

**ARTICLE IV  
CALENDAR**

4.1 Definitions - See Glossary for the following:

1. Calendar Days
2. Business Day
3. Work Year
4. Teaching Day
5. Teaching Term
6. Planning/Preparation Day

1. There shall be two (2) Planning/Preparation days scheduled prior to the first day of school. Up to two (2) hours of administrative required meetings may be held on one (1) of the Planning/Preparation Days.
1. For the 2023-2024 school year the work year, as defined and used in this Agreement shall be a one hundred eighty-three (183) day work year and shall consist of one hundred eighty (180) instructional days, two (2) planning/preparation days, and one (1) day of professional development. Beginning in the 2024 - 2025 school year, the work year shall be defined as and used in this Agreement shall be a one hundred eighty-four (184) day work year and shall consist of one hundred eighty (180) instructional days, two (2) planning/preparation days, and two (2) days of professional development.

**The Association and the District shall jointly schedule and plan the two (2) professional development days: for purpose of this Section 4.3, "planning" by the Association is intended to mean and include direct input and agreement by both parties into the content of the professional development days. ~~Such days may focus on Common Core and/or focus on other area needs outlined in the District's LCAP.~~**

## ARTICLE XVI SALARY

### 16.1 Salary Increases

For the 2021-2022 school year:

Effective July 1, 2021, AREA unit members shall receive a 3.25% (three and one quarter percent) increase to the current salary schedule, extended duty hourly rate and career increments governing the salaries of AREA unit members.

All AREA unit members employed during the 2021-2022 school year shall receive a one-time off-schedule payment equal to 3% (three percent) of the member's salary as reflected on the increased 2021-2022 salary schedule. AREA members who were not employed full time or not employed during the entire instructional year shall have this amount pro-rated.

For the 2022-2023 and the 2023-2024 school years:

Effective July 1, 2022, AREA unit members shall receive a 5% (five percent) increase to the current salary schedule, extended duty hourly rate and career increments governing the salaries of AREA unit members.

For the 2023- 2024 school year:

Effective July 1, 2023, AREA unit members shall receive an 8.2% (eight point two percent) increase to the current salary schedules, extended duty hourly rate, and career increments governing the salaries of AREA unit members. The 8.2% increase includes a 1.1% (one point one percent) for the two additional work days reflected in Article 4.3. The extended duty hourly rate shall increase to \$52.40 beginning July 1, 2023.

Effective July 1, 2023, AREA unit members will receive a 7.1% (seven point one percent) increase. In addition, they will receive a 1.1% (one point one percent) for an additional two work days reflected in article 4.3. The total increase to AREA members will be 8.2% (eight point two percent) to the current salary schedules, extended duty hourly rate, and career increments governing the salaries of AREA unit members. The extended duty hourly rate shall increase to \$52.40 beginning July 1, 2023.

~~There will be reopeners on Article 16 and Article 17 and one additional article for the 2023-2024 school years.~~

16.1.1 Psychologists, Speech and Language Pathologists, and School Nurses shall be paid according to the Nurses, Psychologists, and Speech Therapists Salary Schedule.

### 16.2 Classification of Professional Preparation

16.2.1 Employees shall be placed on the appropriate column of the salary schedule in accordance with the units of advanced preparation they have completed. Reassignment to a higher

classification shall become effective at the beginning of the next contract year after the new classification requirements have been met.

### 16.2.2 Unit Conversion

Quarter units are converted to semester units by multiplying the quarter units by two-thirds ( $2/3$ ). If this multiplication results in a fraction that, when added to the other semester units, is within a half unit from the required units for qualifying for the next column, then the fraction shall be rounded up to the next whole number and the employee shall be placed on the next column.

### 16.2.3 Unit Approval

Units for salary credit will be submitted for approval to the Assistant Superintendent of Human Resources. Information regarding the units, the decisions of the Assistant Superintendent and the reasons for negative decisions shall be forwarded to the Association. Credit for upper division units (and those authorized under Section 16.2.3.1) submitted after July 1, 1976 from an accredited college or university shall be approved if they meet any of the following requirements:

A. any course which will increase the educational competence of any employee, in a subject area offered in the District;

B. any course taken by an employee in preparation for a credential or degree for a position which is included in the staff of the District;

16.2.3.1 Any teacher shall get approval for lower division units taken to maintain or develop language skills needed for instruction of EL students, or to develop skills in classroom computer technology.

### 16.2.4 Unit Placement on Salary Schedule

All completed units shall be credited to a member's placement; and position on; and movement of step or column, effective twice each school year; on September 1<sup>st</sup> and/or on February 1<sup>st</sup>.

(1) To receive such credit retroactive to the first day of school in a school year, all completed units must be submitted to the Department of Human Resources on or before the close of business on the last workday in August. The new placement and salary shall be reflected on the member's pay warrant effective for the month of October. An official record of course completion, when issued, will be required for confirmation of these courses. The official record of course completion shall be filed with the Department of Human Resources by September 15<sup>th</sup>.

(2) To receive such credit retroactive to February 1<sup>st</sup> of the current school year all completed units must be submitted to the Department of Human Resources on or before the close of business on the last workday in January. The new placement and salary shall be reflected on the member's pay warrant effective for the month of March. An official record of course completion, when issued, will be required

for confirmation of these courses. The official record of course completion shall be filed with the Department of Human Resources by February 15<sup>th</sup>.

Grade cards, when issued, will be required for confirmation of these courses. These cards shall be filed with the Department of Human Resources. The District shall provide each employee prior to May 1<sup>st</sup>, of each year, a statement of the number of units that the District has on file for him/her.

