## MASTER AGREEMENT

between

## WILLITS UNIFIED SCHOOL DISTRICT <br> and <br> WILLITS TEACHERS' ASSOCIATION

July 1, 2022 through June 30, 2024
AGREEMENT
This is an Agreement made and entered into
between the
Willis Teachers' Association and the
Willits Unified School District.

COR THE BOARD
Date: $\qquad$
SIGNATURES


Date: $\qquad$
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## ARTICLE 1 <br> AGREEMENT

1.1 The Articles and provisions contained herein constitute a bilateral and binding agreement (Agreement) by and between the Governing Board of the Willits Unified School District (Board) and the Willits Teachers' Association-California Teachers' Association-National Education Association (Association), an employee organization.
1.2 This Agreement is entered into pursuant to chapter 10.7, Section 3540~3549 of the Government Code (Act).
1.3 This Agreement shall remain in full force and effect from date of ratification until June 30, 2024.

## ARTICLE II <br> RECOGNITION

2.1 The Board recognizes the Willits Teachers' Association as the exclusive representative of all certificated employees exclusive of management, supervisorial and confidential certificated employees and day-to~ day substitutes, for the purpose of meeting and negotiating.

## ARTICLE III AFFIRMATION

3.1 The Board recognizes classroom teachers as primary agents of the educational program and reaffirms the concept that the role of all other certificated and classified employees is one of providing support and assistance to the teacher and to the educational program.

## ARTICLE IV DEFINITIONS

4.1 "Teacher" refers to any employee who is included in the appropriate unit and therefore covered by the terms and provisions of this Agreement. References made to male teachers shall include female teachers, vice versa, unless otherwise noted.
4.2 "Days" means school days during which students are required to be in attendance.
4.3 "Unpaid leaves of absence" means that a teacher shall be entitled to health and dental benefits paid by teachers who are on leave with approval of the insurance company.
4.4 "School day" means the amount of time each day of classes during which students are required to be in school, unless otherwise provided for in this Agreement.
4.5 "Immediate family" means any relative of the teacher or the family of the employee's spouse herein included: mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister of the employee, or any relative living in the immediate household of the employee. Also included is any domestic partner included on the member's insurance plan(s).
4.6 "Daily rate of pay" means the teacher's annual salary divided by the number of days he is required by the Board to be present at school.
4.7 "Bargaining unit" means all certificated, non-management employees of the Willits Unified School District, excluding substitutes.
4.8 "Small Schools" means Sanhedrin Continuation High School, Sherwood School, Willits Secondary Community Day School, Community Day School and New Horizons Independent Study.
4.9 "Job Share" means two certificated employees who proportion one (1) full-time equivalent (FTE) position between them.
4.10 "Part-Time Employee" means a certificated employee who works less than one (1) FTE and is not a job
share position.
4.11 The definition for "Temporary Employee" can be found in Education Code sections 44909, 44919, 44920 , and 44921.
4.12 School-related absence: Absence from the location of assignment shall be designated a school-related absence under any of the following conditions:
4.12.1 When directed by the District or respective supervisor.
4.12.2 When required to fulfill requirements that are part of an individual's job description or assignment.
4.12.3 For administration approved staff development.
4.12.4 For attendance at committee meetings called by the District.

## ARTICLE V <br> GRIEVANCE PROCEDURE <br> RELATING ONLY TO CONTRACT DISPUTES

5.1 The purpose of this article is to provide a procedure for the consideration of grievances pertaining to a contract dispute, which is defined as an alleged violation, misapplication or misinterpretation of the specific provisions of the contract filed by an employee in the bargaining unit or by the Association.
5.2 This grievance procedure applies only to items covered in this contract. If a claim is raised as to the procedural arbitrability of the grievance as a result of the alleged violation, such claim shall be ruled on first by the arbitrator.
5.3 Any employee may present grievances relating to a contract dispute to his employer and such grievances adjusted without the intervention of the exclusive representative or employee organization as long as the adjustment is not inconsistent with the terms of this Agreement. The public school employer shall not agree to the adjustment or resolution of the grievance until the exclusive representative or employee organization has received a copy of the grievance and the proposed resolution and has been given the opportunity to file a response.
5.4. Most grievances arise from misunderstandings or disputes which can be settled promptly and satisfactorily on an informal basis at the immediate administrative level. The employer and the exclusive representative or employee organization agree that every effort will be made by management and the aggrieved party to settle grievances at the lowest possible level. Inasmuch as dissatisfactions and disagreements arise among people in any work situation, the filing of a grievance shall not be construed as reflecting unfavorably upon an employee's good standing, performance, or loyalty or desirability to the organization. Employees, employee representatives, and all other persons involved in the presentation of a grievance will be free from restraint, interference, coercion, discrimination, or reprisal.
5.5 Failure by the administration to adhere to decision deadlines constitutes the right for the aggrieved to appeal automatically to the next step (higher level). Failure of the employee to adhere to the submission deadlines shall mean that the employee is satisfied with the latest decision and waives any right to higher appeal. However, nothing prevents the parties from extending the dates by mutual agreement.
5.6 All documents dealing with the processing of a grievance shall be filed separately from the personnel file of the participants.
5.7 Every effort will be made to schedule meetings for the processing of grievances at times which will not interfere with the regular work day of the participants. If any grievance meeting or hearing must be scheduled during the school day, any employee required by either party to participate as a witness or grievant in such meeting or hearing shall be released from regular duties without loss of pay for a reasonable amount of time.
5.8 When a grievance has been filed by an employee, the grievant may terminate the grievance at any time by giving written notice to the public school employer or its designee. Failure to comply with time limits, to attend scheduled meetings to discuss or hear the grievance, or to provide requested information at the grievant's disposal relating to the subject matter of the grievance shall be deemed a termination of the grievance by the employee. The public school employer shall give written notice of such termination to the employee.
5.9 The grievant has the right to have a representative present at any step of the grievance procedure. The grievant, however, must be present at each step of the grievance procedure.

