

## **REGULATIONS GOVERNING UNITS FOR ADVANCEMENT ON SALARY SCHEDULE - CERTIFICATED**

Credit will be given for units above bachelor's degree with bonuses for master's and doctorate three times per year with the following provisions:

1. Final dates for transcripts are designated as the dates in which the transcripts must be submitted to Human Resources
2. Salary changes for units will be effective the month of October or February when transcripts are received in Human Resources by the fifth day of the calendar month; or July 1 when received by June 30<sup>th</sup>.
3. One salary change for units is allowed during a school year; master's/doctorate degree may be recorded and bonus given in addition to salary change for units.

### **Definitions**

Unit:	The term "unit" shall apply to both regular and equivalent units. Units by examination are not regarded as earned units.
Regular Unit:	A semester unit as granted by colleges and universities (one quarter unit is equivalent to 2/3 semester unit)
Equivalent Unit:	A unit earned by such other means as approved by the Board of Education
Recorded:	The employee has submitted transcripts or affidavits for units earned and a record of same has been made by Human Resources. Such documents shall become the property of the district and remain in the files of Human Resources.

### **Regular Units**

Acceptable units are those taken after the date of the bachelor's degree as verified by transcript or grade card from an accredited institution. Except as otherwise indicated in the policies and procedures governing the administration of the salary schedule, all regular units submitted for the purpose of advancement on the salary schedule shall be earned in colleges and universities recognized by the Commission on Teacher Credentialing. Appropriate units earned in two-year colleges may be separately considered by the Units Evaluation Committee. It is the responsibility of the individual to check prior to the time of taking courses if there is any doubt about the acceptability of units. Final approval rests with the Units Evaluation Committee.

An interim document from the instructor or institution showing satisfactory completion of the course, the number of units, course title and number, and grade on official college or university stationery and including the signature of the instructor or registrar shall be acceptable. An official transcript of the course must be filed in Human Resources within six months following the acceptance of the interim document.

The responsibility for registering units or degrees with Human Resources rests entirely with the employee.

Twelve units shall be recorded before advancement to the next classification. Employees receiving a master's degree or entering the system with a master's degree and a regular credential shall be placed in classification four.

There shall be no limit upon the number of units submitted during the school year for advancement on the salary schedule.

Excepting employees placed in classifications one or two who receive a master's degree, movement is limited across the salary schedule to one adjacent column (twelve semester units) in any budget year (July 1 – June 30). Excess approved units may be accumulated for utilization in the following budget year(s).

Repeat courses may be taken for acceptable credit only if approved in advance.

Only units earned with a grade of "C" or better may be submitted for salary credit.

### **Equivalent Units**

Equivalent units for advancement on the salary schedule may be earned for activities such as workshops and related activities entailing time and effort beyond regularly assigned school responsibilities. One equivalent unit shall be granted for each 15 hours of work. Except as otherwise provided herein, regulations governing the approval and filing of equivalent units shall be the same as those for regular units.

Not more than six of the 12 units required for each advancement on the salary schedule shall be equivalent units. Not more than three of the 6 equivalent units may be community college units unless related to the teaching assignment and not offered at a local four-year institution (advance approval required). Conferences and workshops usually held for a three to five day period by universities and colleges or by the superintendent where no university or college units are granted usually carry one-third to one-half but not more than one equivalent unit. Advance approval and a written report is required. Workshops held within the Bakersfield City School District system authorized by the superintendent and conducted by an authorized representative may carry one-half, one, two, three, four, five or six equivalent units. Written verification of participation is required. Work shall be done outside the hours of regular employment and in addition to assigned responsibilities. Units shall be submitted at the end of each school year and additional approval shall be requested should the project continue into the next school year. Planning and conducting individual research studies or receiving individual instruction appropriate to the assignment and of direct benefit to the Bakersfield City School District and with prior approval of the superintendent may carry one-half, one or two equivalent units (copy required). Work shall be done outside the hours of regular employment.

Equivalent units for travel are limited to three units per each 12 units required for advancement on the salary schedule. Proposed itineraries are listed below but should be interpreted as guides rather than routes to be adhered to exactly. The nearby national parks and monuments such as Sequoia, Yosemite and Death Valley are eliminated. Full credit will be allowed only for a trip of two weeks (14 days) or more. Credit will be allowed only for trips taken during the period of employment. Credit will not be allowed during contract duty time where an excused absence for such travel has been approved. Credit will not be granted for both travel and units which cover the same period of time.

### **Foreign Travel**

#### **Equivalent Units**

Around-the-world tour	3	
Europe		3
Asia		3
South America		3
South America (Panama Canal & No. Coast Points)		3
South Africa		3
South Pacific Islands		3
Australia		3
Mexico (Mexico City, etc.)		1 ½
West Indies Cruise (including Cuba, Haiti, Puerto Rico, Lesser Antilles)	2	

### **United States and Canada**

Hawaii		1 ½
Northwest (Lake Louise, Banff, Glacier, Jasper)		1 ½
Northwest (Seattle, Vancouver, Yellowstone, etc.)		1
Northwest (Seattle, Vancouver, Victoria, Coast Hwy's)		1
Alaska & Northwest to Skagway		1 ½
Alaska & Northwest to Lake Atlin		1 ½
Alaska & Northwest to Skagway, Cordova, Matanuska Valley		1 ½
Alaska to Fairbanks, including Yukon River		1 ½

### **Rocky Mountain States**

Arizona, New Mexico, Colorado, Utah, including Grand Canyon, Mesa Verde, Estes Park, Denver, Salt Lake City, Zion Canyon, Bryce Canyon		1 ½
Yellowstone, Grand Tetons, Glacier National Park		1 ½

### **Atlantic Seaboard**

To Atlantic Coast via Old South, thence to Quebec through St. Lawrence River country or back via Canadian Northwest	2	
To Atlantic Coast including extensive travel on East Coast and in New England including Boston, New York, Philadelphia, Washington; return via canal or direct routes		2

### **Midwest**

Midwest via Canadian Rockies, through Great Lakes to Detroit, Chicago, St. Louis, etc.		2
Midwest via Old South with stopovers		2

**Professional Growth Activities**

Professional growth activities required for credential renewal will be allowed for salary schedule advancement in accordance with the collective bargaining agreement.