

1 APPENDIX A
2 BARGAINING UNIT MEMBER SALARY PLACEMENT

3 Initial Class Placement

4 Rules for original placement on the salary schedule are as follows:

5 For bargaining unit members hired prior to 2001-2002, all units earned prior to the
6 date of the Bachelor's Degree shall be classed as a Bachelor's Degree. Effective for bargaining
7 unit members initially employed beginning the 2001-2002 year, units earned in the twelve (12)
8 calendar months immediately prior to the date of the Bachelor's Degree which are certified by
9 the accredited college or university issuing the Bachelor's Degree as being in excess of the
10 requirements for completion of the Bachelor's Degree shall be accepted for salary credit for
11 advancement on the salary schedule.

12 Salary credit through December 30, 2001, all upper division and graduate units
13 earned from or accepted by an accredited college or university as upper division or graduate
14 work subsequent to the date of the Bachelor's Degree shall count in excess of that degree.

15 Effective January 1, 2002, all upper division and graduate units earned with a grade
16 of C or better or accepted by an accredited college or university as upper division or graduate
17 work subsequent to the date of the Bachelor's Degree shall count in excess of that degree.
18 (Units earned or accepted with a grade of "Credit" in a "Credit/No Credit" system or a grade
19 "Pass" in a "Pass/No Pass" system shall be accepted.

20 Lower division units may be accepted under special circumstances with prior
21 written approval of the Superintendent.

22 Initial Step Placement

23 The District shall grant up to nine (9) years of credit on the salary schedule. No
24 credit shall be allowed for fractional parts of a year unless seventy-five percent (75%) of the

1 total teaching days for a year have been taught. However, bargaining unit members newly
2 hired in the District who served on shared contracts in other districts will be given credit for
3 one (1) year of service for every two (2) years of shared contract experience. Substitute
4 teaching experience in districts other than Fontana Unified School District shall not be
5 qualifying toward advanced salary placement. Day-to-day substitute experience in the Fontana
6 Unified School District shall not be qualifying toward advanced salary placement. A substitute
7 assignment, which constitutes seventy-five percent (75%) of the school year in not more than
8 two (2) long-range term assignments shall be qualifying toward advanced step placement. A
9 maximum of three (3) steps for prior experience shall be granted to provisionally-credentialed
10 bargaining unit members. Veterans shall receive one (1) step for each full twenty (20) months
11 of military service, not to exceed three (3) steps. Previous private school, college or United
12 States Service School teaching experience while holding a degree shall count on an equal basis
13 with public school teaching. The total credit for previous teaching experience and military
14 service shall not exceed nine (9) steps.

15 Salary Schedule Class Adjustment

16 As college credit is earned, it should be currently reported to the Human Resources
17 Office so that an up-to-date accounting can be kept of the bargaining unit member's placement
18 on the salary schedule. Adjustment on the salary schedule shall be made only for the current
19 year under the policy requirements of Appendix A and Appendix B. In no event will any
20 adjustment be made for former contract years.

21 Class Advancement-Traditional Year

22 To qualify for class advancement on the salary schedule, effective the beginning of
23 the school year, units should be reported in progress by August 15 and shall be completed by
24 September 10. Transcripts, grade cards (showing unit credit and grade) or letter from Registrar

1 shall be submitted to the Human Resources Office by no later than October 15. If verification
2 for coursework completed prior to September 10 is received after October 15, the class
3 advancement will become effective the first day of the month following the date verification
4 was received in the Human Resources Office.

5 To qualify for class advancement on the salary schedule, effective the second
6 semester March 1, units should be reported in progress by January 10 and shall be completed
7 by February 1. Transcripts, grade cards (showing unit credit and grade) or letter from Registrar
8 shall be submitted to the Human Resources Office by no later than March 15. If the
9 verification for coursework completed prior to February 1 is received after March 15, the class
10 advancement will become effective the first day of the month following the date verification
11 was received in the Human Resources Office.

12 Class Advancement – Continuous School Program Year

13 To qualify for class advancement on the salary schedule, effective the beginning of
14 the school year, units should be reported by June 15 and shall be completed by July 1.
15 Transcripts, grade cards (showing unit credit and grade) or letter from Registrar shall be
16 submitted to the Human Resources Office by no later than August 15. If verification for
17 coursework completed prior to July 1 is received after August 15, the class advancement will
18 become effective the first day of the month following the date verification was received in the
19 Human Resources Office.

20 To qualify for class advancement on the salary schedule, effective the second half of
21 the year, February 1, units should be reported in progress by December 10 and shall be
22 completed by January 1. Transcripts, grade cards (showing unit credit and grade) or letter from
23 Registrar shall be submitted to the Human Resources Office by no later than February 15. If
24 the verification for coursework completed prior to January 1 is received after February 15, the

1 class advancement will become effective the first day of the month following the date
2 verification was received in the Human Resources Office.

3 District Salary Unit Credit

4 Each academic workshop sponsored by the Fontana Unified School District shall be
5 approved in advance by the particular District Office division involved. If a comprehensive
6 workshop is planned for at least fifteen (15) hours of participation by the bargaining unit
7 members, one (1) semester unit credit shall be given toward in-service salary advancement.
8 Each bargaining unit member in attendance and completing the requirements is to receive a
9 certificate of completion or some verification by the workshop sponsor. This is to be filed or
10 recorded in the Human Resources Office at the close of the program.

11 A Joint Committee consisting of two (2) members appointed by the District and two
12 (2) members appointed by the Association shall receive and evaluate requests for salary credit
13 for training not provided on a district-sponsored basis or for which salary credit has not been
14 otherwise offered by the District. Said request shall be honored for salary credit on the
15 majority vote of the Joint Committee. All training approved by the Joint Committee shall be
16 clearly educationally-related, within the credential authorization field of the requesting party or
17 within the current or tentative teaching assignment of the requesting party. The committee
18 shall also be authorized to approve, by unanimous vote, requests for salary credit not meeting
19 the above criterion.

20 Step Advancement

21 Bargaining unit members shall advance one (1) step on the salary schedule for each
22 full year of service in the Fontana Unified School District until the maximum is reached. A
23 bargaining unit member who has been Y-rated on the salary schedule will receive full credit for

1 their years of experience within the District and their years of experience granted on initial
2 placement, to the extent such steps exist in that classification.

3 Anniversary (Longevity) Increment

4 After the completion of seventeen (17) years of certificated service with this
5 District, commencing with the eighteenth (18th) year of service, an increment will be added to
6 the certificated bargaining unit member's contract. An additional increment will be added to
7 the contract for each four (4) years of service thereafter.