

**EGUSD CERTIFICATED PERSONNEL
ACCUMULATING UNITS FOR SALARY ADVANCEMENT
Frequently Asked Questions**

SALARY ADVANCEMENT INFORMATION

Where can I read about the educational advancement rules?

You may obtain information in the EGEA contract booklet: Article 20, Section 6.

Are there any deadlines I need to meet for salary advancement?

Yes, all courses and professional development must be completed by October 1st and all supporting documents must be received in Human Resources by October 1st of the contract year in which the salary class change is made.

How can I find out the number of units and professional development hours Human Resources has recorded for me?

Call Human Resources (686-7795) and request a copy of your transcript OR email "Professional Learning Transcript Request" with your name and employee identification number (EIN). Your transcript will be sent to your site by district mail.

If I use a substitute and I attend a workshop, may I receive salary credit?

No. If you use a substitute you are on contract. Salary credit may only be received outside the contracted day (EGEA Contract 19.608).

Can I take the same class more than one time?

No. You may not duplicate a course taken previously. Duplication of coursework and professional development will not count for advancement.

PROFESSIONAL DEVELOPMENT WITHIN EGUSD

Where do I find out about EGUSD-sponsored professional development?

The Curriculum/Professional Learning Office (CPL) posts EGUSD approved workshops on the CPL webpage. Go to the EGUSD Intranet>Departments>Curriculum and Professional Learning>Professional Learning Opportunities. If you have further questions please call 686-7757.

How do I receive credit for courses taken within EGUSD?

1. Register for the course online via the Electronic Register Online (ERO). The ERO home page can be accessed from the EGUSD website at <http://www.egusd.net/> as follows:
 - Under "Employment" choose "Professional Learning Opportunities."
 - Once you are on the "Professional Learning Opportunities" page, click on the ERO link.
 - On the ERO home page you will be asked to enter your district ID (example jdoe@egusd.net) and password.
 - After you have successfully logged into ERO, click on "Course Catalog" and then click on "View Schedule Calendar."
2. At the workshop, SIGN the attendance sheet. The Professional Development Report Form (sign-in sheet) is verified by the presenter then forwarded to the Curriculum/Professional Learning Office for approval and credit. (It is recommended that you keep a log of all workshops attended by course number, title, date, presenter's name, and number of hours for your own records.)
3. Total number of hours for each course will be recorded on your EGUSD Professional Learning transcript.

PROFESSIONAL DEVELOPMENT OUTSIDE EGUSD

What if I want to take a college course or a non-EGUSD-sponsored professional development?

Complete a Certificated Coursework Prior Approval form for approval of college courses and any non-EGUSD sponsored professional development. Submit a Prior Approval form signed by your site administrator to the Curriculum/Professional Learning Office at least 20 days prior to the course start date. All copies of the Prior Approval form will be returned to you to hold until course completion.

How are non-EGUSD sponsored professional developments verified and recorded?

For non-EGUSD-sponsored professional developments other than college courses, have the presenter sign, date, and record the number of hours at the bottom of the Coursework Prior Approval form before you leave the professional development, or attach a copy of the certificate of attendance with hours of instruction time included. Submit this information to Human Resources. (Keep copies for your records.) NOTE: Do not include time for registration, meals without speakers, and receptions. Professional development time is instruction time only.

How are college courses verified and recorded?

After completion of the course, attach your transcript or grade report to the white copy of the Coursework Prior Approval form and submit together to Human Resources. (Keep copies for your records.)

Can I receive credit for college courses or non-EGUSD sponsored professional development if EGUSD pays the registration fee?

Yes. Outside workshops paid for by EGUSD that are attended during the employee's *non-contracted time* can be used for salary advancement credit. If the employee is on contract, no salary credit may be earned (EGEA Contract 19.608).

How are semester, quarter, and Continuing Education Units (C.E.U.) different?

1 semester unit = 15 hours; 1 quarter unit = 10 hours, and 1 C.E.U. = 10 hours.

Do I need to keep records of the professional developments and college courses I have attended?

