

## **ARTICLE IV**

### **SALARIES**

#### **A. Salary Agreement**

1. Longevity pay will only be in Classes IV and V.
2. An Internship/Emergency column is established for those teachers who are not yet credentialed.
3. The following salary schedule modifications will occur during the term of this contract:
  - a. For the 2014-2015 year, 6.00% added to the 2008-2009 salary schedule
  - b. For the 2014-2015 year, a one-time, off-schedule payment of 1.5% will be paid to all active bargaining unit members as of the completion of the step and column adjustments in October 2014.
  - c. For the 2015-2016 year, a one-time, off-schedule payment of 1.5% will be paid to all active bargaining unit members as of the completion of the step and column adjustments in October 2015.
  - d. For the 2014-2015 year, add a Certificated Nurses Salary Schedule reflecting 188 work days.
4. Teachers will be able to substitute a conference, workshop, or in-service day for one (1) of their three (3) staff development days with prior approval from the principal and if the substitute conference falls on the same day as the scheduled in-service.

#### **B. Initial Placement**

1. At the time of initial placement on the Certificated Salary Schedule, a teacher shall be given salary schedule credit for previous teaching experience on a year for year basis up to a maximum of fifteen years. Teaching experience, for salary schedule purposes, shall include only full time paid experience in positions requiring certificated qualifications.
2. Outside teaching experience must be verified in writing by previous employers, giving dates of service by school year (e.g. July 1 - June 30). The teacher shall have been required to hold a valid teacher credential in order to receive the credit for outside experience.

2. To receive a year's credit on the salary schedule, a new employee must have served under contract for seventy-five percent (75%) or more of the school year. To calculate the percent of the year:  
$$(\text{percent of days worked}) \times (\text{percent of the day worked}) = \text{percent of the year}$$

This fact must be verified in writing by the previous employer.
4. At the time of initial placement on the Certificated Nurse Salary Schedule, a school nurse shall be given salary schedule credit for previous school nurse experience and/or non-school RN experience on a year for year basis up to a maximum of fifteen years.
5. At the time of initial placement on the Speech and Language Therapist Salary Schedule, a Speech and Language Therapist with a Rehabilitative Service Credential shall be given salary schedule credit for previous school and/or non-school Speech and Language Therapist experience on a year for year basis.
6. Counselors and Psychologists are required to have a Master's Degree and a Pupil Services Credential for employment. At the time of initial placement on the Psychologist/Counselor Salary Schedule, a Psychologist or Counselor shall be given salary schedule credit for previous school Psychologist or Counselor experience on a year for year basis up to a maximum of fifteen years.

C. Control of the Quality and Quantity of Units

1. A beginning teacher without prior teaching experience will not be permitted to enroll in college courses and obtain credit toward salary class increases during the first semester of employment unless approved in writing by the building principal.
2. The maximum number of semester units which may be earned during the fiscal year is twenty-four (24).
3. All bargaining unit members wanting to receive unit credit for advancement on the salary schedule must have an approved District Professional Growth Plan. Unit credit will be allowed for any course, lower, upper division or graduate level that will meet the approved goals on their plan.
  - a. Professional Growth Plan
    1. Goals: The credential holder has a responsibility to formulate one or more professional growth goals that are based on an assessment of his or her professional growth needs.
    2. Units: Classes, workshops, etc. must be selected that are likely to contribute to his or her competence, performance, or effectiveness in a subject or area

of specialization that the credential holder teaches or reasonably expects to teach, in Kindergarten or in grades one through twelve.

