a member of the
40 Peace Corps outside the United States, the Domestic Peace Corps (Volunteers in
41 Service to America), or the Job Corps; (b) to teach in a foreign country; or (c) to take
42 advanced professional and academic training is entitled to an increment the same as
43 though he/she has been regularly employed. To receive such increment, the service
44 or study during the period of leave must be verified. In order to qualify for the
45 increment following a leave of absence for advanced professional and academic
46 training, an employee shall verify that he/she undertook a full load as defined by the

1 institution attended. A transcript of work taken and grade earned shall be filled within
2 sixty (60) calendar days of returning to duty. If verification is received after sixty
3 (60) calendar days, salary schedule placement adjustment will be effective the
4 following pay period.
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- 6 5. A certificated employee who is granted a military leave is entitled to such increment
7 as would have been received had the employee remained in active service with the
8 school district.
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10 **D. SALARY ADJUSTMENTS WITH CHANGE IN STATUS.**

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12 When an employee acquires the required number of approved professional credits or a
13 degree, the employee will be entitled at the next increment date to move from one preparation
14 column to another in the following manner:
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- 16 1. The employee will be moved horizontally to the new preparation column for which
17 eligibility has been earned.
18
- 19 2. The employee will be moved to the next step on the new scale.
20 Note: Employees on Step H, Column 301 or 311, who are entitled to move to column
21 302 or 312, will remain on Step H; employees on Step I, Column 303 or 313, who are
22 entitled to move to Column 306 and 316, will remain on Step I.
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24 **E. ADDITIONAL EMPLOYMENT BEYOND THE CONTRACT POSITION.**

25 Employees in full-time contract positions shall not, during the period of time covered by the
26 contract, engage in other gainful occupations which impair the efficiency and character of
27 the school services rendered.
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