
CLOVIS UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES

Salary Schedules & Guidelines

RULES GOVERNING PAYMENT OF CERTIFICATED SALARIES

A. Salary Administration Procedures (1997-98 and thereafter)

All certificated employees whose initial employment with the District became effective with the 1997-98 school year and thereafter will be placed on the appropriate Range and Step on Salary Schedule A. New employees with more years of experience than the schedule allows will only be given credit to the maximum Step on the appropriate Range of the salary schedule (i.e., Range I, Step 3; Range II, Step 6; Range III, Step 9; Ranges IV, V, & VI, Step 25.)

B. Salary Schedule A

Certificated employees shall be placed on Salary Schedule A by Range (semester units) and then on Step (verified experiences under a required California credential or equivalent).

C. Placement within a Range

Advancement from one Range to another; and Movement between Ranges

A teacher shall not be advanced to a higher range on the certificated salary schedule until substantiating that units have been submitted and approved by the Human Resources Department. Caution should be exercised in not taking too heavy a course load while school is in session as a teacher's primary responsibility is to the contract assignment.

1. If a certificated employee is planning to submit unit(s) in order to advance across the certificated salary schedule for the next school year, the units must be submitted to the Human Resources Department no later than September 1.
2. The advancement will not be made until an official college transcript, or other official college document verified by the Registrar, has been filed in the Human Resources Department, but the payment of said salary shall not be considered effective until September 1.

Units must meet the following criteria to be considered for advancement on the salary schedule:

- a. Units completed with a grade of "C" or better and turned into the Human Resources Department no later than September 1 will be considered for advancement on the salary schedule for that school year. Quarter Units are converted to Semester Units as follows: One (1) Quarter Unit equals .667 Semester Unit.
- b. Graduate units must be acceptable by a college or university which has been accredited by the Western Association of Schools and Colleges or one of the other five regional accreditation associations which are listed in the Higher Education Directory published by Higher Education Publications, Inc. and recognized by the U.S. Department of Education.
- c. Units granted by the Educational Testing Service/The College Board for the reading/scoring of Advanced Placement (AP) exams are accepted towards

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advancement on the salary schedule effective June 2008. Participating teachers will receive credit for earned units only once. Additional units earned for subsequent AP reading/scoring coursework will be considered a duplication of coursework and will not be accepted.

3. Teachers

In determining the salary Range of a currently employed teacher, only upper division or graduate units taken after receipt of a Bachelor's degree and designated as graduate semester units on the transcript will be considered graduate units. Units completed with a grade of "C" or better and turned into the Human Resources Department no later than September 1 will be considered for advancement on the salary schedule for that school year.

4. Nurses and Language Speech Specialists

Continuing Education Units (*CEU*) shall be accepted towards advancement on the salary schedule. Fifteen (*15*) Continuing Education Units (*CEU*) will be accepted as equivalent to one (*1*) unit of college credit for purposes of advancement on the salary schedule.

5. Career Technical/ROP/Vocational Education

Teachers hired for Career Technical/ROP/Vocational Education programs may be given credit for training received through private industry in their subject area. Training must be equivalent to post-baccalaureate level instruction; directly related to the subject matter taught; and submitted to the Human Resources Department for consideration by the District committee for approval and determination of equivalent units earned. In order to be considered for credit on the salary schedule, the following documentation is required:
Course Syllabus

- Course Description
- Total Hours of Coursework
- Certificate of Completion
- Rationale Statement demonstrating relevance to current teaching assignment from Employee with approval of Site Administrator

D. Experience Credit

1. Teachers

Teachers new to the District will be granted year for year teaching experience credit provided the employee held a regular California credential or equivalent and was required to have the California credential or equivalent while acquiring this experience outside of Clovis Unified School District.

Teachers entering the District under regular contract, after teaching a minimum of one full semester, or equivalent thereof, will receive a full year's credit towards experience credit.

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2. Nurses

School Nurses new to the District will be granted full credit for Public Health Nursing experience provided the employee has graduated from an accredited school of nursing with a Bachelor's degree and obtained a Registered Nurse License and Public Health Nursing Certificate while acquiring this outside experience.

3. Language Speech Specialists

Language Speech Specialists new to the District will be granted full credit for experience working as a speech pathologist in a clinical setting, such as a hospital. The Language Speech Specialist must have been working under a Clinical Rehabilitation Services Credential and/or State Licensure at the time of the experience.

Additional assignments approved by the Board shall receive compensation as listed in the addenda to the salary schedule.

E. Lower Division Credit Policy

In order to provide a continued education incentive to District credentialed employees and to provide the District a recruitment tool to assist in the preparation and assignment of current certificated staff for District-wide needed credentials, certificates, and/or supplemental authorizations, some post-baccalaureate lower division coursework may be counted toward placement on the salary schedule effective July 1, 1996.

With pre-approval by the Associate Superintendent – Human Resources, lower division courses that must be taken in order to satisfy a requirement to obtain a District needed credential, certificate, and/or supplemental authorization shall be counted toward units for advancement on the certificated salary schedule.

All lower division units must be taken from an accredited four-year college, university, or two-year community college.

A pre-approved Request for Credit form must be completed prior to taking coursework. The form will indicate the credential, certificate, and/or supplemental authorization goal, the required coursework necessary to complete the goal, including any lower division coursework, and an agreed upon timeline for goal completion.

The completion of the goal is indicated when the credential, certificate, and/or supplemental authorization is placed on file with the District's Human Resources Department. A salary placement and a payroll adjustment will be made. In cases involving post-baccalaureate lower division/community college credits, the District will not allow advancement on the salary schedule until credits are completed.

F. Certificated Administrative Management Employees

All certificated management employees shall be appropriately placed on the Administrative Management Salary Schedule as determined by position. A minimum starting salary has been established for each position.

New certificated management employees shall be placed at Step 1 through 8 based upon years of commensurate experience, education, training, or other job related reasons. Employees hired or promoted will advance one Step on the Salary Schedule each July 1, and then every year thereafter.

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Employees currently in the District who take a promotional position shall be placed based on their experience, education, training or other job related reasons.

G. Cost of Living Adjustments (COLA)

All certificated employees on Schedule A are eligible for Cost of Living Adjustments (COLA) as determined by the Board.

H. Teachers Hired With CUSD Classified Service

Certificated employees who had previously earned a CUSD longevity increment as a classified employee will continue to receive said increment until such time as they reach step 15 on the certificated salary schedule (Board Policy 6401). At such time, they will no longer receive the classified increment.

Upon retirement from the District, an individual shall no longer be eligible to receive a longevity increment.

I. Certificated Salary Schedule A Teachers - Longevity

1. 20 and 25 Years

A longevity step of 20 or 25 years shall be awarded for combined credentialed experience inside and outside Clovis Unified commencing with the 20th year and 25th year and thereafter for eligible employees.

2. Upon retirement from the District, an individual shall no longer be eligible to receive a longevity step.

J. Certificated Administrative Management - Longevity

1. 20 and 25 Years

A longevity stipend of 20 or 25 years shall be awarded for combined credentialed experience inside and outside Clovis Unified commencing with the 20th year and 25th year and thereafter for eligible employees.

2. Upon retirement from the District, an individual shall no longer be eligible to receive a longevity stipend.

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