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2 1. **Teaching Experience:**
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4 a. As authorized by Education Code, Section 45028, teachers are allowed
5 credit for previous satisfactory K-12 credentialed teaching experience up to
6 the maximum step on the appropriate column on the salary schedule,
7 excluding career increments. For purposes of this Section, a total school
8 year is defined as a period from the first day of the professional assignment
9 through the final day of the regular professional assignment. If a teacher
10 has served under contract for fifty (50) percent or more of the total school
11 year or a full semester; has worked as a substitute teacher for one hundred
12 thirty-five (135) days in one (1) school year; or has a combined service of
13 one hundred thirty-five (135) days in one (1) school year under contract as
14 a substitute or hourly teacher, credit will be given for one (1) year of
15 experience.
16

17 b. **Adjustment for Previous Experience.** Official Verification of satisfactory
18 K-12 credentialed teaching experience must be provided within the first
19 three years of employment with the District. If an employee is hired by
20 September 1 of the first year of employment, verification must be received
21 in Human Resource Services by November 1 and salary schedule placement
22 adjustment is retroactive to the beginning of that duty year. If verification
23 is received after November 1, salary schedule placement adjustment will be
24 effective the following pay period.
25

26 If an employee is hired after September 1 of the first year of employment,
27 verification must be received in Human Resource Services within sixty (60)
28 calendar days of initial date of employment and salary placement
29 adjustment is retroactive to the initial date of employment.
30

31 c. **Career Increments.** An employee who has not previously been employed
32 by the District in a certificated assignment who has five or more years of
33 previous teaching experience as defined in this Appendix will be granted
34 exactly five years of credit toward attainment of the twenty, twenty-five,
35 and thirty-year career increments. The maximum of five years of credit will
36 be granted regardless of which step the new employee has attained on the
37 salary schedule. In addition to the maximum credit, an employee who has
38 been previously employed by the District and who returns to a certificated
39 assignment in the District shall be granted credit toward attainment of career
40 increments only for those years of service served previously in the employ
41 of the District.
42

43 2. **Experience Other Than Teaching:**
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45 a. In evaluating an applicant's experience other than teaching, the District may
46 allow a maximum of four (4) steps on the salary schedule when this

1 experience will contribute directly to the effectiveness of the employees
 2 major assignment for which the applicant is being considered. Two (2) years
 3 of experience under this provision are evaluated as equal to one (1) step on
 4 the salary schedule. This experience cannot be concurrent with credit for
 5 teaching experience, but part-time work experience might be combined with
 6 part-time teaching. Verification of not less than eleven (11) months of
 7 consecutive work of not less than twenty (20) hours per week may be
 8 computed as the equivalent of one (1) year toward the two-for-one
 9 requirement for work experience credit. In computing work experience on
 10 more than one (1) job, any interruption of service beyond one (1) month
 11 shall break the consecutive requirement, unless the prospective employee
 12 returns to the same position, with the same employer, within six (6) months
 13 without having been gainfully employed by another employer during that
 14 time. Partial years of credit are not additive.

- 15
- 16 b. Nurses and school librarians are given one (1) year of credit for one (1) year
 17 of full-time work experience in a non-school setting as a nurse or as a
 18 librarian.
- 19
- 20 c. In addition to the current rules for salary schedule placement purposes, for
 21 purposes of initial placement on the salary schedule, qualified
 22 speech/language/pathologists/specialists hired on or after July 1, 2006 to
 23 work in speech and language positions shall be allowed one step on the
 24 salary schedule for each year of verified work experience as a
 25 speech/language/pathologist/specialist in a non-school setting.
- 26
- 27 d. **Military Service.** Military Service is credited as prior teaching experience
 28 only if the applicant actually taught while in the service in the field for
 29 which he/she is to be employed.
- 30
- 31 e. Adjustment for previous experience official verification of service
 32 described in A.2.b. and A.2.c. of the Appendix must be provided within the
 33 first three years of employment with the District. If an employee is hired
 34 by September 1 of the first year of employment, verification must be
 35 received in Human Resource Services by November 1 and salary schedule
 36 placement adjustment is retroactive to the beginning of that fiscal year. If
 37 verification is received after November 1, salary schedule placement
 38 adjustment will be effective the following pay period.

