

# **Santa Rosa City Schools**

## **Administrative Regulation**

### **Contracts**

AR 4112.1

### **Personnel**

When initially employed, certificated employees shall receive a written statement of their employment status and salary. Salary placement shall be based upon the Salary Placement Guidelines for certificated personnel and pursuant to the negotiated initial salary schedule placement for classified personnel. In the case of temporary employees, this statement shall clearly indicate the temporary nature of the employment and the length of time for which the person is being employed. (Education Code 44916)

(cf. 4121 - Temporary/Substitute Personnel)

Length of Contract (Districts with less than 250 ADA)

Any certificated employee may be offered a continuing contract covering a period longer than one year but not exceeding four years. (Education Code 44929.20)

(cf. 4312.1 - Contracts)

Certificated personnel are placed on the salary schedule according to training, experience and education. Evaluation of training, experience, and education shall be the responsibility of the Human Resources Department. Any exceptions to these guidelines shall be at the discretion of the Superintendent or Superintendent's designee.

Official transcripts and Certificated Experience Verification Forms must be filed with the Human Resources Office within 30 days of the first day of work. If received after 30 days, any salary changes will be effective at the beginning of the next semester.

### **Step Placement (Experience):**

1. All new teachers holding a valid credential shall be placed at Class I, Step 1 until such time as the Human Resources Office receives all official transcripts, evidence of prior applicable trainings and experience verifications.
2. Credit for outside experience (Public, Private, Secular, Post-Secondary) is granted for each year of properly verified experience under contract and requiring a regular teaching credential in grades K-post secondary.

- a. To receive a year's credit, 75% of the number of days in a school year must be worked while under contract.
  - b. Foreign transcripts must be audited through the same organizations utilized by CTC. (<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf> – List of accepted agencies.)
3. Fully credentialed Speech Therapists, School Psychologists, and Nurses with verifiable experience that is not related to public education may be for credited year for year experience.
4. Credit for outside work experience that is not related to public education may be credited one year for every two years of non-certificated experience (e.g., four years (4) private sector experience as a chef would count as a two (2) year credit for Step Placement in a CTE Culinary position.
  - a. To receive a year's credit, 75% of the number of days in a scheduled work year must be worked in the position.
5. Substitute teaching may be counted only if it was in the immediately preceding service under contract and for a majority [75%] of the school year.
6. Credit under an emergency permit is limited to two (2) years.
7. Military experience will be granted year-for-year of active service not to exceed two (2) years.
8. Peace Corps experience will be granted for year-for-year service not to exceed two (2) years.

### **Column Placement (Training and Education)**

1. Placement is based upon upper division or graduate semester units earned after receiving a Bachelor's, Master's, or Doctorate degree from an accredited four-year college or university.
2. Units taken in the fifth year (or its equivalent) concurrent with the Bachelor's degree requirements may be counted as subsequent to graduation if these units are clearly upper division or graduate work, and are certified by the college registrar or by transcripts as being in excess of the total units required for the degree and in excess of undergraduate requirements for the Bachelor's degree.
3. Units taken at the North Coast School of Education's (NCSOE) or other California County Office of Education that has an accredited Teacher Preparation or Administrative Credentialing preparation program qualify for advancement on the salary schedule. This does not apply to credits taken before entry into the North Coast Program unless they fall into item #1.
4. Credit awarded for Masters/Doctorate Stipends can only be awarded for one Masters and one Doctorate degree from an accredited college/university.
5. Credits for lower division courses may be granted if the course is pertinent to the teaching position and the course is not duplicative of previous training for which credit was granted, at the District's discretion.
6. Credit will be given for units earned for degrees or certificates for other professions, e.g. law, medicine, theology.

### **Continuing Education (Professional Growth)**

- The salary schedule is administered in terms of semester units. A quarter unit is equal to 2/3 of a semester unit and a CEU (Continuing Education Unit) from a regionally accredited university or college is equal to 1/3 of a semester unit.
- Credit will be given for up to 18 semester units in any Professional Growth Year. Approval from the Professional Growth Committee is required to exceed these limits prior to earning the units. (SRTA Contract, Article 16.3)

### **Reemployment Notices**

By May 30 of each year, the clerk or secretary of the Board may give, or mail by certified mail with return receipt requested, written notices to probationary and permanent certificated employees requesting that they notify the district of their intent to remain in district service for the next school year. This notice shall include a copy of Education Code 44842. If an employee, without good cause, fails to notify the district before July 1 that he/she will remain in district service, the employee may be deemed to have declined reemployment and the employee's services may be terminated on June 30 of that year. (Education Code 44842)

(cf. 4113 - Assignment)

(cf. 4117.2/4217.2/4317.2 - Resignation)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 9122 - Secretary)

By April 30 of each year, the clerk or secretary of the Board may give, or mail by certified mail with return receipt requested, written notices to certificated employees of a year-round school who are serving in a track that starts within 14 days of July 1 requesting that they notify the district of their intent to remain in district service for the next school year. This notice shall include a copy of Education Code 44842. If an employee, without good cause, fails to notify the district before June 1 that he/she will remain in district service, the employee may be deemed to have declined reemployment and the employee's services may be terminated on June 30 of that year. An employee who gives notice of resignation after May 31 but before June 30 shall be released from his/her contract within 30 days of the employee's notice, or as soon as a replacement employee is obtained, whichever occurs first. (Education Code 44842)

### **Employee Notification**

By May 15 of each year, each classroom teacher shall notify the Superintendent or designee of his/her intent to return to a teaching position for the next school year. (Education Code 44832)

An employee on leave of absence shall notify the district of his/her intent to remain in service the following year in accordance with law, Board policy and administrative regulation.

(cf. 4161/4261/4361 - Leaves)

Legal Reference:

EDUCATION CODE

- 44832 Teachers; notice of intent to return
- 44842 Failure to provide notice or to report to work
- 44843 Notice of employment (to county superintendent)
- 44916 Time of classification; statement of employment status
- 44929.20 Continuing contract-districts w/less than 250 ADA
- 44955 Reduction in number of employees

Regulation SANTA ROSA CITY SCHOOLS

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