### 5.10 Definitions:

5.10.1 Grievance ~ A grievance is a complaint by an employee or the Association that there has been an alleged violation, misapplication, or a misinterpretation of the specific provisions of this contract covering the employees in the unit.
5.10.2 Grievant ~ A grievant is a WTA member, or the Association acting on behalf of its members covered by this Agreement, who is filing a grievance.
5.10.3 District Employee ~ A District employee is a full~time or part~time certificated person belonging to an appropriate employee unit.
5.10.4 Representative ~ A representative is a fellow employee, employee organization, or legal counsel who participates in the grievance procedure.
5.10.5 Immediate Administrator ~ An immediate administrator is the administrator having immediate jurisdiction over the employee who is filing the grievance.
5.10.6 Day ~ A day is any day that the employee is required to be present and on duty.

### 5.11 Informal Resolution

5.11.1 Any employee who believes he/she has a grievance shall present the grievance orally to the immediate administrator within ten (10) teaching days after the grievant knew, or reasonably should have known, of the circumstances which form the basis for the grievance.

Failure to do so will render the grievance null and void. The administrator shall hold discussions and attempt to resolve the matter within three (3) days after the receipt of the grievance. It is the intent of the informal meeting that at least one personal conference be held between the aggrieved employee and the immediate supervisor.
5.12 Grievances will be processed in accordance with the following steps:
5.12.1 If the grievance is not settled during the informal discussion and the employee wishes to press the matter, the employee shall present the grievance in writing to the immediate administrator within five (5) days after the oral decision by the administrator. The administrator shall respond in writing within three (3) days after the receipt of the grievance. The written information shall include:
5.12.1.1 A description of the specific grounds of the grievance, including names, dates, and places necessary for a complete understanding of the grievance;
5.12.1.2 A listing of the provisions of this Agreement which are alleged to have been violated or misapplied;
5.12.1.3 A listing of the reasons why the immediate administrator's proposed resolution of the problem is unacceptable;
5.12.1.4 A listing of specific actions requested of the public school employer which will remedy the grievance.
5.12.2 If the grievance is not resolved at Step 5.12.1, grievant shall, within five (5) days after receipt of the written decision, present the grievance in writing to the next level administrator with immediate responsibility for the position to which the grievant is assigned. Within five (5) days from the receipt of the grievance, the administrator involved shall, if so required, meet with the grievant in an effort to resolve the grievance. The administrator shall make a written disposition of the grievance within five (5) days after such meetings and return it to the grievant.
5.12.3 If the employee is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) days of such meeting, the grievance shall be transmitted to the Superintendent or the Superintendent's designee. Within five (5) days from the receipt of the grievance, the Superintendent or designee shall meet with the employee on the grievance and shall indicate the disposition of the grievance in writing within five (5) days of such meeting and shall furnish a copy thereof to the Association and to the grievant. For purposes of this section, the Superintendent's designee shall not be the immediate administrator involved in the grievance.
5.12.4 If the grievant is not satisfied with the disposition of the grievance, the grievant, with the agreement of the Association, may within ten (10) days after receiving the decision of the Superintendent or the Superintendent's designee, request that the grievance be submitted to mediation. The Association shall notify the California State Mediation and Conciliation Service (CSMCS) and request that CSMCS appoint a mediator who shall schedule a mediation conference at the earliest possible date. Mediation conferences shall take place at a mutually
5.12.5 If the grievance is not resolved at the mediation step, the grievant may, within ten (10) day of the receipt of the written notice from the mediator, request a hearing before the Board of Education. If a hearing with the Board of Education is requested, the Board of Education will hear the grievance at their next regularly scheduled Board meeting, if received before the agenda is posted. The Board of Education will indicate the disposition of the grievance in writing within five (5) days of the Board meeting and shall furnish a copy thereof to the Association and to the grievant.
5.12.6 If a grievance is not resolved in steps outlined in Sections 5.12.1 through 5.12 .5 above, the employee may request in writing a hearing before an arbitrator. The written request shall be filed in the Office of the Superintendent within ten (10) days after receipt of the written decision from the Board per Section 5.12.5 above. The arbitration proceeding shall be conducted by an arbitrator to be selected by the two parties within seven (7) days after such notice is given. If the two parties fail to reach agreement on an arbitrator within seven (7) days, the State Conciliation Service will be requested to supply a list of five names. Each party will alternately strike from the list until only one name remains. The order of striking will be determined by lot. The public school employer and the grievant will share equally any payment for the services and expenses of the impartial arbitrator in the event there are any costs.

### 5.13 <br> Powers of the Arbitrator

5.13.1 It shall be the function of the arbitrator to resolve the grievance. The arbitrator shall be subject to the following limitations:
5.13.1.1 The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.
5.13.1.2 The arbitrator shall have no power to establish or change salary structures.
5.13.1.3 The arbitrator shall have no power to recommend or resolve any of the following:
5.13.1.3.1 The termination of services or failure to re -employ any teacher to a position on the extracurricular schedule.
5.13.1.3.2 Any claim or complaint for which there is another remedial procedure or course established by law or by regulation having the force of law, including any matter subject to the procedures specific in the Education Code.
5.13.1.3.3 Any matter involving teacher evaluation, except procedural violations as specified in Article XI. However, no grievance shall be heard based on disputes involving judgment exercised by District personnel. The arbitrator will have no power to change any practice, policy or rule of the public school employer.
5.13.1.4 The fees and expenses of the arbitrator shall be shared equally by the public school employer and the exclusive representative. All other expenses shall be born by the party incurring them.
5.13.1.5 The fact that the grievance has been considered by the parties in the preceding steps of the grievance shall not constitute a waiver of jurisdiction limitations upon the arbitrator in the Agreement.
5.13.1.6 Either party may request a certified court recorder to record the entire arbitration hearing. The cost of the services and expenses of such court recorder shall be paid by the party requesting the report, or shared by the parties if they mutually agree. If the arbitrator requests a court recorder, then the costs shall be shared by both parties. The court recorder shall deliver a copy of the proceeding to each party within fifteen (15) days.
5.13.1.7 The award of the arbitrator shall be binding on the grievant, the Association and the District.
5.14 Hearings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend. Such hearings shall be conducted during non-classroom hours, unless there is mutual agreement for other arrangements. The public school employer and the exclusive representative are responsible for the payment of their representatives and witnesses involved in any grievance meeting.
5.15 If the grievance arises from an action of authority higher than the principal of a school, the employer may present such grievances at Step 2 of the procedure.
5.16 Time limits provided in this Agreement may be extended by mutual agreement when signed by the parties. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limit shall permit the grievant to lodge an appeal at the next step of the procedure. Any grievance not advanced from one step to the next within the time limits of that step shall be deemed resolved by the public school employer's answer at the previous step.
5.17 Nothing contained herein shall deny to any employee his/her rights under state or federal constitutions and laws. No probationary teacher may use the grievance procedure in any way to appeal discharge or decision by the public school employer not to renew his/her contract. No tenured teacher shall use the grievance procedure to dispute any action by the public school employer which is applicable to the state tenure laws. No teacher shall use the grievance procedure to appeal any decision of the public school employer or administration if such decision is applicable to a state or federal regulator commission or agency.