Yes. It is your responsibility to make sure Human Resources receives and records your professional development/college courses. Please make copies of all documents (Coursework Prior Approval forms, transcripts, grade reports, or agendas) for your own records before submitting them to Human Resources. For district-sponsored professional developments, make sure you SIGN IN at the workshop. Keep a log of all workshops attended for your records.

COURSEWORK PRIOR APPROVAL INFORMATION**Do I need Coursework Prior Approval to take courses within EGUSD that are posted on the CPL website?**

No. Courses on the CPL website are sponsored by EGUSD and are pre-approved. No prior approval is necessary for courses offered through EGUSD. Courses taken outside of EGUSD do require prior approval for salary advancement (see information section above).

What if I haven't heard back regarding my Coursework Prior Approval for a course and the course begins in the next few days?

You may call or email Sylvia Avalos at 686-7757 or savalos@egusd.net.

Do Adult Education courses require prior approvals? Yes.**If I am beginning a Master's program, do I still need to submit Coursework Prior Approval forms for the courses I need to take?**

Yes. You must still submit Coursework Prior Approval forms for all of the classes for which you would like to receive credit.

I'm in a Master's program, and my university doesn't organize classes until they have enough students to make a class. What can I do in order to make sure my Coursework Prior Approval forms will be submitted on time to CPL?

You should submit them beforehand. They will not be considered late if you have a CPL date stamp on your forms before the courses begin.

My Coursework Prior Approval was late because my site administrator didn't return it to me on time. Is my administrator at fault?

No. Your Coursework Prior Approval forms are your responsibility. Be tenacious about getting a signature and having it returned to you in a timely fashion so that you can forward it to Professional Learning before your course begins.

What happens if I am late turning in my Coursework Prior Approval forms after the course has begun?

Records are kept for late turn-in of Coursework Prior Approval forms. You have one time of forgiveness every ten (10) years. A letter is sent which delineates that, if this should happen again during the same 10-year period, credit for any late course(s) cannot be given. Another one-time letter of forgiveness would not occur until the next ten (10) year cycle.

I haven't turned in a Coursework Prior Approval form for over five years, yet I've been taking courses throughout this period. I now want to receive credit for courses I have taken. What should I do?

Certificated staff members may receive one (1) exemption from the Coursework Prior Approval rule every ten (10) years. If a certificated staff member takes a course(s) without Coursework Prior Approval and wishes to apply it/them toward salary credit, s/he may submit a Coursework Prior Approval form(s) during or after the course(s). **Late Coursework Prior Approval will only be considered for courses taken within three (3) years of the date the Coursework Prior Approval is received in the CPL office.** In accordance with EGEA contract section 19.605: No more than 12 semester units during one school year may be taken without written approval of the site level administrator. Thus, **no more than 12 units may be approved after the fact if you did not submit Coursework Prior Approval before taking a course. Approval of submitted documentation will be reviewed consistent with the course approval process, and notification of acceptance/denial will be sent to the employee after the review has been completed.** If the course(s) is/are denied, which is a risk since Coursework Prior Approval was not secured, no salary credit will be awarded. C/PL staff will track individuals' records of this exemption, and it will be granted once every ten (10) years, beginning on the date of the first exemption requested. For example, regardless of years of service, if a certificated staff member first takes advantage of this exemption on November 20, 2009, s/he would be allowed another exemption on or after November 20, 2019.

H-STEP SALARY ADVANCEMENT

How many units are required for Class H advancement?

5 semester units (or 75 hours or 7.5 quarter units/CEUs)

Does Class H need to be maintained or renewed?

Yes. Class H needs to be renewed every ten (10) years. You need to complete five (5) semester units of Class H approved coursework by July 1st of the tenth year from the date you earned Class H. For example, if you received Class H on July 1, 2005, you would need to complete five (5) semester units or the equivalent by July 1, 2015, to remain on Class H. If you do not, then your salary reverts back to Class G. You would then have until October 1, 2015, to obtain the five (5) semester units. If you do not, you remain on Class G.