39

40 If an employee is hired after September 1 of the first year of employment,
 41 verification must be received in Human Resource Services within sixty (60)
 42 calendar days of initial date of employment and salary placement
 43 adjustment is retroactive to the initial date of employment.

- 44
- 45 3. **Tentative Salary Placement.** Applicants who are considered favorably are asked
 46 to sign a statement relative to initial/tentative salary placement that is mutually

agreeable at the time of employment. Signing the “Tentative Salary Placement” form indicates that the initial/tentative salary stated thereon is mutually agreeable.

4. **Salary Schedule Placement:**

- a. Certificated employees who are given a contract are placed initially on the salary schedule in accordance with training completed at an accredited college or university before the first day of their contract year.

Additional official, verified salary information presented by November 1 or sixty (60) calendar days after the initial date of employment which might indicate a need for change will be considered. If a salary change is warranted, the adjustment will be retroactive to the first day of paid service in the school year in which the official, verified information is received.

- b. A teacher employed by the Long Beach Unified School District is placed on a step of the salary schedule in accordance with his/her experience. A teacher is advanced year by year, until reaching the maximum step on the schedule, provided he/she is under contract a sufficient number of days each year and qualifies for advancement.

c. **Beginning Teacher Salary Incentive Program.**

Since 1999 the District has participated in the Beginning Teacher Salary Incentive Program. District participation is contingent on the continuation of special State funding to support this program. As a result of continuing District participation, K-12 teachers holding a valid California credential and assigned to specific schedules, columns, and steps listed below shall be compensated at an annual rate of pay greater than that provided to new employees who do not hold a valid California credential.

Schedule A3

Column 211, Steps A, B, C, D

Column 212, Steps A, B, C

Column 213, Steps A, B

Column 214, Step A

Schedule A4

Column 711, Steps A, B, C, D

Column 712, Steps A, B, C

Column 713, Steps A, B

Column 714, Step A

Schedule B3

Column 221, Steps A, B, C, D

Column 222, Steps A, B, C

Column 223, Steps A, B
Column 224, Step A

Schedule B4

Column 721, Steps A, B, C, D
Column 722, Steps A, B, C
Column 723, Steps A, B
Column 724, Step A

B. CREDIT ON THE SALARY SCHEDULE FOR ADVANCED WORK:

1. All college or university credit shall be from an accredited institution.
2. Placement on Column 012 or 022 is dependent on verification of twenty-eight (28) semester hours of upper division or graduate work beyond the Bachelor's Degree. Extra units earned prior to receiving the Bachelor's Degree shall not be accepted for placement on the scale of one (1) year above the Bachelor's Degree unless the extra units are of graduate standing, were not counted for the Bachelor's Degree, and are so indicated on the transcript.
3. Placement on Column 013 or 023 is dependent on (a) verification of fifty-six (56) semester hours of upper division or graduate work beyond the Bachelor's Degree or (b) verification of a Master's Degree.
4. Placement on Column 014 or 024 is dependent on (a) verification of fifty-six (56) semester hours of upper division or graduate work beyond the Bachelor's Degree plus the Master's Degree or (b) verification of a Master's Degree plus twenty-eight (28) semester hours of upper division or graduate work taken after the completion of the Master's Degree.
5. Placement on Column 016 or 026 is dependent on (a) verification of seventy-five (75) semester hours of upper division or graduate work beyond the Bachelor's Degree plus the Master's Degree or (b) verification of a Master's Degree plus forty-five (45) semester hours of upper division or graduate work taken after completion of the Master's Degree; or, (c) an earned Ph.D./Ed.D. degree. Other earned doctoral degrees may be considered when directly applicable to the initial/current assignment of the employee. No credit will be given for an Honorary Degree.
6. Beginning with the 2006/07 school year, full credentialed DIS speech/language/pathologists/specialists and/or holders of the Specialist Instruction Communication Handicapped Credential with a valid California Speech Pathology license issued by the Speech Pathology and Audiology Board for speech/language/pathologist/specialists shall be paid an additional five percent (5%) annually (pro-rated over pay periods) so long as they remain assigned as a speech/language/pathologist/specialist. Holders of the Specialist Instruction Communication Handicapped Credential with a valid California Speech Pathology