## ARTICLE VI <br> ORGANIZATIONAL SECURITY

### 6.1 Professional Dues and Payroll Deductions

6.1.1 The Association has the right under the Education Employment Relations Act to represent unit members in their employment relations with the District. Nothing in the agreement shall be construed as a waiver of such rights.
6.1.2 The Associations shall inform the District of any teacher who is a member o the Association. Pursuant to such notification, the District shall deduct one eleventh of such dues from the regular salary check of the teacher each month for eleven months. Deductions for teachers who sign such authorizations after the commencement of the school year shall be prorated to complete required dues payment by the end of the school year.
6.1.2.1 Unit member requests to cancel or change authorizations for dues deductions shall be directed to the Association.
6.1.2.2 The Association shall indemnify the District for any claims made by a unit member for deductions made in reliance on that information.
6.1.3 Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, savings bonds, or any other plans or programs jointly approved by the Association and the Board.

### 6.2 Miscellaneous Provisions

6.2.1 Any individual contract between the Board and an individual teacher heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement.
6.2.2 This Agreement shall supersede any rules, regulations or practices of the Board which are or may in the future be contrary to or inconsistent with its terms.

### 6.3 Negotiation Procedure

6.3.1 Any agreement reached between the parties shall be recognized when reduced to writing, ratified and signed by both parties.
6.3.2 Either party may utilize the services of outside consultants to assist in the negotiations.
6.3.3 The Board and the Association may discharge their respective duties by means of authorized officers, individuals, representatives or committees.
6.3.4 Negotiations shall take place at mutually agreeable times and places, provided that meetings shall normally be held within five (5) days from receipt of request. The District shall provide up to 4 full work days of release time for negotiations each school year. In the event that negotiations are not complete and further time is needed, negotiations shall be scheduled on an alternating basis during the work day and after work hours until complete. However, if impasse is declared the parties recognize that mediation will be held on a week day.
6.3.5 The Association shall designate a representative from each school, a member at large, and up to three (3) consultants as needed to attend negotiations and impasse proceedings.
6.3.6 The schools are Willits High School, Baechtel Grove Middle School, Blosser Lane Elementary School, Brookside Elementary School, and all small schools as a unit. This may be modified by the Association to a lesser number of representatives. In the case of negotiations going to impasse, both the District and W.T.A. may use additional consultants as needed.
6.3.7 At the first negotiation session for each annual cycle of negotiations, the District and Association teams shall discuss negotiation protocols including but not limit to the following issues:

1. the meaning of a "Tentative Agreement";
2. whether joint minutes will be taken;
3. confidentiality of the process; and
4. report outs

In the event that joint minutes are mutually agreed to, the District will provide office staff to take the minutes.

### 6.4 Association Rights

6.4.1 The Association and its members shall have the right to make use of school equipment, buildings, and facilities at all reasonable hours. Such equipment shall include typewriters, computers, fax machines, and all types of audio-visual equipment when such equipment is not otherwise in use. All costs incurred by the Association's use of these machines will be paid by the Association.
6.4.2 The Association shall have the right to post notices of activities and matters of the Association concern on Association bulletin boards, at least one of which shall be provided in each school building in areas frequented by teachers. The Association may use the District mail service and teacher mailboxes for communication to teachers.
6.4.3 Authorized representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times.
6.4.4 The Board shall place on the agenda of each regular Board meeting an item entitled "WTA President's Reports and Requests."
6.4.5 Names, addresses, personal email addresses on file with the employer, and telephone numbers of all District teachers shall be made available to the Association no later than September $15^{\text {th }}$ of each school year, or within twenty (20) days of hiring and then every(120) one hundred and twenty days thereafter throughout the year. (AB 119)
6.4.6 The following new bargaining unit member information shall be delivered to the Association President via email in digital excel format, no later than thirty (30) days after the date of hire.

1. Name
2. Home address
3. Home phone, Work phone, Personal cell phone on file with the district
4. Personal email on file with the district
5. Job Title
6. FTE

### 6.4.7 New Bargaining Unit Member Orientation

6.4.7.1 Each time a person is newly employed in a position in the bargaining unit, the District shall inform them of their employment status, rights, benefits, duties and responsibilities, and other employment-related matters.
6.4.7.2 The District shall provide written notice of the date, time and location of all bargaining unit member orientations meetings, by electronic mail, to the Association president and vice president no later than 14 calendar days prior to the annual orientation meeting or (10) calendar days prior to any other formal orientation that may occur throughout the year.
6.4.7.3 The Association shall be provided ninety (90) minutes of uninterrupted time to communicate with bargaining unit members during the lunch period at the annual new bargaining unit orientation. District administration shall not be present during Association time, unless the Association requests specific administrators

## ARTICLE VII CONDITIONS OF EMPLOYMENT

### 7.1 Teacher Orientation

7.1.1 Teachers who have not previously been employed in the District (new teacher) may be invited by the administration to one day of orientation workshops and one uninterrupted day in their classroom paid at their per diem rate before the first in-service day of required certificated attendance. The Board shall supply the Association with a list of the names and addresses of all such teachers no later than August $15^{\text {th }}$ or within ten (10) days of being hired.
7.1.2 New teachers shall not be required to perform services for the Board, including attendance at Board workshops, tours or civic meetings, more than four (4) days before the first day of required student attendance.
7.1.3 Teachers who have been previously employed in the District (returning teachers) shall not be required to perform services more than two days before the first day of required student attendance.

