

## **ARTICLE III SALARIES**

### **Section 1.**

All salary rates and schedules referred to in this Article shall be incorporated into this Agreement as Appendix I.

### **Section 2.**

#### **SUBSTITUTE TEACHER SCHEDULE**

**STEP 1** Day-to-day Substitute Teachers

**STEP 2** Long-term Substitute Teachers (After reaching 15 consecutive days in same assignment. This amount is not retroactive to the first day of the assignment.)

Refer to Appendix I for rate of pay.

The parties agree to grandparent current, designated BHUSD retirees, effective March 20, 2001, at \$146.44 per day.

The changes above shall be effective upon ratification of the 2000-2003 agreement, with the exception of the long-term substitutes currently working in the district for at least 15 consecutive work days in the same assignments prior to February 23, 2001. Such long term substitutes shall receive their current rate of pay until their current assignment is completed.

### **Section 3.**

#### **STIPEND FOR DOCTORATE DEGREE**

A yearly, permanent stipend shall be paid to certificated unit members who have earned a Doctorate and who meet the conditions set forth in Article III, Section 18. Refer to Appendix I for stipend amount.

The stipend will be paid on a tenths basis subject to STRS retirement computation.

#### **STIPEND FOR NATIONAL BOARD CERTIFICATION**

A yearly stipend shall be paid to certificated unit members for each earned National Board Certification. The term of the stipend shall be ten (10) years. Refer to Appendix I for stipend amount.

The stipend will be paid on a tenths basis starting with the fiscal year in which the National Certification was awarded and continue for a period of ten (10) years unless the educator submits a resignation and departs from the District within that ten (10) year period. If the unit member departs at the end of the school year, the stipend will be paid in full. Departure during the school year will result in the prorated amount of the stipend as it pertains to the individual contract under which the unit member is serving.

**STIPEND FOR COORDINATOR OF ELEMENTARY EDUCATION**

The yearly need of a Coordinator of Elementary Education will be determined by a committee comprised of two administrators and two BHEA representatives. The committee will meet by the end of April each year to decide on any curricular area(s) that need to be supported for the following school year.

**CERTIFICATED HOURLY RATE FOR EXTRA DUTY ASSIGNMENTS**

For the 2001-02 school year, the certificated hourly rate shall be \$34.12. Commencing with the 2002-03 school year the certificated hourly rate shall be increased based on any increase to the base salary schedule.

**RESPONSIBILITY INCREMENTS**

High School Department Chairpersons, PreK-8 Subject Area Specialists, K-5 Grade Level Specialists:

1-3 Teachers.....	R1
4-14 Teachers.....	R2
15+ Teachers.....	R3
High School Athletic Director .....	R3
Coordinator of Elementary Education (eliminated July 1, 2007).....	R2
ASB Advisor.....	R3
Coordinator of High School Guidance .....	R3

Responsibility increment rates shall remain at the rate in effect as of July 1, 2001. Release time for department chairpersons shall be eliminated effective July 1, 2001. All references to evaluation by department chair shall be eliminated from department chair job description.

Refer to Appendix I for stipend amount.

**Section 4.**

**EXTRA PAY FOR COACHING ATHLETIC TEAMS**

A committee composed of the Assistant Principal, Athletic Director, two coaches (as determined by the coaching staff), and a BHEA representative will meet commencing with the 2001-2002 school year and every two years, if necessary, and make recommendations as needed to the District and BHEA for the allocation of the units in this section by December 31. Refer to Appendix I for stipend and unit amounts.

**SAFETY AND CONDITIONING ACTIVITIES**

Thirty (30) units shall be assigned to 14 coaches for pre-school safety and conditioning activities as approved by the principal or his/her designee not to exceed three units per coach.

## **Section 5.**

### **EXTRA PAY FOR SPECIAL EXTRA-CURRICULAR ASSIGNMENTS**

The high school shall receive the monetary equivalent of 63 extra pay units (refer to Appendix I for extra pay units) and each K-8 school shall receive the monetary equivalent of 17 extra pay units. The high school funds shall be distributed in the following manner: the monetary equivalent of fifty-nine (59) units shall be assigned to unit members who have extra responsibilities in Drama, Instrumental Music and Choral Music. The monetary equivalent of four (4) units shall be assigned to unit members who participate in extra responsibilities such as interscholastic competitions, fairs and other activities for which they are not already compensated.

