

**UNIT I EDUCATIONAL SALARY ADJUSTMENT  
COLLEGE CREDIT**

In the spaces below, please complete the information on your college credits in the appropriate category to satisfy the retirement credit. The maximum number of courses are indicated by category. If no maximum is specified, it is unlimited in that area. **NOTE: PLEASE SUBMIT FORM WITH ORIGINAL TRANSCRIPTS AND CPI CARD.**

Please check one

I qualify for the following Educational Salary Adjustment Reference: \_\_\_\_\_

I have read the Education Salary Adjustment provision and am electing not to apply; if eligible, the election (not to apply) may result in loss of additional compensation

Name: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Category	Course # / Name Credits Semester Taken	Course # / Name Credits Semester Taken	Course # / Name Credits Semester Taken
Behavior Management (A minimum of one (1) course is required) or currently-valid Crisis Prevention Institute cardholder as of the time of submission for qualification for the Educational Salary Adjustment.		<b>NOTE: CPI CARD (ATTACH COPY) OR BEHAVIOR MANAGEMENT CLASS MANDATORY FOR EDUCATIONAL SALARY ADJUSTMENT</b>	
Exceptional Children			
Computer-aided Instruction (not more than two (2) courses)			
Child Growth and Development Psychology			
Medical-related Procedures (not more than three (3) courses)			
Technology Skills (not more than three (3) courses)			
Health and Recreation for Students (not more than two (2) courses)			
Career Education (not more than two (2) courses)			
Assessment/Remediation (not more than two (2) courses)			
Collaboration/Service Delivery (not more than two (2) courses)			
Curriculum and Instruction (not more than three (3) courses)			
PT/ OT (not more than two (2) courses)			
Assistive Tech Augmentative Communication (not more than three (3) courses)			
Entrepreneurship or Small Business Management (not more than two (2) courses)			
Culinary or Nutrition (not more than two (2) courses)			
Sanitation and Hygiene (not more than two (2) courses)			
Financial Literacy (not more than two (2) courses)			
Equity, Inclusion, Social Justice			
Sign or Foreign Language (not more than two (2) courses)			

**Total Credits Listed Above:** \_\_\_\_\_

Date Stamp of When Received in HR \_\_\_\_\_

**SUBMISSION DEADLINES:**

To receive credit for entire school year: Submit form/documentation prior to start of school

To receive credit for partial school year: Submit form/documentation prior to February 1st

**Office Use Only:**

Preliminary review by: \_\_\_\_\_ Date: \_\_\_\_\_

Final review by: \_\_\_\_\_ Date: \_\_\_\_\_

Column Placement: \_\_\_\_\_

## ARTICLE 20 - EDUCATIONAL SALARY ADJUSTMENT

### 20.2.1

Semester hours credit earned by teaching assistants, including equivalent SCECHs State/locally approved CEUs, in the following areas of study qualify the teaching assistant for additional salary:

- Behavior Management (A minimum of one (1) course is required or currently valid Crisis Prevention Institute cardholder as of the time of submission for qualification for the Educational Salary Adjustment).
- Exceptional Children
- Computer-aided Instruction (not more than two (2) courses)
- Child Growth and Development Psychology
- Medical related Procedures (not more than three (3) courses)
- Technology Skills (not more than three (3) courses)
- Health and Recreation for Students (not more than two (2) courses)
- Career Education (not more than two (2) courses)
- Assessment/ Remediation (not more than two (2) courses)
- Collaboration / Service Delivery (not more than two (2) courses)
- Curriculum and Instruction (not more than three (3) courses)
- OT / PT (not more than two (2) courses)
- Assistive Tech/ Augmentative Communication (not more than three (3) courses)
- Entrepreneurship or Small Business Management (not more than two (2) courses)
- Culinary or Nutrition (not more than two (2) courses)
- Sanitation and Hygiene (not more than two (2) courses)
- Financial Literacy (not more than two (2) courses)
- Equity, Inclusion, Social Justice
- Sign or Foreign Language (not more than two (2) courses)

Courses must be submitted on the designated form; official transcripts will be required for college courses. Upon submission, the forms will be reviewed to determine eligibility for the above requirements. The preapproval requirement in 20.2.4<sup>1</sup> and the ten-year course completion requirement (see below) do not apply for the new employee's courses at the time of hire. Retroactive approval will not be given for conferences, workshops or in-services with the exception of the Behavior Management requirement for currently valid Crisis Prevention Institute cardholders.

If an employee is in a planned course of study leading to an Associate's Degree (or higher) in a related field in which the Employer hires for such positions (Teaching, Psychology, Physical Therapy, etc.) the employee shall submit their planned course of study to the Executive Director of Human Resources & Legal Services for preapproval on the designated form. Once approved, the course maximums above will not apply to these employees for said course of study.

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<sup>1</sup> Article 20.2.4: The Employee's plan of study will be pre-approved by the Executive Director of Human Resources & Legal Services on a District approved form and deemed beneficial to the Employer.

Deadlines for submission of documentation of eligibility for the Educational Salary Adjustment are outlined in 20.2.8<sup>2</sup>. Credit will be given for courses completed within ten (10) years prior to the submission of the District approved form to the Office of Human Resources and Legal Services.

