

ARTICLE 17: COMPENSATION

17.1 Placement on Salary Schedule

- 17.1.1 For purposes of placement on the salary schedule, unit members will be allowed a maximum of seven (7) years of teaching experience at the rate of one (1) year of experience and be placed on Step 8.
- 17.1.2 Those retirees who have been re-employed pursuant to the authorization for class size reduction will be placed closest to the salary which they left without regard to years or units or subsequent increase to the salary schedule.
- 17.1.3 Unit members who anticipate a change of placement on the salary schedule must file a statement of intent before April 15 on forms available in the Human Resources Department.
- 17.1.4 Part time or verified substitute teaching will be counted toward the experience factor for placement on the salary schedule. The aggregate of such experience shall be not less than seventy-five percent (75%) of the teaching days and such experience shall be considered to be the equivalent of one (1) year of teaching experience for salary schedule purposes.

17.2 Change of Salary During School Year

- 17.2.1 The District may increase the annual salaries of unit members at any time by mutual agreement of the District and the Association.
- 17.2.2 Retro-active salary increases must be equitable based upon assignment to year-round and traditional calendars among unit members.
- 17.2.3 Should a transfer/assignment or the ceasing of year-round school result in a unit member changing to a later payroll cycle, the unit member may remain on his/her current payroll cycle if such an adjustment is necessary to insure there is no interruption in monthly payroll warrants. Unit members who request this option may be required to complete a written request on a form prepared by the District which will also include an agreement by the unit member to repay the District for any overpayment in the event that the unit member does not complete the required paid days of service in the school year.

17.3 Transcripts

- 17.3.1 Unit members employed for the first time in the District must file transcripts of all college credits no later than thirty (30) calendar days after they have accepted a written offer of employment, unless otherwise approved by the Human Resources Department, or in cases where it can be shown that the university or college is late in delivering the transcript.
- 17.3.2 Only official transcripts or records indicating units earned, properly signed and dated, from any university or teachers' college which is a member of the American Association of Universities and Colleges, or transcripts evaluated and accepted by the State Department of Education of California will be accepted.

17.3.2.1 The committee will be responsible for evaluation of lower division units for use on the salary schedule. The committee shall consist of three teachers (one elementary, one intermediate, one secondary) and two administrators. The decisions shall be made by majority vote. Written criteria, an application form, and an application process will be submitted to the Association and the District for final approval prior to implementation. An appeals process will also be established by the committee whose decisions will be final.

17.3.3 Transcripts or other official evidence of fall, winter, and spring college work which will qualify a unit member for advancement on the salary schedule shall be on file in the Human Resources Department within thirty (30) calendar days after completion of the course, unless otherwise approved by the Human Resources Department, or in cases where it can be shown that the university or college is late in delivering the transcript.

17.3.4 Transcripts or other official evidence of summer session work shall be on file October 1st, unless otherwise approved by the Human Resources Department, or in cases where it can be shown that the university or college is late in delivering the transcript.

17.3.4.1 If transcript requirements are not met, the unit member involved shall not be placed in the group in which the unit member had anticipated, and the contract shall be rewritten.

17.3.5 If a bargaining unit member attends a pre-approved class training or conference that is in any way compensated by the District, the bargaining unit member may receive salary schedule credit for units earned from a regionally accredited college or university provided that the units are for work beyond any attendance, compensation or registration.

17.4 Method of Computation

17.4.1 For purposes of computing unit member earnings, a unit member who serves less than a full year shall receive as salary an amount that bears the same ratio to the established annual salary for the position as the number of working days the person serves bears to the total number of working days. A unit member who serves a complete semester shall receive not less than one-half the established annual salary for the position.

17.4.2 The method of computing the daily wage of a person in a position requiring certification qualifications is as follows:

Annual salary divided by Days Required to be in Attendance at School = Daily Rate.

17.4.3 Annual salary is divided by the number of calendar months in which a unit member has one or more contracted work days. Current salary payments are made in eleven (11) monthly installments.

17.4.4 Salary payments are made each month as calculated in Article 17.4.3. Payments begin the last workday of the first month of service and end the last day of the last month of service.