1 license must submit proof of licensure to Human Resource Services within sixty
 2 (60) days of renewal. The stipend does not apply to non-credentialed
 3 speech/language/pathologist/specialists.
 4

5 7. The following equivalents will be granted for salary purposes:
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7 a. Equivalent to a Bachelor's Degree:
 8

- 9 (1) P.H.N. held by nurses;
- 10 (2) R.N. plus a Bachelor's Degree held by nurses;
- 11 (3) Designated Subjects Credential with specialization in
 12 Vocational Trade and Technical Teaching, full-time;
- 13 (4) Designated Subjects – Vocational, preliminary; or Career Technical
 14 Education Teaching Credential, preliminary
- 15 (5) Assignment in a qualified Vocational Education Program for not
 16 less than forty (40) percent time is required for those qualifying
 17 under (3) and (4).
 18

19 b. Equivalent to one (1) year above a Bachelor's Degree:
 20

- 21 (1) Bachelor's Degree plus P.H.N. held by nurses;
- 22 (2) Bachelor's Degree plus a Bachelor's Degree in Library Science
 23 (regardless of the number of units) held by librarians;
- 24 (3) Designated Subjects Credential with specialization in Vocational
 25 Trade and Technical Teaching, full-time, plus
 26 twenty-two (22) units cleared, or Associate Degree or sixty (60)
 27 units equivalent, not cleared;
- 28 (4) Designated Subjects – Vocational, preliminary, plus twenty-two
 29 (22) units cleared;
- 30 (5) Assignment in a qualified Vocational Educational Program for not
 31 less than forty (40) percent time is required for those qualifying
 32 under (3) and (4).
 33

34 c. Equivalent to a Master's Degree:
 35

- 36 (1) Bachelor's Degree plus an approved Teacher Librarian Services
 37 Credential which entails not less than twenty-seven (27) units of
 38 graduate work for librarians;
- 39 (2) Bachelor's Degree plus twenty-eight (28) units including a P.H.N.
 40 held by nurses;
- 41 (3) Five (5) year (twenty-eight [28] units required) or Vocational Class
 42 A Credential;
- 43 (4) Standard Designated Subjects Credential with specialization in
 44 Vocational Trade and Technical Teaching, full time clear;
- 45 (5) Ryan Designated Subject – Vocational Trade and Technical, clear;