3. Approval: The principal must approve the Professional Growth Plan. The principal must give prior written approval for course work. In the event the principal is on vacation or unavailable for an extended period of time the Associate or Assistant Superintendent may approve plan and courses.
4. Appeal: If the principal does not approve the Professional Growth Plan or courses, the credential holder may appeal to the Professional Growth Committee consisting of the Associate Superintendent, one principal and two teachers appointed by NTA.
4. The final date for presenting written evidence for a change in classification on the salary schedule shall be fifteen (15) days prior to the beginning of the employee's work year unless coursework is in progress and then no later than October 1st, provided the personnel office is notified in writing on or before June 1st that it is the intention of the employee concerned to present such units. Written evidence shall consist of a transcript with the school seal, or the instructor's card with the course number, title of the course, number of units, grade, and the instructor's signature. An official transcript should follow within a month. Upon receipt of such written evidence, the personnel office shall, within ten (10) working days issue the teacher a receipt for the number of units earned.
5. Recognized units (lower, upper, graduate) shall be from institutions accredited by the following associations unless specifically approved by the superintendent:
  - (1) Western Association of Schools and Colleges
  - (2) Southern Association of Colleges and Schools
  - (3) North Central Association of Colleges and Schools
  - (4) Northwest Association of Colleges and Higher Schools
  - (5) Middle States Association of Colleges and Secondary Schools
  - (6) New England Association of Colleges and Secondary Schools
6. Board of Registered Nursing approved courses and Speech and Language approved courses will be counted for initial placement and salary advancement.
7. Non-transferable in-district units may also be earned at the rate of one (1) semester unit for each fifteen (15) hours of satisfactory work in District approved Continuing Education Programs and Board of Registered Nursing approved courses. A maximum of six (6) in-District (Continuing Education) units may be granted to an employee in each school year. CEU forms, verified by the principal/designee, shall be submitted to the superintendent/designee on or before June 1st to be applied to subsequent year salary schedule advancement. Such hours are cumulative from year to year. Employees on the last column of the salary schedule may elect to receive a one-time payment of \$150.00 in lieu of each verified CEU earned. District

presenters of Continuing Education Programs will be paid at the rate of \$40.00 for each hour of instruction and one hour for preparation in each workshop.

8. A maximum of eighteen (18) in-district units may be applied to the salary schedule for each teacher. A maximum of six (6) in-district units may be applied to any class on the salary schedule.
9. All certificated personnel will be placed on the salary schedule according to the verification of units on file in the district office. Units not on file shall not be honored.
10. Year for year credit on this schedule shall be given for military service if such service was rendered while in the employ of this district. No more than two (2) years' credit shall be given for such military service.
11. All certificated personnel shall be given full credit on this schedule at the rate of one (1) step for each year of service in this school district, and must have been employed under contract seventy-five percent (75%) of a school year to constitute a complete year of service. To calculate the percent of the year worked:  
$$(\text{percent of the days worked}) \times (\text{percent of the day worked}) = \text{percent of the year}$$

Teachers working less than 75% of the year will earn step increases as follows:

  - a. Work 50% - 75% of the year
    - i. Get a step increase but, if the teacher goes full time, the steps are recalculated and two part time years will equal one step.
  - b. Work less than 50% of the year:
    - i. Get a step increase every two years.
12. Teachers who are assigned supervision of student teachers shall receive one hundred percent (100%) of the supervising teacher stipend when received from the participating college or university. A pool of interested master teachers will be solicited and set up at the beginning of each school year. Student teachers will be assigned to each master teacher on an equitable basis. Student teachers' grade level and/or master teacher preference will be given first priority. After that, master teachers will be selected on a rotating basis. If a teacher is not selected from the pool, the administration will inform the teacher as to the specific reasons for the denial of the master teacher assignment.

D. Special Assignments

1. See Appendix F for stipend schedule.
2. Elementary - per year.

- a. In addition to stipends in the schedule, Appendix F, the School Site Council will determine which other extracurricular jobs will be funded. The rate will be \$40.00 per hour up to a maximum of \$650.00. Compensation for these other jobs will be from School Site Council funds. Teachers may volunteer their services without compensation.
3. Middle School - per year.
- a. Department chairs will be paid a stipend of \$1000, maximum of five (5) per middle school.
  - b. Department chair positions are to be chosen annually by the members of the department that is to be represented. The choosing shall be done by the third day of the school year. Members must teach 0.6 FTE or more in the department and only a person who teaches 0.4 FTE or more in that department may be eligible to vote.
  - b. Department chairs will be for Science, Math, English, Social Studies and P.E.
  - c. Duties for Middle School Department Chairs:  
  
