

## **Certificated (non-administrative) Personnel**

Per district policy GCBA and GCBA-R, Salary increases are addressed during each school year for which a teacher signs a contract. Between October 1 and April 1 of each school year a stipend will be disbursed to staff upon submission of pre/post-credit approval with documentation. Stipends and salary advancement must occur at a minimum three (3) credit hour increment. Stipends and salary advancement in the amounts specified for continuing staff will also be distributed to staff who submit documentation supporting the completion of advanced degrees. A revised contract to include pre/post-approved credit and attainment of advanced degrees will be issued after April 1 of each school year for the upcoming contract year.

A. A teacher anticipating salary advancement for the following school year must notify the Superintendent by April 1 during the school year then in progress so that provisions for salary advancement can be included in the school budget. The Superintendent will circulate an appropriate form to the certificated staff on or before March 15.

B. Stipends and salary increases must be substantiated by transcript or other written proof of work completed before salary changes can be made. Such verification must be filed in the Superintendent's office by April 1 of the school year for which the teacher is employed in order for a revised contract to be prepared for the upcoming contract year. Application for stipends and salary increases must be completed and filed in the Superintendent's office before a contract addendum is prepared.

Course work shall consist of upper- or lower-division or graduate work in an accredited institution or District-sponsored courses or accredited workshops only if such work contributes directly to the staff member's proficiency in the classroom or promotes professional growth. Effective for staff hired using the official salary determination chart after April 1, 2012: units taken beyond the Bachelor's degree (up to thirty-six [36] total) will be applied to salary increases and advancement using the current salary formula for continuing staff with no more than half (1/2) of those units being derived from sources other than lower division or upper division credit from an accredited institution. Graduate units obtained in pursuit of an approved Master's degree may extend the thirty-six (36) credit hour total allowed beyond the Bachelor's degree.

Units taken **beyond the master's degree** must consist of accredited college/university graduate units, accredited college/university undergraduate units, District in-service training credits or accredited workshops only if such work contributes directly to the staff member's proficiency in the classroom or promotes professional growth, or travel units with prior approval by the Superintendent. Generally, courses taken in the teacher's current teaching discipline, major or minor subject areas, or professional courses will be

accepted. No seminars, workshops, or other such classes paid for by the District can be applied to educational advancement credits.

Following are guidelines for District-sponsored courses and workshops - instructional time:

- A. One (1) hour course - minimum of fifteen (15) clock hours of instruction.
- B. Two (2) hour course - minimum of thirty (30) clock hours of instruction.
- C. Three (3) hour course - minimum of forty-five (45) clock hours of instruction.
- D. All hours of instruction that have been completed for a single course that total more than the minimum required for credit, but do not qualify for the next level of credit, will be recorded and can be applied to the next approved course. Exceptions may be made by the professional growth committee.
- E. The department, organization, or person requesting a District-sponsored course or workshop must submit a written request to the Superintendent for approval of the course. The following information will be submitted with the request:
  - 1. Title of course and number, if any.
  - 2. Complete outline of the course and schedule.
  - 3. Duration of the course in clock hours.
  - 4. Number of credits or units to be earned.
  - 5. Teachers qualified to attend the course for credit, by department, subject matter, and/or grade level.
  - 6. Purpose of the course. An instructor, when submitting a course approval, will include a written statement in the course description that will clearly indicate how the course content will assist the enrollees with their teaching or administrative assignments.
  - 7. List of materials, training aids, books, audio-visual (A-V) materials, and facilities to be used for the course.
  - 8. Cost to staff members, if any, and reason for charging.
  - 9. If applicable, a list of supplies and/or materials that staff members are required to furnish on their own.

A District employee who teaches an in-service training class for the first time will receive participant credit plus one (1) credit for preparation of the class, all of which

shall be considered equivalent to accredited college/university graduate units. A District employee who teaches the same in-service training class a second time will receive only participant credit, to be considered equal to accredited college/university graduate units.

The professional growth committee will hear appeals for approval or disapproval of courses with respect to the above criteria.

Staff members who enroll in District-sponsored courses are required to attend all class meetings. All work missed because of absence will be made up at the discretion of the sponsors. Unexcused absence will be handled as follows:

- A. One (1) hour credit course - one (1) unexcused absence allowed.
- B. Two (2) hour credit course - two (2) unexcused absences allowed.
- C. Three (3) hour credit course - three (3) unexcused absences allowed.

Personnel who exceed the number of allowed unexcused absences shall automatically be dropped from the course, and no credits shall be awarded.

The committee shall consist of:

- A. The Superintendent or a designee thereof.
- B. One (1) Governing Board member.
- C. The president-elect of the Mingus Union Education Association (MUEA) or designee thereof.
- D. One non-MUEA member teacher.

Teachers experiencing problems relating to their initial salary determination and/or other provisions of the salary structure for continuing staff are encouraged to appear before the committee for resolution.

Non-approved courses and in-service credit may be used to document recertification with the Arizona Department of Education.