- 1 (6) Assignment in a qualified Career Technical Education Program for
 2 not less than forty (40) percent time is required for (3), (4), and (5).
 3
- 4 d. Equivalent to one (1) year above a Master's Degree:
 5
- 6 (1) Bachelor's Degree plus fifty-six (56) Teacher Librarian Services
 7 Credential semester hours including an approved Program which
 8 entails not less than twenty-seven (27) units of graduate work for
 9 librarians;
 10 (2) Bachelor's Degree plus fifty-six (56) semester units including
 11 P.H.N. for nurses;
 12 (3) Five (5) year (twenty-eight [28] units required) Vocational Arts
 13 Credential plus a Bachelor's Degree;
 14 (4) Five (5) year (twenty-eight [28] units required) or Life Vocational
 15 Arts Credential;
 16 (5) Ryan designated Subjects – Vocational Trade and Technical, Life;
 17 (6) Assignment in a qualified Career Technical Education Program for
 18 not less than forty (40) percent time is required for those qualifying
 19 under (3), (4), (5), and (6).
 20
- 21 e. No equivalent shall be granted for two (2) years above a Master's Degree
 22 except for a J.D. (juris doctorate) earned from an institution accredited by
 23 the American Bar, that is applicable to the present assignment of the
 24 employee as determined by Human Resource Services.
 25
- 26 f. Equivalent to a Ph.D. or Ed.D. Degree:
 27 Other earned doctoral degrees may be considered when applicable to the
 28 present assignment of the employee as determined by Human Resource
 29 Services.
 30
- 31 8. It is the responsibility of the employee to submit official transcripts to Human
 32 Resource Services in order to advance on the salary schedule. Effective July 1,
 33 2007, upon receipt of official transcripts on or before November 1, salary schedule
 34 placement adjustment will be granted for completed units and/or conferred degrees
 35 retroactive to the beginning of the first duty day of that contract year, for
 36 coursework and degrees earned prior to September 15. Upon receipt of official
 37 transcripts after November 1, or for coursework or degrees completed after
 38 September 15, salary schedule placement adjustment will be granted for completed
 39 units and/or conferred degrees effective the pay period following receipt of the
 40 official transcripts.
 41
- 42 9. An employee who is on a leave of absence may take a full academic course load of
 43 advanced work at an accredited college or university. These courses shall be
 44 acceptable for salary credit at the time the employee returns from leave.
 45

1 10. Travel in the United States or in foreign lands is not credited for advancement
2 unless credit for the travel has been granted by a college or university recognized
3 by the California State Department of Education.

4
5 11. After the Bachelor’s Degree, courses for upgrading on the salary schedule must be
6 of upper division or graduate standing. After election to the District and after the
7 Bachelor’s Degree, exceptions may be made for prior-approved lower division
8 transfer credit courses and post-baccalaureate professional courses provided they
9 are related to the present assignment of the employee. The granting of salary credit
10 to any employee for such courses will be limited to a maximum of nine (9) semester
11 hours during the entire time of the employee’s service with the District. Request
12 for exceptions must be received by Human Resource Services six (6) weeks prior
13 to the first day of attendance in the course and be approved by the Deputy
14 Superintendent, Human Resource Services, following review by the Educational
15 Mission: Innovation Advancement Committee (EM:IAC).

16
17 Denials of salary credit under the provisions of this Section may be appealed by the
18 individual employee to Human Resource Services. Appeals shall be reviewed by
19 the Educational Mission: Innovation Advancement Committee (EM: IAC) who
20 shall recommend appropriate action to the Deputy Superintendent, Human
21 Resource Services.

22
23 Each university has a transcript key which categorizes courses by the number series.
24 If the university classifies a course using the term “professional,” but does not
25 specify it as a “professional course related to education,” then the District will not
26 be able to grant salary credit unless prior District approval is obtained (as noted in
27 B.11). Any courses taken prior to employment with the District shall not qualify
28 for salary schedule placement advancement unless as otherwise provided in the
29 negotiated agreement.

30
31 12. Upper division, graduate level or qualifying professional units will apply towards
32 salary schedule placement advancement with the submission of official transcripts.
33 “Qualifying professional units” refers to coursework that meets one of the
34 following requirements: 1) Professional coursework that is required for a credential
35 or certificate (i.e., CLAD, BCLAD) issued by the California Commission on
36 Teacher Credentialing (“CCTC”); or 2) Upper division or graduate level courses
37 which are designated as professional courses for educators by the accredited college
38 or university.