Create a committee including department chairs, principals, and district administration to develop a job description for Middle School Department Chairs to be completed by the end of 2014.
4. High School -
- a. HS department chairs of departments of 35 or more sections will be paid a stipend of \$2,750.
  - b. HS department chairs of departments of 12 to 34 sections will be paid a stipend of \$2,400.
  - c. Counseling department chair will be paid a stipend of \$2,500.
  - d. Maximum of nine (9) department chairs per comprehensive high school, including the counseling department chair.
  - e. Department chair positions are to be elected annually by the members of the department that is to be represented. The election shall be done by the third day of the school year. Candidates for department chair positions must teach 0.6 FTE or more in the department and only members who teach 0.4 FTE or more in that department may be eligible to vote.

f. Counseling department chairs must work at least a 0.6 FTE or more in the department. Counselors eligible to vote must work at least a 0.4 FTE in the department.

g. Duties for High School Department Chairs:

Create a committee including department chairs, principals, and district administration to develop a job description for High School Department Chairs to be completed by the end of 2014.

5. District Wide K-12

a. Notification of Opportunities

The district will notify all teachers of any opportunity to serve as PTSP or BTSA coaches or district committee members.

b. Selection for After School Tutoring/Parent Education Classes

Teacher in extended day tutoring and/or teaching parent education classes will be solicited from appropriately credentialed district teachers. Selections will be in the following order of priority:

1. Teacher working with the student.
2. Teacher in same grade at same site.
3. Any teacher at the site with similar grade level experience.
4. Teachers from other sites in same grade level.
5. Any teacher in the District.
6. Other appropriately qualified persons.

The salary will be \$40.00 per hour.

c. Selection of Home Instruction Teachers

Teacher applications for home instruction will be solicited from district teachers only. Selection will be in the following order of priority:

1. Home room teacher.
2. Teacher in same grade at same site.

3. Teacher in same grade level.
4. Any teacher with similar grade level experience.
5. Any teacher in the district.

A substitute shall be hired only if no teachers are available. The pay rate will be \$40.00 per hour of instruction.

d. Selection of Members for Paid Committees

Paid Committee work will be voluntary. Members will be selected on the basis of district seniority, school representation, and experience relevant to the needs of the committee.

Paid committee work will be paid as follows:

1. \$40.00 per hour for 3 ½ hours or less per day.
2. At the substitute's daily rate of pay for more than 3 ½ hours in one day.

e. Extra Curricular Personnel

Coaches/Advisors/Coordinators who receive a stipend will be selected from certificated teachers in the Natomas Unified School District unless there are not enough qualified and interested teachers available. Selection will be in the following order of priority. The term "Qualified" as used in this paragraph means an individual who meets minimum requirements to be determined by a committee comprised of both District and Association appointees.

1. Certificated teachers at the same site as the team or program.
2. Certificated teachers from comparable schools (High School, Middle School, and Elementary) as the team or program.
3. Certificated teachers from other sites.
4. Other qualified people that are not certificated employees of the District.
5. Other qualified people who are not employees of the District.
6. For activities listed in Appendix F requiring a minimum number of students, if said minimum is met on the Start Date (as defined in paragraph 6 below) or within (two) 2 weeks of the Start Date, the position for said activity must be recognized.

7. Coaches and/or extra duty personnel (7-12) who switch supervision from one “like” activity to another shall retain years of service for purposes of placement on the compensation schedule (e.g. J.V. Football Coach 2 years to Varsity Baseball Coach Year 3).
  8. Coaches and/or extra duty personnel new to Natomas Unified be granted up to two years experience by providing verification from their previous school showing that they were employed in a “like” paid position.
  9. All athletic seasons begin on the first day that the California Interscholastic Federation (CIF) and/or the league allows practice to begin or the day practice actually begins with District approval (“Start Date”).
  10. Athletic coaches who must coach in CIF required postseason playoffs shall receive the extra weekly stipend of \$100 a week for participation that exceeds two (2) weeks after the completion of the league season.
- f. Notification of Opportunities where stipends or extra pay are involved.
- Teachers will be notified in writing of opportunities according to the steps outlined in Article IV Section D.
- g. When a middle school or high school teacher agrees to an administrative request to substitute or is assigned to substitute during his/her prep period, the teacher will be paid \$40.00 per period. Timesheets must be submitted to and approved by the principal monthly during the school year.
- h. Positions created by grants or agencies outside the District shall be compensated at the rate established by the grant and/or funding agency.
1. “Teacher initiated grants” will be written and implemented, upon approval by the District, by the teacher or teachers involved. If additional stipends are involved in the implementation of the grant, those additional stipends or positions will be posted after the grant is awarded.
  2. “District initiated grants” stipends or positions will be posted when teachers are necessary to fill the positions i.e. if the names are needed to submit the grant, the posting will occur before submission.
- i. The District will compensate off-track teachers to attend workshops, in-services, at District request, in one of the following ways:
- Registration and expenses.
  - In-district units.
  - Sub rate.
  - \$40.00 per hour.