- 17.4.5 Income tax, all statutory deductions, retirement contributions, benefit coverage, and any other voluntary deductions are withheld from all regular monthly salary payments.
- 17.4.6 Unit members may elect to participate in the summer pay program offered by the District. In the summer pay program, a portion of the monthly salary is withheld. This withholding is refunded during the month(s) in which the unit member has no contracted work days. No interest is paid to employees for salary withheld.
- 17.4.7 Should an employee terminate at the end of the work year, the salary withheld, if not already paid, is payable when final salary payment is made.

17.5 Certificated Non-Teaching Personnel--Factor Schedule

17.5.1 The following are duty days and factors for non-teaching members:

	Factor (Teacher Salary x Factor)	Duty Days
Psychologist A	1.21	197
Psychologist B	1.16	194
Program Specialist Alt Ed	1.22	210
Program Specialist (To include Prior Nurse A and Vocational Education Spec.)	1.16	197
Counselor	1.15	197
Librarian	1.10	197
Nurse B	1.06	189

- 17.5.2 Unit members from within the District will be given credit for teaching experience, up to five (5) years of any non-teaching experience they may have.
- 17.5.3 Personnel for outside the District will be given the same credit for teaching experience as is given unit members and shall be given year-for-year credit for certificated non-teaching experience up to five (5) years.

17.6 Compensation for Activities Outside the Professional Day/Year

- 17.6.1 The District shall offer assignments to unit members which involve activities sponsored by the schools and which take place outside the professional day/year requiring the supervision of participating students.
- 17.6.2 The number of activities which full-time members may accept shall be limited to an amount that will not adversely affect the performance of regular duties.
- 17.6.3 The acceptance of an assignment to perform duties outside the professional day/year shall not relieve the affected unit member of other supervisory duties related to the regular assignment.
- 17.6.4 The District will make a reasonable effort to distribute assignments to activities outside the professional day/year equally.

- 17.6.5 Hourly Pay Rates:
 - 17.6.5.1 Hourly Instruction: The hourly rate for intervention, intersession and home schooling will be based on the per diem rate for Column 3, Step 10 of the salary schedule divided by seven (7).
 - 17.6.5.2 Summer School: Moved To Article 28
- 17.6.6 Salary schedule for compensation for assignment outside the professional day/year other than those named in Article 17.6.5 may be found in Appendix A.
 - 17.6.6.1 Programs based on the previous summer school rate will increase by seven percent (7%) beginning July 1, 2000.

17.6.7 Moved to YRE archive.

17.7 Criteria to Determine Activities Outside Professional Day/Year

- 17.7.1 The following criteria shall be used to determine whether or not conducting a given activity constitutes duties outside the professional day/year:
 - 17.7.1.1 Time Required: Working at a particular activity in preparation to do a successful job with the students involved.
 - 17.7.1.2 Time of Day, Week and Year: Do the required duties take place in the evening, on a Saturday or Sunday, or during a school vacation period? Do the duties overlap regular duties?
 - 17.7.1.3 Responsibilities and Qualifications: Number of participants; safety of participants; safety of equipment used; number of subordinate workers; experience of the person conducting the activity; training required to conduct the activity.
 - 17.7.1.4 Public Relations, Values and Pressures: Number of spectators; public sensitivity and pressure; influence on public.
 - 17.7.1.5 Of What Value is Activity to Participants? What is the immediate value of the activity to the participants? What will be the lasting value of the experience the participants have entered into while participating in the activity? How does this activity add to the total growth of the participant?
- 17.7.2 The need for assignment to activities outside the professional day/year shall be determined by the District. The District shall offer assignments to unit members which involve activities sponsored by the schools and which take place outside the professional day/year requiring the supervision of participating students.

