



Liberty Union High School District
REQUEST TO ADVANCE ON SALARY SCHEDULE
APPLICATION FOR PROFESSIONAL DEVELOPMENT UNITS

This form must be filled out and approved **PRIOR** to the date of the activity,
 unless it is for coursework as outlined in Article 12.5.2

NAME: _____ **DATE:** _____

1. Teaching Assignment: _____

The coursework should improve individual employee competence in his/her current assignment or preparation for a future assignment and contribute to the improvement of the curricular and instructional programs that further the educational mission of the schools of the district. (Article 19.1)

2. Description of the Professional Development activity: (Attach a copy of activity)

Date(s) of Activity: _____

Time(s) of Activity: _____

Is this activity during school hours? Yes No

If coursework at an Institute of Higher Education (IHE): Number of Semester units: _____

If not coursework at an IHE: Number of Hours: _____ divided by 15 = Semester units: _____

3. How will this activity make you a better teacher or counselor? _____

4. Check here if these units will enable you to advance on the salary schedule.

- Notify the personnel office by **April 15** if these units will advance you on the salary schedule for the next school year.
- Movement on the salary schedule **will not happen until** the transcripts for the coursework, certificates of completion or other documentation are provided to the district.
- Submit documentation to the Human Resources Office by **October 1** of the year when salary column advancement will take place.
- Employees are responsible for verifying their placement on the salary schedule and should keep careful, permanent records of their units, coursework and transcripts.

Principal's Approval: _____ Date: _____

Human Resources Administrative Approval: _____ Date: _____

(Applying unit member will receive a confirming email and a copy of this form once approval has been received or denied at the district level. If denied, an explanation will be provided.)

Please see the [LEA Collective Bargaining Agreement](#) for the full Articles

12.5 Change of Classification

12.5.1 The unit member must notify the District prior to April 15 of his/her intention to complete the units and submit official written verification of the credits earned or hours logged via a transcript or certificate of completion (for workshops or training not affiliated with an institution of higher education) by no later than June 1 for a July 31st pay warrant or by October 1 for an October 31st pay warrant. For trainings or workshops not affiliated with institutions of higher education and for which transcripts are not provided, work hours logged at the activity will be divided by 15 to convert to semester unit equivalents.

12.5.2 Unit members may qualify for column advancement on the Certificated Salary Schedule through a variety of District-approved professional growth experiences. These include upper division and graduate coursework at accredited institutions of higher education; professional trainings not affiliated with institutions of higher education; workshops and seminars not taken during normal work hours; special district curricular or instructional projects. Workshops and seminars taken during work hours or paid for by district funds may not be applied by the unit member for salary column advancement.

- a) All coursework required to obtain or renew a credential, enrich the unit member's expertise in the subject area taught, earn an advanced degree in the subject area taught, or pursue a credential in a second subject area commonly taught in school will be creditable for salary column advancement and need not be pre-approved.
- b) Any college coursework not clearly connected to the subject area taught, professional training, workshops/seminars, or special District projects must be pre-approved by the site principal and designated district administrator or will not be creditable for salary schedule advancement.
- c) Courses, professional trainings, workshops, seminars, or conferences may not be repeated for advancement on the salary schedule unless it can be demonstrated that the content is different.

Article 19: Professional Development

19.1 The District and Association recognize the importance of unit members staying current in their field. Unit members are encouraged to seek to improve their skills and/or expand their expertise by participating in professional growth activities beyond the date of hire. Such lifelong learning activity undertaken by unit members furthers the educational mission of the District. This professional development will take place beyond the unit member's assigned duties and work day.

19.1.1 The District will provide a form and will respond in writing to all applications for credit for professional development advancement. Units pursuant to the above will be formally granted upon submission of the official transcripts (for college coursework) or certificate of completion/attendance (for professional trainings and workshops/seminars). If for a special District project, a letter from the overseeing administrator will grant the credit. The timeline for notifying the District of units for advancement on the salary schedule will be consistent with Article 12.5.1 of this agreement.

19.1.2 Any unit member may request an appeal of the District's decision related to 12.5.1. A joint committee of one unit member selected by the LEA President and one member elected by the Superintendent shall meet within ten (10) days of the written request for appeal. The committee shall review the facts and make recommendations to the Superintendent. The Superintendent will review the joint committee's findings and the Superintendent's decision is final.