- j. District presenters of District workshops will be paid at the rate of \$40.00 per hour for each hour of instruction and \$40.00 per hour for preparation time. The administrator and presenter will agree, prior to the presentation, on whether the preparation time will be paid at the above rates or if release time will be used for preparation in lieu of the \$40.00 per hour compensation, or a combination thereof. Further, the administrator and presenter will discuss the approximate number of hours the preparation will require using the following guidelines:

- 1 hour presentation - up to four (4) hours of paid preparation.

- 2 hour presentation - up to six (6) hours of paid preparation.

- 3-6 hour presentation - up to eight (8) hours of paid preparation.

- k. District presenters on staff development days will be compensated for preparation time only. The administrator and presenter will agree, prior to the presentation, on whether the preparation time will be paid at the \$40.00 per hour rate, or if release time will be used for preparation in lieu of the \$40.00 per hour compensation, or a combination thereof. Further, the administrator and presenter will discuss the approximate number of hours the preparation will require using the following guidelines:

- 1 hour presentation - up to four (4) hours of paid preparation.

- 2 hour presentation - up to six (6) hours of paid preparation.

- 3-6 hour presentation - up to eight (8) hours of paid preparation.

- l. Natomas Unified School District employed teachers and Natomas Unified School District retirees who substitute will be compensated at a rate that is \$25.00 more (full day) and \$12.50 more (half day) than the rate of pay that is being paid by the District.

## 6. Adult Education and Summer School

- a. Bargaining unit members who also teach for Adult Education or Summer School will be compensated at a rate of \$40.00 per hour.
- b. All assignments will be determined with the following considerations: specialized program requirements as defined in the job announcement and the credential to perform the services. From the qualified applicants, positions will be filled by district-wide seniority, where applicable.

## 7. District Committee Leadership

- a. Teachers may be selected from time to time to chair some of the District level committees and cadres. The position may be split between two co-chairpersons. The chairperson(s) will:
  1. Meet with district level administrator:
    - a. To determine overall cadre/committee task.
    - b. To establish goals and agenda for each cadre/committee meeting.
    - c. To assist in the gathering of materials and resources for meetings, the synthesis of data, the writing of notes and documents.
  2. Guide the cadre/committee in:
    - a. Meeting the State Content Standards, Common Core State Standards, and/or State Curriculum Framework.
    - b. Planning and implementing district staff development.
  3. Serve as the facilitator for the meetings and arrange for a recorder.
- b. Selection Process:
  1. Associate Superintendent will select the chair from the current members of the given cadre.
  2. Consideration will be given to:
    - a. The commitment they have demonstrated to the cadre.
    - b. The leadership they have demonstrated.
    - c. Their knowledge of the curriculum and instructional strategies.
    - d. The working relationship he/she has with them.
    - e. The respect they have from the other cadre members and the staff at large.
  3. Associate Superintendent's selection must be validated by the Cabinet and/or the Curriculum Committee. If the selection is not validated, he/she would have to make another choice for cadre/committee chair.
  4. Stipend Amount: \$1,500 for a full school year

E. Release Periods

1. In the High Schools, both the Athletic Director and the Student Activities Coordinator will receive 2 release periods.
2. The Special Education Chair will be provided ten (10) days per year to update IEP's and work on testing.
3. Release periods paid from restricted funds (such as a grant) can be used when there is no expense to the District and Natomas Teachers Association is informed.