Such funds shall be distributed each year by a site committee composed of the Principal, a BHEA Branch representative or designee, and the BHEA President or designee and approved annually by the Superintendent of Schools. Such funds shall be distributed to unit members who take part in extra-curricular activities such as, but not limited to, Choral Music, Instrumental Music, Drama, Forensics, and student interscholastic competitions. The site committee shall meet within the first month of school to distribute such funds for the current school year. The site committee shall reference the rubric in Appendix L as well as a list of previously approved assignments and their compensation levels in making their decisions. The committee may reserve some funds for future distribution should additional needs arise later in the year; if this occurs the committee shall meet and distribute any remaining funds by May 1 of each year. A unit member may receive extra pay units when they are not otherwise compensated.

Should additional funds become available through other sources, the Principal may choose to utilize such funds for extra assignments as described below.

Unit members given extra teaching assignments (those requiring instructional planning, lesson plan preparation, the preparation and selection of instructional materials, the review and evaluation of the work of pupils, communicating and conferring with pupils, parents, staff and administrators, maintaining appropriate records, etc.) shall be paid a fraction of their salary rate equivalent to the amount of time involved in the assignment, so that a regular teaching period (typically 40-60 minutes in length) shall be compensated at 1/5 of the unit member's daily salary rate. Two 30-minute periods shall count as one regular teaching period; periods greater than 60 minutes shall count as two regular teaching periods. Unit members shall be paid at the certificated hourly rate of pay for services provided in support of a district project or program (e.g., attendance at district workshops, working in tutoring programs, etc.). Unit members shall be provided with a stipend (either extra pay units or a Responsibility Increment) for the creation, implementation, and/or coordination of district projects or programs. Should an extra assignment be one which may merit compensation above 3 units, the Principal shall submit a proposal describing the assignment for evaluation by the Extra Pay Committee using the form in Appendix L. Compensation for extra work shall be given one type of compensation per assignment; unit members may not receive a combination of hourly pay, salary pay, Responsibility Increments and/or extra pay units for the same work.

With the exception of extra assignments that are directly tied to a unit member's regular teaching assignment, extra assignments shall be granted for a term not to exceed three (3)

years. At the conclusion of the term, if the assignment continues, the opportunity to apply for the assignment shall be made available to all qualified unit members.

The Extra Pay Committee shall consist of three (3) certificated unit members with permanent status who are chosen to serve by the Association's designated process, and three (3) administrators who are selected by the District. One unit member shall have at least three (3) years of experience at the K-5 level within the previous six (6) school years, one unit member shall have at least three (3) years of experience at the middle school level within the previous six (6) school years, and one unit member shall have at least three (3) years of experience at the high school level within the previous six (6) school years. One administrative member shall be a current K-8 site administrator, one administrative member shall be a current High School administrator, and one administrative member shall be the Assistant Superintendent for Human Resources.

The Extra Pay Committee shall meet three times per year, once within the first two weeks of the first day of school, once within the first two school weeks of January, and once within the first two school weeks of May. Principal requests for the current school year shall be submitted prior to the first day of school and/or by the first school day in January. Principal requests for the subsequent school year shall be submitted on or before the first day of May.

The Extra Pay Committee shall evaluate all proposals and determine whether the proposed extra assignment meets the criteria for compensation at the R1, R2, R3, or R4 level, based upon the Extra Pay Rubric. Should the committee determine that a proposed extra assignment does not meet the minimum criteria for compensation at the R1 level, this will be communicated with the principal and the proposal shall be sent back to the site. Decisions of the Extra Pay Committee shall be final. However, should the Principal wish to resubmit an extra assignment for re-evaluation by the Extra Pay Committee, s/he may do so once per year by submitting a request on or before the first day of May for the subsequent school year. A determination of compensation rate by the Extra Pay Committee does not guarantee implementation of the assignment. All extra pay proposals shall be archived in the Human Resources department and made available for reference.

At its May meeting, the Extra Pay Committee may choose to make recommendations for the revision of the Extra Pay Rubric. Suggestions for revisions shall be jointly submitted to the District and the Association for discussion at the negotiating table.

For the 2011-2012 and 2012-2013 school years, unit members participating on the Extra Pay Committee shall be paid at the certificated hourly rate for time spent in committee meetings outside of the regular work day.