39
40 13. Exceptions to the requirement that all course work units must be taken at an
41 accredited college or university may be made by action of the Educational Mission:
42 Innovation Advancement Committee (EM: IAC) with the approval of the Deputy
43 Superintendent, Human Resource Services. This committee is empowered to grant
44 credit on the salary schedule for successful completion of in-service courses offered
45 by the Long Beach Unified School District which (a) involve attendance at
46 sessions equivalent in time to college or university courses at the same unit value,

1 (b) involve participation and related work equivalent to that required in college or
 2 university courses of the same unit value, (c) provide needed in-service opportunities
 3 not otherwise readily available, and (d) are found by the committee to be in the best
 4 interest of the instructional program of the District.

5
 6 **C. SALARY INCREMENTS:**

- 7
 8 1. Increments are granted to certificated employees who have been compensated for
 9 fifty (50) percent or more of the one hundred eighty-four (184) day school year
 10 under contract or who have combined service of one hundred thirty-five (135) days
 11 in one (1) school year under contract and as a substitute teacher. Any exception to
 12 this policy requires specific approval of the Board of Education.
 13
 14 2. An employee who at the time of resignation was classified as permanent and who
 15 is re-employed under contract within thirty-nine (39) months after the last day of
 16 service, shall be classified as and restored to all rights of a permanent employee,
 17 except as specifically limited by law.
 18
 19 3. A certificated employee who has a leave of absence (a) to serve as a member of the
 20 Peace Corps outside the United States, the Domestic Peace Corps (Volunteers in
 21 Service to America), or the Job Corps; (b) to teach in a foreign country; or (c) to
 22 take advanced professional and academic training is entitled to an increment the
 23 same as though he/she had been regularly employed. To receive such increment,
 24 the service or study during the period of leave must be verified. In order to qualify
 25 for the increment following a leave of absence for advanced professional and
 26 academic training, an employee shall verify that he/she undertook a full load as
 27 defined by the institution attended. A transcript of work taken and grades earned
 28 shall be filed within sixty (60) calendar days of returning to duty. If verification is
 29 received after sixty (60) calendar days, salary schedule placement adjustment will
 30 be effective the following pay period.
 31
 32 4. A certificated employee who is granted a military leave is entitled to such increment
 33 as would have been received had the employee remained in active service with the
 34 school district.
 35

36 **D. ADDITIONAL EMPLOYMENT BEYOND THE CONTRACT POSITION:**

- 37
 38 1. Employees in full-time contract positions shall not, during the period of time covered
 39 by the contract, engage in other gainful occupations which impair the efficiency and
 40 character of the school service rendered.
 41

42 **E. OCCASIONAL PROJECTS – CURRICULUM WRITING:**

- 43
 44 1. **During School Time.** Teachers will be released from their school assignment and
 45 scheduled for six-hour work days. Substitute teachers will be provided.
 46

- 1 2. **During Vacation Time.** Teachers serving as curriculum planners and writers will
 2 be employed for a maximum of six hours per day and paid per hour at their regular
 3 contract daily salary rates divided by eight (8).
 4
- 5 3. **Individual Writing Projects.** When an individual is able and willing to prepare a
 6 curriculum guide on one’s own time during off-duty hours, that person may be
 7 elected to receive a lump sum honorarium or extra compensation for additional
 8 duties. Such extra compensation will vary with the magnitude of the projects.
 9

10 F. **OCCASIONAL PROJECTS – IN-SERVICE:**

- 11
- 12 1. When a stipend is paid for participation in an in-service activity, the hourly rate
 13 shall be in accordance with the bargaining unit member’s teacher hourly extra
 14 compensation rate (J assignment).
 15

16 The only exception to this standard rate will be a specified in-service participation
 17 rate which is mandated by an agency other than the LBUSD as part of an approved
 18 grant or other specially funded program.
 19

- 20 2. When a stipend is paid for serving as a presenter outside of the workday at an in-
 21 service activity, the hourly presenter or the regular hourly rate, whichever is higher.
 22 This rate includes documented and pre-approved preparation time outside of the
 23 workday for the planning of new presentations. This planning time shall also be
 24 paid at the same rate.
 25