### 7.2 Hours of Service

7.2.1 The workday for certificated personnel covered under this Agreement shall commence thirty (30) minutes before the first scheduled class and end seven and a half ( $71 / 2$ ) hours later, with the exception of the day before Winter Break when the workday will end twenty minutes after students are dismissed for the day.
7.2.2 High school and middle school teachers shall have five hours or five unassigned periods per week set aside exclusively for preparation and planning. High school and middle school teachers must teach at least four periods to qualify for this preparation time, regardless of assigned sites.
7.2.3 Preparation time for teachers in grades K 5 will be a minimum of thirty (30) consecutive minutes per school day (see "school day", 4.4), excluding necessary small schools, who will have thirty (30) consecutive minutes per day (see "day", 4.2).
7.2.4 Every teacher shall be entitled to one (1) duty-free, uninterrupted lunch period. The lunch period shall not be less than thirty (30) consecutive minutes, exclusive of passing periods.
7.2.5 All psychologists, Public School Nurses, Speech and Language Pathologists and counselors will be able to flex their seven and one half hour basic work day (inclusive of lunch) to start and end at times that allow them to best fulfill their duties as detailed in the applicable job descriptions. Psychologist, Public School Nurse, and Speech pathologists will have 191 work days and counselors have 196 work days included in their contract.
7.2.6 Teachers will attend and take part in Open House and Back to School Night activities outside of regular work day.

### 7.3 School Calendar

7.3.1 The length of the teacher work year shall be 186 days. Three staff development days shall be scheduled contiguous to and/or embedded within the school year.
7.3.2 Teachers will have a full workday for classroom preparation the day prior to the first student attendance day, with the exception of department chairpersons and grade-level chairpersons. Site administration will make every effort to limit meetings for chairpersons to finish no later than 9:30 a.m.
7.3.3 If in-service funding is discontinued, or flexibility is authorized by the State in use of such funding, the three (3) staff development days or proration thereof may be reduced or eliminated as determined by the District.
7.3.4 Psychologists shall work an additional five (5) days beyond the work year for other members of the bargaining unit as outlined in Article 7.3.1. Psychologists shall work with their
administrator to develop an annual work calendar.
7.3.5 Counselors shall work an additional ten (10) days beyond the work year for other members of the unit as outlined in Article 7.3.1. Counselors shall work with their administrator to develop an annual work calendar.
7.3.6 The school year for psychologists and counselors may be extended to include a maximum of ten (10) extra work days at each person's daily rate of pay. Any and all such extra work days, or any portion thereof, may be scheduled at the mutual consent of the unit member and immediate supervisor and may include providing services to another district that is contracting through WUSD. Extra days will be scheduled either prior, subsequent, or during the regular school year, or any combination thereof.
7.3.6.1 Extra work will be offered to the affected employee groups. If more than one employee is interested, the contracting agency will manage a selection process.

### 7.4 In-service

7.4.1 Teachers will attend District sponsored in $\sim$ service sessions on specific in $\sim$ service days. In addition, each teacher may elect to take an in service day to observe an innovative program, master teacher or other event relevant to his/her particular teaching situation. In service days of this type must be approved in advance by the principal. The teacher will be expected to "share" the in-service day with colleagues upon his/her return. The principal will be expected to make a reasonable effort to accommodate this request. The teacher shall pay any travel expense and the District shall provide the substitute teacher.

### 7.5 Class Size and Composition

7.5.1 The District shall not exceed the following maximums per class.

| 7.5.1.1 | Elementary |  |
| :--- | :--- | :---: |
|  | K |  |
|  | $1 \sim 3$ | $24^{*}$ |
|  | $4 \sim 5$ | 30 |

*For these grade levels the District may maintain an average of 24 per grade level at each site with no class exceeding 26.
7.5.1.2 $\quad$ Middle School (Grades 6-8) Class Maximums

Academic classes 32
Music 50
Physical Education 40
7.5.1.3 $\quad \underline{\text { Secondary }}$

Class Maximums
Academic classes 35
Music 50
Physical Education 40
Community Day School 25
7.5.1.4 Class size at Sanhedrin High School shall be based on an overall student-to-teacher enrollment ratio not to exceed 25:1.
7.5.2 When determining the overall composition and size of individual classroom K -8 the following factors will be considered:

Ratio of high-medium-low achievement levels
Ratio of Title 1 to non-Title 1 students
Ratio of special education to non-special education students
Proportion of behavioral needs students
Boy/girl ratio
Total number of students
7.5.2.1 Distribution among classes within each grade or subject level will be such that
no one class will have a significantly higher percentage of students from any of these categories listed in 7.5.2 than another similarly _structured class, without the prior consultation of that classroom teacher. Teachers may elect to have a higher percentage of special needs/categorically funded students, with the equivalent percentage of categorical services.
7.5.3 Special modification of this policy may be needed for bilingual and ELP classrooms.
7.5.4 Should the class size of any class exceed the limits defined in 7.5.1 above for 20 school days, the Principal and Teacher and one representative appointed by the Association will meet within 5 school days to discuss possible ways to address the situation and come to a mutually agreed upon resolution.
7.5.5 Caseload limits for psychologists shall not exceed 1:1000 ADA.
7.5.5.1 The Superintendent or designee will meet with psychologists prior to the start of each school year to discuss their caseloads and work assignments. After considering input from psychologists, the Superintendent or designee will determine psychologists' caseloads and work assignments.
7.5.5.2 When balancing the overall caseload for individual psychologists, the following factors will be considered:

Total number of students
Grade level of students
Special needs of students
Severity of student needs
Number of initial versus triennial assessments
7.5.6 Caseload limits for counselors shall not exceed 1:650 ADA.