## **Section 6.**

### **PLACEMENT OF TEMPORARY, PROBATIONARY UNIT MEMBERS ON THE SALARY SCHEDULE**

#### **Credit for Previous Experience**

Newly employed temporary or probationary teachers may be granted a year's credit for each full year of previous teaching experience in another public or private school or

district. Newly employed temporary or probationary unit members who are not classroom teachers may be granted a year's credit for each full year of previous experience in a like position in another public or private school or district. This credit shall not exceed five (5) years without special approval by the District. Credit for prior experience shall only be allowed for full years (75% or more in one assignment) of service.

Approved experience must be in an accredited public or private school. Speech therapists and school psychologists shall receive experience credit for verified service in the private sector. College, university, adult education, substitute, or part-time experience shall not be considered in evaluating previous experience. Service in the Peace Corps, Vista, military and similar prior experience shall be evaluated by the Assistant Superintendent, Human Resources. To the extent that such service is related to actual preparation for the position for which the unit member is being hired, up to two (2) years' prior experience shall be allowed.

### **Step Advancement - Temporary, Probationary, Permanent Teachers**

An employee will be eligible for step advancement by serving in a continuous paid full-time assignment for 75% or more of the working days for the assigned position of any school year. Step advancements shall be made for eligible employees in September of each year. Service in day-to-day substitute assignments does not apply to time served in a paid position.

### **Credit for Degrees and Units**

Initial placement on the salary schedule or movement from one salary group to another shall be on the basis of earned degrees and the number of units earned after the date the B.A. is received. The earned degree must be from a properly accredited institution that is empowered to award that degree.

A change in placement on the salary schedule as a result of additional units earned shall be made only at the beginning of the school year in September. Unit members who qualify for a salary group change must submit to the personnel office all credit slips and transcripts at the end of the first work week of the school year or three (3) weeks after the last day of the course, whichever is later.

To meet the requirements towards a salary group change, unit members shall submit a "Prior Approval Request for University or College Classes for Salary Credit" form or the "Equivalent Units for Salary Credit" form at least two weeks prior to the start of the workshop, class, conference or program for which credit is being requested. Salary credit is to be granted only for workshops, classes, conferences or programs being taken for professional growth purposes and shall not be granted for workshops, classes, conferences or programs being taken for recreational purposes. In addition, salary credit is to be granted only for workshops, classes, conferences or programs which have received approval from the Assistant Superintendent, Human Resources.

**Section 7.**

**LIMITATIONS ON UNITS FOR SALARY CREDIT**

During the regular school year, university units or equivalent units for salary may not exceed a total of thirty (30) quarter or twenty (20) semester units. The Assistant Superintendent, Human Resources, upon receipt of a prior written request, is authorized to approve additional units taken during the school year if required by the institution for an advanced degree or certification or credential program. There shall be no limit on the number of such units that may be earned during any one summer.

In unusual circumstances, the Assistant Superintendent, Human Resources, upon receipt of a prior written request, is authorized to approve additional units taken during the school year if required by the institution for an advanced degree or certification or credential program.

**Section 8.**

**EQUIVALENT UNITS FOR SALARY CREDIT**

An employee may request equivalent unit credit for a class, workshop, conference or program participated in outside of regular working hours. At least 16 hours of participation must be involved for each equivalent unit requested for workshops, classes, conferences or programs for which formal university credit is not granted. Equivalent units may not exceed two (2) per year. Repeated participation in a particular class, workshop, conference, or program shall earn no more than four (4) total units.

Prior approval for equivalent units is required on the Equivalent Units for Salary form.

**Section 9.**

**CONVERSION OF QUARTER UNITS**

All Board Policy or Contract statements involving university or college study refer to semester units. A quarter unit is the equivalent of  $\frac{2}{3}$  of a semester unit.

**Section 10.**

**EXTRA DUTY ASSIGNMENT**

Unit members who are assigned to teach an extra period of a regular school class for one semester or one year shall be compensated only for days of service at  $\frac{6}{5}$  (six fifths) of their regular salary rate. Responsibility Factors and Incentive Increments are not included. Extended Day or special interest classes shall be compensated at the current certificated hourly rate. The certificated hourly rate listed in Appendix I shall be increased based on any increase to the base salary schedule. Such assignments may be terminated at the discretion of the District. This section does not apply to unit members who are assigned to cover classes due to the temporary absence of the regular teacher.

