

BURBANK UNIFIED SCHOOL DISTRICT

**RULES AND REGULATIONS PERTAINING TO THE
SALARY SCHEDULE FOR CERTIFICATED CHILDREN'S
CENTERS PERSONNEL IN THE BARGAINING UNIT**

Effective July 1, 2015

1. Three years of outside experience is the maximum amount of credit recognized for previous teaching. This is to be pre-Kindergarten teaching or public school teaching experience from Kindergarten through Grade 6, providing the employee held a valid Children's Center permit or teaching credential at the time the teaching was done.

For the purposes of rating-in only, one year of Children's Center teaching experience shall be granted for every two years of experience as an instructional aide when that experience has been in one of the District's Children's Center programs. If a Children's Center instructional aide is hired as a Children's Center teacher and the employee previously served in a Children's Center II position for 75% or more of a year, year-for-year credit shall be granted for experience earned as a Children's Center II aide.

A Burbank Unified School District Children's Center instructional aide hired as a Children's Center teacher shall be placed on the salary step that is equal to, or next in amount above, the compensation the employee received as a Children's Center I instructional aide with placement restricted, however, to the Class applicable to the number of units earned.

2. A certificated employee in Class I, II, III, or IV shall qualify for an annual increment (step advancement) at the beginning of the year, July 1, provided that during the preceding year he or she has rendered service to the Children's Centers for 75% of the days that the centers were in session.

A certificated employee in Class V shall qualify for an annual increment at the beginning of the year, July 1, provided he or she rendered service to the Children's Centers for 75% of the days that the centers were in session.

A certificated employee commencing employment at the Children's Centers at the start of the second half of the school year, January 1, shall qualify for an annual increment (step advancement) at the next January 1, provided that during the preceding year he has met the requirements described above.

3. Evaluation of requests for units and for all transcripts affecting salaries are made as follows:

- * To qualify for advancement on the salary schedule for the first half of the fiscal year, verification of the completion of work must be received and filed in Personnel Services on or before July 1.
- * To qualify for advancement on the salary schedule for the second half of the fiscal year, verification of the completion of work must be received and filed in Personnel Services on or before January 2.

- * Verification of work completed may be initially by grade card or written and signed statement of the instructor, provided, however, that an official transcript is submitted as soon thereafter as possible.

Progress on the salary schedule is made by submitting semester units. A quarter unit is counted as two-thirds of a semester unit.

Any fraction of units over one-half will be recognized as a whole unit when needed for a change of class at any point in the salary schedule. Acknowledgement of the submission of transcripts and other documents indicating the completion of college or university work will be provided in writing at the time these documents are submitted by the employee to the Department of Personnel Services.

4. Progress on the salary schedule is limited to not more than one class per year.