### 7.6 Department Chair/Grade Level Chair

For comprehensive sites, the position of Department Chair/Grade Level Chair will rotate based on seniority and interest (excluding first year teachers. First year teachers may be the Department/Grade Level Chair if they are the only person in the Department or Grade Level) within the department/ grade level. The position may be shared and the term is for two years. If there is a tie for the position the site administrator will conduct an interview for selection.

Department Chair/Grade Level Chair shall receive an evaluation at the end of their $1^{\text {st }}$ year of the term. If the evaluation is deemed unsatisfactory, the Department Chair/Grade Level Chair will not continue with year two and the position will be offered to the next senior person or interested unit member within the grade level/ department. Upon mutual agreement with the site administrator, the unit member may opt out of the second year of the position regardless of the evaluation.

No teacher shall be required to accept this position; however, it must be offered to each teacher of that department or grade level. The District will initiate this process by April 1 with the goal that a Department Chair/Grade Level Chair shall be selected by April 30, for the following year. The teacher shall respond within 5 working days of the offer.
7.7 Teachers who work less than full time shall participate in staff meetings and other professional responsibilities consistent with the FTE for which they are contracted. By mutual agreement with their site administrator, a schedule should be worked out for the year in advance or at the commencement of the semester. In the event of a conflict, the part-time employee shall work with the principal or designated site administrator to determine how this responsibility will be met. Part-time employee are eligible to participate in optional staff development opportunities and shall be paid a full day for a full day of attendance.

## ARTICLE VIII SALARIES AND SALARY EVALUATION

8.1 The salary schedule for all teachers is set forth in Appendix A, attached.
8.1.4 The Association recognizes and agrees that "compensation" shall be defined as across the board salary increases (including COLA), Health and Welfare benefits, and step and column increases.
8.1.5 Counselors shall be paid from the Counselor salary schedule
8.1.6 Psychologist, Speech and Language Pathologists, and Public School Nurse shall be paid from the Psychologist, Speech and Language Pathologists, and Public School Nurse Salary Schedule.

### 8.2 Master's Degree

8.2.1 1.0 FTE unit members shall receive $\$ 2111$ per year for a Master's Degree. Unit members are limited to one Master's stipend. The Master's stipend will be prorated for unit members who work less than full time.
8.2.1.1 The Master's stipend shall change at the same rate and time as any regular salary schedule change agreed to by the parties.
8.4 Additional salaries for extra duties are set forth in the Appendix
8.4.1 When there is an extra~duty extra~pay opening, and two persons are qualified, but one is a certificated employee and one is not, the certificated employee will be offered the position first.
8.4.2 Individuals who are authorized to perform duties outside of the school day will be paid the extra duty, extra pay rate.
8.5 The daily rate of pay will be based upon salary divided by the number of work days.
8.6 Teachers who serve $50 \%$ of the contracted days shall receive not less than $50 \%$ the annual salary for their position.
8.7 Employees will be paid monthly on the last day of each month for a period of eleven (11) months (eleven checks) each year beginning on the last day in August.
8.8 Employees who are required to use their vehicles in performance of their duties will be paid mileage at the rate paid all other persons that travel for the district if on school business. Mileage statements shall be presented monthly to the business office not later than 30 days following the incurring of trip expenses.
8.9 Salary Evaluation Committee Policy
8.9.1 The first meeting of the school year to evaluate all new documentation presented for salary advancement will be held as soon as possible after November 15. The Superintendent or designee will meet with a WTA representative of the units choosing, and minutes will be taken. For certificated staff members hired after November 15, the Superintendent or designee shall meet with a WTA representative to verify placement on the salary schedule. Verification shall take place within 60 calendar days of employment with documents/transcripts when available.

## Salary Placement and Advancement

8.10.1 General provisions

All Staff members shall provide the District within sixty (60) days after employment, information which will ensure placement on the proper step of the salary schedule. Such placements shall be based on degree(s), years of teaching, credential, and units earned beyond the degree as follows:
8.10.1.1 For staff hired after July 1, 2019, full time equivalent teaching experience credit
for the first nine (9) years will be given.
8.10.1.2 Seventy-five percent (75\%) or more of a school year under contract and/or one hundred and thirty five (135) days or more of substituting will be counted as a full year experience credit.
8.10.1.3 Credit for service in non-comparable experience shall be evaluated by the Superintendent or designee in consultation with the WTA Designee.
8.10.1.4 All official transcripts are due prior to November 15.
8.10.1.5 Course work must be completed by September 10, within the application year. This deadline may be extended by mutual agreement to no later than November 1.
8.10.1.6 An employee seeking to earn credit for District units, community college units, or first and second year university class units shall secure prior approval by submitting appropriate course information on a form provided by the District, which shall include approval signatures from the site administrator and the Superintendent or designee.
8.10.1.7 Appeal Procedure: If the placement decision is disputed by the employee, the teacher may_appeal the decision to the School Board. The decision of the Board is final.
8.10.1.8 Unit members new to the District who have earned their credential as part of their Bachelor's Degree shall be placed on column III-BA plus 30 unless they qualify for a higher placement by virtue of additional units.

### 8.11 Salary Schedule Horizontal Advancement

8.11.1 Horizontal advancement on the salary schedule will be determined on the following basis.
8.11.1.1 Proof of units completed shall be submitted to the district for approval. All such units shall be from accredited colleges, universities, or other educational institutes approved.
8.11.1.2 Units are defined for purposes of this article as semester units.
8.11.1.3 Quarter units may be converted to semester unit equivalents by multiplying the quarter units by a factor of 0.67 .
8.11.2 For all units to be used for advancement on the salary schedule, a course grade of at least "C" or " P " in a pass/fail grading system shall be achieved or documentation of in-service completion must be provided. These units are intended to support the professional growth of staff members.
8.11.2.1 Four (4) units in each fifteen (15) unit division may be earned as District units. One District unit is equivalent to participating in twenty (20) hours of in~ service for which participants receive no District compensation.
8.11.2.2 Four (4) units in each fifteen (15) unit division may be earned in any field related to education that the staff member may desire.
8.11.2.3 Additional units may be earned for specific job-related courses. Examples of job-related courses are Spanish, computer technology, and sign language.
8.11.2.4 All other credits must be on graduate or upper division.
8.11.2.5 An employee seeking to earn credit for District units, community college units, lower division university class units, and/or job-related courses shall secure prior approval by submitting appropriate course information on a form
provided by the District. This form includes approval signatures from the site administrator and the Superintendent/ designee. Completion of course work taken must be verified for unit credit authorization.
8.11.3 A staff member anticipating a horizontal move shall notify the Superintendent or designee by January 30 on the Intent to Return Form provided by the District in January of each year indicating the anticipated completion of units which will qualify the staff member for a horizontal move on the salary schedule for the next school year. The Intent to Return submitted shall not be binding.
8.11.4 Upon verification of new units by the District and WTA representative a revised worksheet from payroll explaining the column movement and new unit total will be issued to the employee when the payroll change takes place.