**Section 11.**

**INITIAL SALARY WARRANT**

A school month for salary purposes is four (4) calendar weeks. Unit members are paid once every school month for ten (10) school months except for the first school month. The first salary warrant for all temporary, probationary and permanent unit members shall be paid during the third week of the first school month. This warrant shall approximate the salary earned during the first two weeks of the first school month. The balance of the first month's salary shall be paid on the first day of the second school month. Each succeeding warrant shall be paid on the first day of each school month.

**Section 12.**

**SALARY FOR PART-TIME UNIT MEMBERS**

Part-time unit members shall be elected to either 1/5, 2/5, 1/2, 3/5, or 4/5 assignments. Class teaching time shall be in the same proportion as assigned to a full-time teacher on a weekly basis. Compensation shall be in the amount that bears the same ratio to the amount provided full-time teachers as the time served bears to the time actually served by the full-time teacher of the same grade or subject assignment. Earned Incentive Increments shall be paid part-time unit members on the same basis as if they were full-time unit members.

**Position Sharing**

When the educational needs of the District and students may be maintained or enhanced by unit members employed in combinations of 1/5 assignments, adding up to a 5/5 assignment, position sharing shall be considered by the District. Only the unit member with a 3/5 or more assignment in such a team shall be entitled to fringe benefits (except sick leave accumulation and use). Such an arrangement shall be subject to the mutual agreement of the unit members involved, the Principal and Superintendent or his/her designee. Position sharing assignments shall be reviewed and approved annually by the District. If the unit member teaches 75 percent of the number of days of the school year half time or more, he or she shall receive a salary step increment.

**Section 13.**

**PAYMENT FOR SCHOOL HOLIDAYS**

Unit members shall receive pay on holidays prescribed by the District or Education Code during the school calendar year.

**Section 14.**

**MILEAGE ALLOWANCE**

Unit members who are required and authorized by the District to use their own vehicles for school business shall be reimbursed for such school business related mileage at the current IRS revenue procedure amount per mile. This amount shall be adjusted during the period of this contract as changes are made by future IRS revenue procedure announcements as regularly reported by the Los Angeles County Office of Education.

**Section 15.**

**SCHOOL LIBRARIANS**

To keep elementary school libraries open each day school is in session, librarians shall be assigned five (5) additional paid days a school year, as approved by their principal, at their regular daily rate. Unit members who work voluntarily in a school library beyond their regular schedule shall be paid the current certificated hourly rate.

**Section 16.**

**REPLACEMENT PAY**

If the District is unable to obtain a substitute for an employee who has given prior notice of absence or when a certificated employee is absent from class for illness, "personal emergency," or "administrative assignment," a unit member may be assigned as a replacement teacher under the following conditions:

1. The unit member has volunteered to serve as a replacement teacher for the school year.
2. The replacement teacher shall be paid monthly for the number of hours of such service at the current certificated hourly rate. A 40 to 60 minute period shall constitute an hour of service.
3. When no volunteer is available, the principal may assign any unit member at the rate of pay specified above.

When changes in the regular schedule occur due to assemblies, field trips, District-required testing, and other special programs, the provisions of this section do not apply unless the replacement teacher's weekly teaching assignment has been increased.

**Section 17.**

**INCENTIVE INCREMENTS**

Persons who have completed incentive increment programs prior to July 1977 shall continue to receive annual increments in effect at the time of completion of a program. Persons who have entered a program prior to September 1976 shall receive increments annually upon completion of the program. These increments shall be in the amount in effect in District policy at the time the person entered the program. No new programs may be started after 1976.

**Section 18.**

**AUTHORIZED DEGREES, UNITS**

All degrees and units for salary purposes referred to in this Article, except equivalent units, Section 9, must be obtained from a college or university accredited by the Western Association of Colleges and Universities or its counterpart in other geographic areas. The District shall make a decision on this matter at the initial time of placement on the salary schedule or at the time of prior approval to commence coursework.

The title "Doctor" may be used in the District only if the degree was obtained from a university accredited by the Western Association of College and Universities or its counterpart in other geographic areas.

**Section 19.**

**WORKSHOP PAY**

The District shall pay unit members for workshop participation the current certificated hourly rate of pay. Workshop scheduling, including length of time required and location of the workshop, shall be at the discretion of the District.