

## **GUIDELINES FOR SALARY SCHEDULE CREDIT**

In order to achieve the highest level of professional service to Latrobe School District, each certificated staff member is encouraged to grow professionally.

1. The general policy regarding approval of credits is that they bear some relation to the teacher's assignment or contribute in some significant way to the teacher's professional growth.
2. All course work or professional growth activities to be submitted for salary credit must be pre-approved by the Superintendent/Principal. Teachers should discuss their professional development plans early with the Superintendent/Principal and submit Request for Authorization forms PRIOR to course enrollment.
3. Course work must be earned at an accredited college or university as recognized and accepted in the State of California.
4. Online course work must be earned through an accredited college or university, or be verified on a transcript issued by a college or university accredited by a regional accreditation association.
5. Course work submitted for salary advancement shall have no cost to the District.
6. Salary credit is counted in Semester Units. A Quarter Unit is evaluated at 2/3 of a semester unit.
7. One Continuing Education Unit (CEU) is equal to one Quarter Unit, or ten contact hours.
8. For Continuing Education workshops or activities, or for online courses issuing Certificates of Completion, 15 contact hours will be counted as one Semester Unit, unless otherwise stated in the institution's documentation (i.e. Capella University grants one Quarter Unit per 25 contact hours).
9. Certificated employees may not advance more than one salary column in any one year.
10. Intent to advance a salary column must be submitted to Human Resources by June 1 for the following school year.
11. Verification of completed course work must be submitted to Human Resources by August 1 for that school year. Course work received after August 1 will be credited for the next school year.
12. Acceptable forms of course work verification include:
  - College transcripts showing course title, number of units (semester or quarter), and grade or credit given. If required information is not clearly stated on unofficial transcripts, then an official transcript may be requested.
  - Continuing Education or online course Certificate of Completion, showing either number of contact hours or Continuing Education Units (CEUs). If required information is not clearly stated, then an official transcript may be requested.
  - Report Card showing passing grade or credit given.
  - Other proof of completion as approved by the Superintendent or Human Resources.
13. Horizontal movement on the salary schedule: Initial placement and movement across the salary schedule are based on semester units above the bachelor's degree.
14. Vertical movement on the salary schedule: Step advancement is based on one (1) year of service. Certificated employees must work 75% of the school days to advance a step.

Latrobe School District  
**COURSE AUTHORIZATION  
 FOR SALARY SCHEDULE CREDIT**

This form is to be completed and approved PRIOR to course enrollment. Please refer to guidelines on reverse.

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

College or Organization	Course Title & Description	Time Frame	# Sem Units	# Qtr Units	# CE Hours

\_\_\_\_\_ Administrative Approval

\_\_\_\_\_ Date

**Note: Once the course is completed, please submit verification to Human Resources.**

**ANY CLASSES TAKEN FOR SALARY SCHEDULE CREDIT CANNOT BE CLAIMED FOR REIMBURSEMENT.**

Distribution: Original to Personnel File  
 Copy to Employee