## ARTICLE IX HEALTH AND WELFARE BENEFITS

The District will provide all full time employees covered by this agreement with a fully paid vision plan as approved by the Association and the Board of Trustees.

### 9.1 Dental Plan

The District will provide all full time members covered by this Agreement with a fully paid family dental plan as approved by the Association and the Board of Trustees. If two employees from the certificated unit are from the same family unit, the District will provide each unit member with a family policy. The District will equally match the maximum orthodontic benefit allowed by the California Dental Service up to $\$ 500$ per eligible person.

### 9.2 Health Plan

9.2.1 The District will provide mutually agreed upon health plan coverage.
9.2.2 Any employee working at least fifty percent (.50) FTE may be enrolled in the health plan. Each employee working at least eighty~five percent (.85) FTE shall be enrolled in the major medical portion of the Health Plan.
9.2.3 The District shall pay $\$ 12,500$ toward the cost of all health benefit premiums (health, dental, vision) for full time active employees. Any subsequent increase shall be subject to negotiations between the parties.
9.3 In the event of the death of a currently employed certificated employee, the District will provide continued medical coverage to the surviving spouse for a period not to exceed one (1) year.

### 9.4 Retirement Benefits

9.4.1 Eligibility for retirement: A certificated employee is eligible for retirement upon reaching age 55 and completing at least five (5) years of District service immediately prior to retirement. Time on unpaid leave does not count as services for purposes of eligibility unless the board expressly acts to approve the use of such leave towards eligibility. However, employees who have provided at least ten (10) years of service to the District and have an approved leave the one (1) year prior to retirement, shall have their service deemed as being "immediately prior to retirement" for purposes of this section.
9.4.2 Except as provided below, all certificated retirees and dependents are eligible for District~ provided Health Insurance for five (5) years for five (5) years of District service, six (6) years for six (6) years of District service, seven (7) years for seven (7) years of District service following retirement up to a District maximum contribution equal to the amount for a full-time employee for medical benefits. The premiums for dependents shall be the responsibility of the retiree.
9.4.2.1 Employees hired prior to July 1, 2002 who retire prior to July 1, 2019, benefits will remain status quo, consistent with the 2015/16 Bargaining Agreement as follows:
9.4.2.2 Employees whose first day of regular paid service is after July 1, 2002, shall upon retirement from the District be granted one (1) year of medical benefits for every four (4) years of service to the District. Employees employed on or before July 1, 2002, who retire from the District, will be given the option to receive either the current seven (7) year benefit entitlement or the post July 1, 2002 benefit entitlement if that is to their advantage. District contribution for benefits for retirees shall not exceed the amount of the District contribution for active employees.
9.4.2.3 Employees whose first date of service is on or after July 1, 2014, and who retire from the District on or after the age of 61 , will receive one year of benefits for
every five years of service. To be eligible a unit member would have to have at least twelve (12) years of full time service to the District. The District contribution for benefits will be at the rate for regular employees for a total of no more than five years, or until Medicare eligible, whichever comes first.
9.4.4 At the end of this retiree benefit, each retiree may elect to purchase, at his/her own expense, the District health insurance at the group rate until eligibility for Medicare subject to carrier approval.
9.4.6 All retirees retain the medical welfare benefits according to the contract under which retirement was taken.
9.4.7 Certificated employees age 65 and older, who are still entitled to benefits under this Article, will be provided the District's vision plan.
9.4.8 The District agrees to give retiring certificated employees the option to "buy out" their medical benefit at the maximum rate of the single rate for retired employee the first year of their retirement. For example, if the certificated employee retires as of June 30, 2005, the single rate would be calculated at the 2005~06 single retiree rate. This benefit will be paid on a monthly basis. This option must be made on or before June $30^{\text {th }}$ of the year of retirement and will continue for the duration of the employee's benefit entitlement.
9.4.9 The Association acknowledges that the retirement benefits to certificated employees is part of the total compensation package for all certificated employees.

## ARTICLE X SAFETY CONDITIONS OF EMPLOYMENT

### 10.1 Teacher Safety

10.1.1 All pupils shall comply with the regulations, pursue the required course of study and submit to the teachers of the schools (Education Code).
10.1.2 A teacher may suspend any pupil from the teacher's class, for any of the acts enumerated in Section 48900 of the Education Code, for the day of the suspension and the following school day. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the principal's designee for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the Board of Education. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. Whenever practical a school counselor or a school psychologist shall attend the conference. A school administrator shall attend the conference if the teacher, parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal. (Education Code section 48910.)
10.1.3 A written description of the rights and duties of all administrators and teachers with respect to student discipline, and the rights of a suspended student, shall be presented to each teacher in writing on the first day of each school year.
10.1.4 When, in the judgment of a teacher, a student requires the attention of the principal, assistant principal, counselor, psychologist, nurse or other specialist, he shall so inform his principal or immediate superior. The principal or immediate superior shall arrange as soon as possible for a conference between himself, the teacher and an appropriate specialist to discuss the problem and to decide upon appropriate steps for its resolution.
10.1.5 Teachers shall immediately report cases of assault suffered by them within the scope of their employment to their principal or to his/her immediate superior, who shall immediately report the incident to the police. Such notification shall be immediately forwarded to the Superintendent, who shall comply with any reasonable request from the teacher for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the teacher, the police and the courts.
10.1.6 As used in this article, "within the scope of his/her employment" shall include any voluntary activities (such as field trips and extra-curricular activities) which involve student contact.