17.8

Teacher-In-Charge

- 17.8.1 At the beginning of each school year, the principal at each elementary school shall designate a teacher-in-charge who is a permanent employee. The teacher-in-charge shall be provided a service agreement for the year of service. The duties and compensation as defined in this contract shall be reviewed. A teacher may refuse to serve.
- 17.8.2 Upon notification by the principal, a teacher-in-charge shall assume responsibility for the school and its pupils in the absence of the school principal. The teacher-in-charge shall be available on campus while children are present.
- 17.8.3 The designated teacher-in-charge is only responsible for emergency situations unless released from regular teaching duties.
- 17.8.4 The teacher-in-charge, with the principal, shall maintain a record of hours in charge.
- 17.8.5 For the purpose of maintaining a time record, seven (7) hours shall constitute a day only for the accumulation of partial days.
- 17.8.6 When advance notice is possible, it shall be given the teacher-in-charge. When a principal is to be absent an entire day, the principal is to make advance arrangements with the Superintendent to secure a substitute for the teacher-in-charge to release him/her from regular classroom duties for that day. The teacher-in-charge, with the principal, shall maintain a record of the day for compensation purposes.
- 17.8.7 Beginning January 23, 2000, the teacher-in-charge will be compensated at the following stipend for a full year of service:
 - 1-10 days \$ 700.00
 - 11-14 days \$1050.00
 - 15 + days \$1400.00This rate is based on the differential of teacher per diem rate of Column IV, Step 10 and Step 3 from the elementary administrative schedule of 1998-1999 school year.
- 17.8.8 If an administrator is out more than three consecutive days, the District shall make every effort to provide an interim principal.

17.9

Director, Counseling:

- 17.9.1 Brief Description of the Position
 - 17.9.1.1 Plans, supervises and coordinates the counseling and guidance program in a secondary school.
- 17.9.2 Major Duties and Responsibilities
 - 17.9.2.1 Provides leadership in the continuous evaluation, interpretation, and implementation of the counseling and guidance program.
 - 17.9.2.2 Schedules regular meetings for counselors and prepares agenda.
 - 17.9.2.3 Calls special meetings for counselors at appropriate times.

- 17.9.2.4 Coordinates the work of counselors and social workers assigned to the counseling program of the secondary school.
 - 17.9.2.5 Supervises the work of paraprofessionals, clerical staff, and technicians, as assigned to the counseling program of the secondary school.
 - 17.9.2.6 Assumes the responsibility for a close working relationship between counselors and administration and counselors and teachers.
 - 17.9.2.7 Coordinates the allocation of job tasks and provides adequate time for completion of these tasks.
 - 17.9.2.8 Assists in the establishment and maintenance of good community-school public relations.
 - 17.9.2.9 Maintains running inventory of all the department equipment.
- 17.10 Student Study Team Chairperson
- 17.10.1 The SST Chair is responsible for the coordination and facilitation of student study team meetings. The task shall be compensated at the summer school rate for one (1) hour for each schedule meeting.
- 17.11 Coaches
- 17.11.1 Major Duties and Responsibilities
 - 17.11.1.1 Use sound and acceptable teaching practices
 - 17.11.1.2 Run well-organized practice sessions.
 - 17.11.1.3 Complete pre-season planning well in advance of starting date.
 - 17.11.1.4 Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor, parents and school staff.
 - 17.11.1.5 Construct a well-organized game plan.
 - 17.11.1.6 Develop a sound system for equipment accountability, including season inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.
 - 17.11.1.7 Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.
 - 17.11.1.8 Ensure all athletes are properly cleared before participation in their respective sports. Athletics should function as an integral part of the total curriculum.

- 17.11.1.9 The coach will be responsible for providing supervision before, during and after all team activities.
- 17.11.1.10 The coach should be fair and unprejudiced with players, considering their individual differences, needs, interests, temperament, aptitudes and environments.
- 17.11.1.11 Ongoing, positive communications with parents, media and staff.

17.12 Current Salary Schedule

- 17.12.1 The current Certificated Employees Salary Schedule is contained in Appendix A.
 - 17.12.1.1 There shall be a 6% salary schedule increase (excluding Extra Duty Salary Schedule) and to section 17.6.5.1 hourly rates paid for the 2006-2007 school year retroactive to July 1, 2006.
 - 17.12.1.2 Effective July 1, 2007, the District shall increase the 2006-2007 teacher salary schedule. The increase shall be by a percent equal to the percent increase in the District's funded Base Revenue Limit per Average Daily Attendance (BRL/ADA) for 2007-2008 as compared to 2006-2007. Such increase shall include all increases to the District's funded BRL/ADA including cost of living adjustments, deficit reduction, equalization aid, and /or any other permanent, on-going increase to the District's funded BRL/ADA (and shall be reduced by any deficit factor applied to such increase).