26 The only exception to this standard rate will be a specified presenter rate which is
 27 mandated by an agency other than the LBUSD as part of an approved grant or other
 28 specially funded program.
 29

30 The hourly presenter rate will be adjusted by the same percentage as the average
 31 negotiated salary increase.
 32

- 33 3. There is no obligation to offer a stipend for participation in or presentation of an in-
 34 service activity.
 35

- 36 4. A stipend cannot be provided to participants or presenters for an in-service activity
 37 held during the regular duty day as described in Article V, Section A. of the K-12
 38 Teachers Contract.
 39

- 40 5. Except as specified in Article XIV of the K-12 Teachers Contract, participants
 41 cannot receive both a stipend and salary credit for the same in-service activity. (See
 42 Appendix B., Section B.12. and 13.)
 43
 44
 45
 46

1 **G. REGULATIONS GOVERNING PAYMENT FOR ADDITIONAL ASSIGNMENTS:**

- 2
- 3 1. Compensation for extracurricular assignments is based on the level of responsibility
- 4 involved and the time commitment the employee must make to assure the
- 5 successful participation of students. Compensation is provided in the form of a
- 6 stipend paid on a quarterly basis during and occasionally subsequent to the
- 7 conclusion of the activity for which the employee is providing instruction,
- 8 direction, and/or coaching. Specific stipend amounts are provided in Salary
- 9 Schedule S which is distributed under separate cover.
- 10
- 11 2. In those sports where the team or individual team members advance to
- 12 championship post-season CIF competition, all employees providing instruction,
- 13 direction, and/or coaching shall be paid at a daily rate set up to and including the
- 14 last day of student participation. In certain sports, post-season competition may
- 15 require the continued participation of students under the direction/supervision of
- 16 the band director and/or the drill team and pepster advisors. Daily rates for
- 17 employees providing instruction, direction, and/or coaching during periods of CIF
- 18 post-season competition are also provided in Schedule S.
- 19
- 20 3. The newspaper sponsor shall be paid .10 of the annual stipend listed in Schedule S
- 21 per issue not to exceed the total amount of that annual stipend.
- 22
- 23 4. When a certificated employee accepts an additional compensation assignment, it is
- 24 not intended that the assignment should be a bar to accepting from the school
- 25 district additional hourly employment. Earnings from the employment in excess of
- 26 his/her contract must not be greater than he/she would have received at the
- 27 maximum hourly rate for the year at the maximum number of hours permitted (six
- 28 [6] hours per week); further, the additional employment must not interfere with
- 29 regular contract duties and must bear the approval of the principal. (School district
- 30 work on Saturdays and on vacation days is excluded.)
- 31
- 32 5. Payment of compensation is to be made on a quarterly basis during or subsequent
- 33 to the period in which the activity is in progress.
- 34
- 35 6. In cases of absences for a few days only, the work for which additional
- 36 compensation is being paid will await the return of the regular teacher, except for
- 37 the middle school playground program. In cases of lengthy absences, where it
- 38 becomes necessary for a replacement service employee to carry on those duties for
- 39 which additional compensation is allowed, the replacement service employee shall
- 40 be paid an amount which bears the same ratio to the total amount allowed for the
- 41 activity as the number of school days the replacement service employee worked
- 42 bears to the total number of days listed to do the job.

43

44 The following formula shall be used in computing the pay for a replacement service

45 employee who has performed those duties for which the regular teacher would have

46 received additional compensation:

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Number of days worked as a replacement service employee
divided by
Number of additional assignment days for which regular employee is compensated
multiplied by
Total compensation for the specific additional assignment
equals
Pay for this assignment to replacement service employee

Whenever the replacement service employee has earned this additional pay, it shall be included in the monthly payroll, rather than being allowed to accumulate. At the end of each activity, the amount paid the substitute shall be deducted from the amount set up for that activity.