#### Abstract

ARTICLE XI LEAVES

\subsection*{11.1 Benefits} 11.1.1 The benefits provided teachers by section 44962 through 44985 and 44800 and 44801 of the Education Code are incorporated into this Agreement, except as supplemented in this article.


### 11.2 Sick Leave for Regular Employees

11.2.1 For the purpose of this section, "regular employees" refers to full-time employees who are employed on a continuous basis, and whose salaries are established on regular schedules or by special Board action. Each regular employee is entitled to a leave of absence (to the extent of his/her accumulated sick leave) at full pay when such absence results from an incapacitating accident or illness.
11.2.2 Sick leave accumulates at the rate of one day for each month of service. No credit is earned for summer school teaching. Any unused portion of sick leave credit at the end of the year accumulates and is added to the employee's sick leave privilege for the ensuing year or years. When employment is terminated, accumulated leave is canceled and no employee shall be paid for such accumulated leave. Credit for accumulated sick leave will be granted in accordance with State law for retirement benefits. After all earned sick leave is exhausted, additional leave at differential pay shall be available for a period not to exceed five (5) months. The amount deducted from a teacher's salary shall be the amount actually paid to a substitute teacher employed to fill the position during the leave or if no substitute is employed, the amount which would have been paid to a substitute. In no case shall the amount deducted for the cost of the substitute for differential pay exceed the unit member's actual daily rate minus the unit members daily cost of health benefits. The school district shall make every reasonable effort to secure the services of a substitute employee.
11.2.3 $\quad$ Verification of Illness

The District may request written verification of illness from the employee's health care provider for any absence of five (5) or more consecutive days.

### 11.3 Tracking Employee Absences

11.3.1 An employee missing one (1) period (grades 6~12) or one (1) hour (grades K~5) will be assessed accumulated sick leave for only one (1) period/one (1) hour. One (1) period off will equate to one (1) hour off. An employee missing one (1) period will be assessed $13 \%$ (1 hour/ 7.5 hrs ) of a school day. The minimum assessment will be one (1) period.

### 11.4 Maternity Leave

11.4.1 The governing board shall provide for leave of absence from duty for any certificated employee of the District who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery there from. The length of the leave of absence, including the date on which the employee shall resume duties, shall be determined by the employee and the employee's physician.
11.4.2 Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery are, for all job~related purposes, temporary disabilities and they shall be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment by the District.
11.4.3 Any unit member who uses up all accrued sick leave as a result of maternity shall receive two (2) additional sick days to use between the time the member returns to work and the end of the school year. If unused, the days will not accrue to the following year.
11.4.4 Parental Leave

During each school year when a person employed in a position requiring certification qualifications has exhausted all available sick leave, including all accumulated sick leave, and continues to be absent from his or her duties on account of maternity or paternity leave pursuant to §12945.2 of the Government Code for a period of up to 12 school weeks, whether or not the absence arises out of or in the course of the employment of the employee, the amount deducted from the salary due him or her for any of the additional 12 weeks in which the absence occurs shall not exceed $50 \%$ of their regular salary per AB 2012. Employees who are not eligible for CFRA leave are not entitled to partial pay under Ed Code sections 44977.5 and 45196.1.
11.4.4.1 The 12 week period shall be reduced by any period of sick leave, including accumulated sick leave taken during a period of maternity or paternity leave pursuant to $\S 12945.2$ of the Government Code
11.4.4.2 An employee shall not be provided more than one 12 week period per parental leave per 12 month period. If a school year terminates before the 12 week period is exhausted, the employee may take the balance of the 12 week period in the subsequent school year.
11.4.4.3 For the purposes of this section maternity or paternity leave means leave for the reason of the birth of a child of the employee, or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee.

### 11.5 Industrial Accident or Illness Leaves

11.5.1 Industrial Accident or Illness Leave shall be limited to the minimum provisions mandated by Education Code Section 44984; a unit member shall be entitled to such leave for up to sixty (60) days during which the schools of the District are required to be in session or when the employee would otherwise have been performing work for the District in any one fiscal year for the same accident.
11.5.2 Allowable leave shall not be accumulated from year to year.
11.5.3 Industrial accident or illness leave shall commence on the first day of absence.
11.5.4 When a person employed in a position requiring certification qualifications is absent from his/her duties because of an accident, or illness, he/she shall be paid such portion of the salary due him any month in which the absence occurs, as when added to this temporary disability indemnity under Division 4 or Division 4.5 of the Labor Code, will result in a payment to him/her of not more than his/her full salary.
11.5.5 Industrial accident or illness leave shall be reduced by one day for each day of authorized leave regardless of temporary disability indemnity award.
11.5.6 When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him for the same illness or injury.
11.5.6.1 Upon termination of the industrial accident or illness leave, the employee shall be entitled to the benefits provided in Sections 44977, 44978, and 49983, and for the purposes of each of these sections, the employee's absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave, provided that, if the employee continues to receive temporary disability indemnity, the employee may elect to take as much of his accumulated sick leave which, when added to the employee's temporary disability indemnity, will result in a payment of not more than the employee's full salary. During any paid leave of absence, the employee shall endorse to the District the temporary disability indemnity checks received on account of the employee's industrial accident or illness. The District in turn shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement and other authorized contributions.
11.6.1 It is the intent of this provision to be consistent with Government Code section 12945.2, and it shall be interpreted so that there is no violation of that law.
11.6.2 An employee with more than one year of continuous service with the District, who is eligible for other leave benefits, shall be granted an unpaid family care leave up to a total of one year pursuant to the requirements of this provision. For purpose of this provision, the term "family care leave" means either (a) leave for reason of the birth of a child of the employee, the placement of a child with an employee in connection with the adoption of the child by the employee, or the serious illness of a child of the employee; or (b) leave to care for a parent or spouse who has a serious health condition.
11.6.3 An unpaid family care leave shall be granted independently of any other leave pursuant to this article.
11.6.4 An unpaid family care leave shall be treated as any other unpaid leave. During an unpaid family care leave an employee shall retain employee status with the District, and such leave shall not constitute a break in service. An employee returning from an unpaid family care leave shall have no less seniority than when the leave commenced.
11.6.5 If an employee's need for an unpaid family care leave is foreseeable, the employee shall provide the District with reasonable advance notice. If the employee's need for such leave is due to a planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption to the operations of the District.
11.6.6 The District requires that an employee's request for an unpaid family care leave for the purpose of caring for a child, spouse or parent who has a serious health condition be supported by a written certification issued by the health care provider of the individual family member requiring care. This written certification must include the date on which the serious health condition commenced, the probable duration of the condition, an estimate of the amount of time the health care provider believes the employee needs to care for the individual requiring care, and a statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the individual requiring care. If additional leave is required upon expiration of the time estimated by the health care provider, the employee must request such additional leave again supported by a written certification consistent with the requirements for an initial certification.
11.6.7 For the purposes of this provision and consistent with current law, the term "child" means a biological, adopted, or foster child, a step-child, a legal ward, or a child of an employee standing in loco parentis who is either under eighteen years of age or an adult dependent child.

