

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS
Issue No: 4
Date: 7/29/91
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Reference: PUSD/PFT Agreement

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.2 CERTIFICATED PERSONNEL

4.209 CERTIFICATED SALARY POLICY

SECTION 4.209.1 Salary Placement/Movement Procedure – Teacher Bargaining Unit Member

Less than one (1) year experience	Teachers will be placed on Step 1 in the appropriate column for which their training (units/degrees) qualifies them.
One (1) year of experience but less than two (2) years experience	Teachers will be placed on Step 2 in the appropriate column for which their training (units/degrees) qualifies them
Two (2) years of experience but less than three (3) years experience	Teachers will be placed on Step 3 in the appropriate column for which their training (units/degrees) qualifies them.
Three (3) or more years experience	Maximum entry level will be no higher than Step 4 of the appropriate column for which their training (units/degrees) qualifies them.

Movement on Schedule

Class Movement Teachers earning units and degrees during the school year will be able to apply a maximum of 15 units per year to the Salary Schedule for the succeeding school year. Transcripts verifying earned units/degrees must be in the Personnel Office no later than October 1st.

Step Movement For each year of successful teaching experience (139 or more days in full-time paid status) teachers will be able to advance one step on the schedule until maximums are reached. Career increments will be applied as teachers are qualified.

For each full year (185 days) of successful teaching experience in an assignment which is equal to 75 percent or more of a full-time teaching assignment, teachers will be able to advance one step on the schedule until maximums are reached. Career increments will be applied as teachers are qualified. (For service rendered after July 1, 1981.)

For two consecutive years (139 or more days) of successful teaching experience in an assignment which is greater than or equal to 50 percent, but less than 100 percent of a full-time teaching assignment, teachers will be able to advance one step on the salary schedule until maximums are reached. Career increments will be applied as teachers are qualified. (For service rendered after July 1, 1981.)

Units Earned/Experience Credited

- Hours credited and courses taken for salary advancement must have prior approval of the District. Upper division or graduate level courses taken from an accredited college or university in the State of California in the field or discipline of the teacher's assignment have blanket approval.
- Each year of successful full-time teaching experience (139 days per year minimum under contract) in a public school verified by the previous employer(s).
- Each year of successful full-time teaching experience (139 days per year minimum under contract) in an accredited private school verified by the previous employer(s).

Earned Doctorate

Earned Ph.D. or Ed.D. Degree from an institution accredited by the appropriate required accrediting association will be paid \$800 one time only the year following the granting of the degree.