While the District recommends that the entire increase be applied to the salary schedule, WTA may determine that a portion of the increase may be applied to the health benefits cap. Although the District may not know of the 2007-2008 health benefits rates until October, 2007, WTA must notify the District, in writing, by June 1st that the option to put money on benefits has been exercised. If the option is not exercised, the full increase will be applied to the salary schedule effective July 1, 2007 or as soon as the District's 2007-2008 funding is verified. If the option is exercised, no increase will be applied to salaries until WTA provides notice of the amount to be placed on benefits. The District will implement the resulting salary increase and benefits increase for the next monthly paycheck possible after such notice.
- 17.12.2 The District agrees to pay those teachers currently receiving the substitute rate at the employee substitute rate for each period they substitute during their preparation period when the teacher chooses to cash in the time rather than take the time off.
- 17.12.3 The District and WTA agree to a stipend for the speech therapist position of \$2634 (prorated based upon fulltime). Additionally, there shall be a stipend of \$1856.60 for those speech therapists assigned fifty-five (55) or more students.

17.12.3.1 Upon employment, speech therapists will be provided salary credit for every year of speech therapy experience in the public schools up to a maximum of fifteen (15) years.

17.13

The components of this section will be implemented during the 2012-2013 school year. Blue-slipping is defined as when unit members are requested and voluntarily choose to give up their preparation period to substitute for another unit member's class; miss prep time due to the lack of a preparation-time-release teacher; or accept additional students, the unit member will have the option of receiving time off-in-lieu of pay or monetary compensation. This practice is known as "Blue-slipping". Opportunities for unit members for "Blue-slipping" shall be shared equitably at each site.

17.13.1 Blue-slipping is time that is accumulated on an equal basis (time-period-for-time-period basis) in the following manner:

17.13.1.1 On a six (6) period day, five (5) periods of Blue-slipping will constitute one (1) day of Blue-slip time-off-in-lieu-of-pay.

17.13.1.2 On a 4 x 4 daily schedule, three (3) periods of Blue-slipping will constitute one (1) day of Blue-slip time-off-in-lieu-of-pay.

17.13.1.3 If a unit member supervises another unit member's entire class for the entire school day the unit member may elect to receive one (1) day of time-off-in-lieu-of-pay.

17.13.1.4 For Elementary and 4th-5th Grade preparation time, five missed preparation periods will constitute one day of Blue-slip time-off-in-lieu-of-pay.

17.13.1.5 Whenever possible, as a courtesy, a unit member shall notify the District at least three (3) working days prior to the use of Blue-slip time-off-in-lieu-of-pay days.

17.13.1.6 As of June 30, 2013, unit members may not carry over more than ten (10) days of Blue-slip time-off-in-lieu-of-pay annually.

17.13.1.6.1 Accrued Blue-slip time-off in excess of ten (10) days will automatically be paid to the unit member at the end of each school year.

17.13.1.6.2 An election of Blue-slip time-off-in-lieu-of-pay or monetary compensation must be made prior to December 31st or June 15th, whichever date comes first following the date on which the Blue-slip time was earned.

17.13.2 Blue-slipping—Monetary Compensation: Instead of receiving Blue-slip time-off-in-lieu-of-pay, unit members may receive monetary compensation in the following manner:

17.13.2.1 On a six (6) period day, unit members will be compensated one-fifth (1/5) the daily retired substitute rate for each period (single daily rate for retiree substitute 1-20 days divided by five (5).)

- 17.13.2.2 On a 4 x 4 schedule, unit members will be compensated one third (1/3) the daily retired substitute rate for each period (single daily rate for retiree substitute 1-20 days divided by three (3).)
- 17.13.2.3 If combined classes are necessary, each unit member who agrees to accept, or is assigned partial or entire classes, will be compensated at the pro-rated hourly rate of the District retirees' single day substitute rate based on the number of reassigned students and the amount of time the additional students are present.
- 17.13.2.4 For Elementary and 4th-5th Grade missed preparation time, unit members will be compensated at the hourly rate of the District retirees' single-day substitute pay rate (single daily rate for retiree substitute 1-20 days divided by five (5)).
- 17.13.3 School sites will keep a log of time accrued due to Blue-slipping.
- 17.13.4 Blue-slip time-off in-lieu-of-pay is not transferable except for donations to the Catastrophic Leave Bank.
- 17.13.5 The election form for Blue-slipping will be authorized by WUSD and WTA prior to the implementation of this section.
- 17.14 Except as otherwise indicated in Article 19, Children's Center and Preschool, the provisions of this Article shall not apply to Children's Center and Preschool unit members.