### **20.2.2**

Employees hired prior to July 1, 2019 who have completed a course(s) prior to July 1, 2019 which they feel qualifies toward the Educational Salary Adjustment shall submit documentation of all courses taken by November 30, 2019 on the District approved form to the Office of Human Resources and Legal Services. Only courses for which SCECHs or CEUs were awarded while an employee of the employer shall count toward the Educational Salary Adjustment assuming all other criteria is met; SCECHs or CEUs prior to employment with the employer shall not count towards the Educational Salary Adjustment. Documentation of SCECHs/CEUs shall include the awarded certificate and an agenda/outline of the course. College semester courses completed while employed with the employer and prior to employment with the employer will count towards the Educational Salary Adjustment assuming all other criteria is met; official transcripts will be required to be submitted with the District approved form. The requirement that courses shall be taken within ten (10) years prior to the submission of the form shall not apply to this submission. The deadlines for submission of documentation of eligibility in Section 20.2.8 remain in effect for anyone qualifying for the Educational Salary Adjustment under this section.

### **20.2.3**

Employees with approved semester credit hours totaling a minimum of ten (10) semester hours from the list in 20.2.1 (or from semester hours approved under Section 20.2.4<sup>3</sup>) will be placed on the Base +10 column on the scale in Section 24.1.1.

Employees with approved semester credit hours totaling a minimum of thirty (30) semester hours, twenty (20) of which must be from the list in 20.2.1, will be placed on the Base +30 column on the scale in Section 24.1.1.

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<sup>2</sup> Section 20.2.1. Teaching assistants can submit verification of credit prior to the beginning of the school year and, if allowed, they will receive payment for the qualified amount per hour for the entire year, or the teaching assistant can submit verification of credit prior to February 1st and, if allowed, they will receive payment for the qualified amount per hour addition on the remaining hours left in that school year.

- If the Employee is waiting for an official transcript and will not meet the February 1<sup>st</sup> deadline, the Employee shall submit an unofficial transcript with the rest of the required documentation before February 1<sup>st</sup> and will be given a reasonable amount of time to submit the official transcript.
- If the official transcript confirms the content of the unofficial transcript, the effective date of the submission will be the date all the required documentation was submitted with the unofficial transcript.

Candidates for employment will be required to complete the educational salary adjustment application during the pre-hire process. If a candidate has no previous semester hours, they will acknowledge such on the application. Candidates for employment will not be subject to the beginning of year and February 1<sup>st</sup> deadlines stated above.

<sup>3</sup> Section 20.2.4. The Employee's plan of study will be pre-approved by the Executive Director of Human Resources & Legal Services on a District approved form and deemed beneficial to the Employer.

Employees with approved semester credit hours totaling a minimum of sixty (60) semester hours towards a bachelor's degree or to completion of an associate degree will be placed on the Base +60 column on the scale in Section 24.1.1. The planned course of study must be deemed beneficial to the agency by the Executive Director, Human Resources & Legal Services.

#### **20.2.4**

The Employee's plan of study will be pre-approved by the Executive Director of Human Resources & Legal Services on a District approved form and deemed beneficial to the Employer.

#### **20.2.5**

The list in 20.2.1<sup>4</sup> is not all inclusive. Credit may be given by the Executive Director, Human Resources & Legal Services/or the Assistant Superintendent, Achievement & Student Services, for other courses when the relationship between the course and the duties of the job are shown.

#### **20.2.6**

Retroactive approval will be given for college credit upon receipt and review by the Executive Director of Human Resources & Legal Services. Retroactivity applies to the date the paperwork is submitted to the Office of Human and Legal Services. Retroactive approval will not be given for conferences, workshops, or in-services with the exception of the Behavior Management requirement for currently valid Crisis Prevention Institute cardholders.

#### **20.2.7** Payments under this section will not be cumulative.

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##### Section 20.2.1

- Behavior Management (A minimum of one (1) course is required or currently valid Crisis Prevention Institute cardholder as of the time of submission for qualification for the Educational Salary Adjustment).
- Exceptional Children
- Computer-aided Instruction (not more than two (2) courses)
- Child Growth and Development Psychology
- Medical related Procedures (not more than three (3) courses)
- Technology Skills (not more than three (3) courses)
- Health and Recreation for Students (not more than two (2) courses)
- Career Education (not more than two (2) courses)
- Assessment/ Remediation (not more than two (2) courses)
- Collaboration / Service Delivery (not more than two (2) courses)
- Curriculum and Instruction (not more than three (3) courses)
- OT / PT (not more than two (2) courses)
- Assistive Tech/ Augmentative Communication (not more than three (3) courses)
- Entrepreneurship or Small Business Management (not more than two (2) courses)
- Culinary or Nutrition (not more than two (2) courses)
- Sanitation and Hygiene (not more than two (2) courses)
- Financial Literacy (not more than two (2) courses)
- Equity, Inclusion, Social Justice
- Sign or Foreign Language (not more than two (2) courses)

### **20.2.8**

Teaching assistants can submit verification of credit prior to the beginning of the school year and, if allowed, they will receive payment for the qualified amount per hour for the entire year, or the teaching assistant can submit verification of credit prior to February 1st and, if allowed, they will receive payment for the qualified amount per hour addition on the remaining hours left in that school year.

- If the Employee is waiting for an official transcript and will not meet the February 1<sup>st</sup> deadline, the Employee shall submit an unofficial transcript with the rest of the required documentation before February 1<sup>st</sup> and will be given a reasonable amount of time to submit the official transcript.
- If the official transcript confirms the content of the unofficial transcript, the effective date of the submission will be the date all the required documentation was submitted with the unofficial transcript.

Candidates for employment will be required to complete the educational salary adjustment application during the pre-hire process. If a candidate has no previous semester hours, they will acknowledge such on the application. Candidates for employment will not be subject to the beginning of year and February 1<sup>st</sup> deadlines stated above.

### **20.2.9**

There must be advance written approval by the Executive Director of Human Resources and Legal Services for all SCECH equivalents, or State/locally approved CEUs.