16.2.5 The District shall reimburse employees pursuing a credential or other certification in a District-declared special needs area for the cost of books, tuition, and fees, not to exceed \$2,000.00 per employee per year. By May 31<sup>st</sup> of each school year, the District shall declare the areas of special needs for the following school year. In order for an AREA bargaining unit member to be eligible to receive book/tuition fees reimbursement pursuant to Article 16.2.5, said member must be assigned to a District-declared special needs area at the time the member's book/tuition/fees expenses are incurred.

### 16.3 Classification of Professional Experience

#### 16.3.1 Initial Step Placement and Transfer

Employees shall be given full credit, on a year-to-year basis, up to twelve (12) years at the time of initial placement on the salary schedule for previous credentialed teaching experience. Teaching experience, for salary schedule placement purposes, shall include all similar experience in positions requiring equal certification qualifications.

#### 16.3.2 Step Requirements

The advancement on the salary schedule shall be at the rate of one step for each year of teaching experience. If an employee is employed for at least seventy-five percent (75%) of a school year, he/she shall be given credit for that year's experience for salary schedule advancement purposes. Two (2) consecutive years equaling one hundred percent (100%) shall be counted as one (1) year's credit.

#### 16.3.3 Career Increments

Employees who have completed fourteen (14) years, nineteen (19) years, and twenty-four (24) years of credited credentialed service to the District (inclusive of the transfer credit received under Article 16.3.1) shall receive career increments.

Effective July 1, 2021 the base for the increment at Year 15 shall be \$2,786, Year 20 shall be \$3,903, and Year 25 shall be \$4,403. These increments are cumulative.

#### 16.3.4 Higher Degree Stipend

Masters Degree: \$1,925

National Board \$1,925

Doctorate \$2,000

Unit members who hold a Masters Degree and/or a National Board for Professional Teaching Standards Certificate (NBPTSC) shall receive an annual stipend of One Thousand Nine Hundred Twenty-five Dollars (\$1,925) for each Certificate. Unit members who hold a Doctorate Degree shall receive an additional annual stipend of Two Thousand Dollars (\$2,000.00).

Graduate and doctorate degrees must be verified by submitting an official transcript from a college or university accredited by an accrediting agency recognized by the U.S. Department of Education's Office of Post-Secondary Education as qualified to accredit colleges and universities in the degree subject conferred. The last day for filing transcripts and the NBPTSC is on or before the close of business on the last workday in August. Unit members who file transcripts/NBPTSC after this date will begin receiving their stipend beginning the following school year.

#### 16.3.5 Bilingual Teacher Stipend

Effective July 1, 2019, an annual stipend of \$500 (five hundred dollars) shall be paid to members who hold a BCLAD credential. Effective July 1, 2023, an additional annual stipend of \$3,000 (three thousand dollars) shall be paid to members who hold a BCLAD credential and are teaching in a Dual Language Immersion classroom.

#### 16.3.6 Overnight Education Payment

Effective July 1, 2019, a daily payment of \$250.00 (two hundred fifty dollars) shall be paid to members who accompany students on any District approved overnight events or activities.

#### 16.3.8 SDC/RSP/Adapted PE Stipend

Effective July 1, 2019 ~~2023~~, an annual stipend of \$500 (five hundred dollars) shall be paid to members who hold a Special Education related credential. Effective July 1, 2022~~3~~, an annual stipend of ~~\$4000~~ \$3,000 (~~four~~ three thousand dollars) shall be paid to members who hold a Special Education related credential and who are in a Special Education assignment. This stipend only applies to members on the Certificated Salary Schedule.

- 16.4 Employees who work less than a full year or a full day shall receive salaries and fringe benefits pro-rated on the basis of their regular annual salaries.
- 16.5 Employees who are required to work more than the employee work year shall be paid at their daily rate of pay or receive compensatory time at the employee's option.
- 16.6 For specified meetings or activities members shall be paid the current extended duty hourly rate as defined on the salary schedule. Optional in-services may be offered without compensation or at a fixed stipend.
- 16.7 The regular payroll period shall be defined as monthly, beginning with the first (1st) of each month. Salary payments shall be made not less than the last teaching day during the payroll period. The supplemental pay period shall begin on the twenty-first (21st) of the month and end on the twentieth of the following month. Salary payments for services, in addition to the employee's regular assignments, shall be made by the tenth (10th) of the month following the close of the payroll period in which the service was performed, and shall be submitted to Payroll as of the close of business on the fifteenth (15th) of each month to receive payment on the tenth (10th) of the following month.
- 16.8 Salary Schedule (See attached.)
- 16.8.1 The annual salary for an employee's work year shall be as provided in Appendix A.
- 16.8.2 The annual salary for a Speech Therapist, Nurse, and Psychologist's work year shall be as provided in Appendix A.
- 16.9 Payroll/Compensation Error Resolution

AREA and the district recognize that any amount underpaid by the district to an employee must be recovered by the employee, pursuant to law. This applies to all salary or other monetary issues.

When the district has underpaid an employee, the district shall immediately set about to determine the correct amount to make the employee whole. The district shall make every effort to complete this determination within ten (10) business days. The district shall then make every effort to pay the appropriate amount within ten (10) business days from the date of the determination.

Whenever the underpaying of an employee of any other accounting error occurs which directly results in negative financial repercussions for the employee, the district agrees to pay those costs upon presentation by the employee to the district of appropriate evidence. Examples of "negative financial repercussions for the employee" include: late fees or interest assessed by creditors, overdraft or dishonored check charges.

Such evidence must be provided to the district within 60 days of the error. The district shall make every effort to issue payments to the employee within ten (10) business days from the date appropriate evidence is provided.

For the District

  
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For AREA

  
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