For purposes of this provision and consistent with current law, the "parent" means biological, foster, or adoptive parent or step-parent, or a legal guardian.

For purposes of this provision and consistent with current law, the term "serious health condition" means an illness, injury, impairment, or physical or mental condition which warrants the participation of a family member to provide care during a period of the treatment or supervision, and involves either of the following:
11.6.7.1 Inpatient care in a hospital, hospice, or residential health care facility; or
11.6.7.2 Continuing treatment or continuing supervision by a health care provider. For purposes of this provision and consistent with current law, the term "health care provider" means an individual holding either a physician's or surgeon's certificate issued pursuant to applicable law, or a osteopathic physician's and/or surgeon's certificate issued pursuant to applicable law.
11.6.8 The District, within its discretion, may allow an employee upon written request to utilize accumulated illness and accident leave for the purpose of family care leave.
11.6.9 An employee taking unpaid family care leave pursuant to this provision shall continue to be entitled to participate in health plans or other benefits to the same extent and under the same conditions as apply as if the employee were not on leave.
11.6.10 The District may refuse to grant an employee's request for unpaid family care leave under this provision even though all requirements of this provision have been satisfied (a) if the refusal is necessary to prevent undue hardship to the operations of the District, (b) if the employee and the other parent would receive unpaid family care leave exceeding four (4) months in any twenty-four (24) month period, or (c) if the other parent is also taking family care leave at the same time or is unemployed.
11.6.11 Any employee returning from an unpaid family care leave shall be assigned to the same or comparable position. For purposes of this provision and consistent with current law, the term "same or comparable position" means a position that has the same or similar duties and pay which can be performed at the same or similar geographic location as the position held prior to the leave.

### 11.7 Personal Necessity Leave

11.7.1 Personal necessity days shall not be used for vacation or second employment. A teacher may elect to use not more than ten (10) sick leave days per year as personal necessity leave for conditions which prevent the teacher from performing his/her classroom duties at an optimum level. Personal necessity leave may be utilized for matters of a compelling personal concern which cannot be lightly disregarded by the employee and which cannot be handled outside of working hours. In addition, teachers should avoid using Personal Necessity Leave immediately before or after recesses, holidays, or designated staff development days or designated staff development days each year. It is also recognized that teachers should avoid using personal necessity leave during the first and last 5 days of each school year. Unused personal necessity leave shall not be accumulated from year to year. If possible, the teacher shall submit a request for personal necessity leave to the site administration two (2) days prior to the beginning date of the leave except in emergency circumstances which prevent notice. The teacher shall make a reasonable effort to comply with District procedures designed to secure substitutes and shall notify his/her immediate supervisor of the expected duration of the leave.

### 11.8 Bereavement Leave

11.8.1 Bereavement leave, without loss in pay, will be granted for up to five days, to the employee for the critical illness or death in the immediate family. The immediate family means the mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse/domestic partner of the employee, and the spouse/domestic partner, son, son-in-law, daughter, daughter-in-law, brother, sister, niece, nephew, aunt, or uncle, of the employee or anyone living in the immediate household of the employee. Also included are step-parents and step~ children.

### 11.9 Study Leave

11.9.1 The Board may grant a teacher an unpaid leave of absence to pursue educational improvement and advancement. Such leave shall be for one (1) school year. A teacher shall apply to the Board for such leave no later than March 1. A teacher on Study Leave shall be entitled to health and dental coverage paid by teachers who are on leave and approved by the insurance company. If full-time teaching employment is obtained in another district during the study leave, re~ employment rights are forfeited.
11.10 Jury Duty and Court Appearance (Education Code section 44036.)
11.10.1 Leaves of absence to serve on a jury or to appear as a witness in court other than as a litigant shall be granted with no loss in pay provided the employee endorses the fee received to the District.

### 11.11 Association Leave

11.11.1 A total of 11 days will be available for the Association President or designee to utilize for local, state or national conferences or for conducting other business pertinent to Association office affairs. The District will pay for the first six (6) days of the 11~day total and the Association will pay for five (5) days. Six (6) of the 11 days may be used by the Association President/designee and will be subtracted from the 11 total days. Release time will be taken in not less than one~ half day increments. (See attachment 4 for current language.)

### 11.12 Regular Leave of Absence

11.12.1 Any certificated employee may upon his or her request, be granted a leave of absence without pay. This leave of absence would be for a semester or for a full school year and should be requested prior to May 1 of the year preceding the leave. An additional year of leave may be granted when requested by the employee. A regular leave of absence is limited to two (2) consecutive years. If full time teaching employment is obtained during this leave in another school district, without prior authorization, re~employment rights are forfeited.

### 11.13 Leave of Elective Service

11.13.1 A teacher shall be granted an unpaid leave of absence to run for elective office. This shall coincide with the school year. During the term of such leave, the employee may be employed for less than full~time service upon mutual agreement.

### 11.14. Catastrophic Illness Leave

11.14.1 Upon written request, the District may authorize bargaining unit members to donate earned sick leave or accrued vacation up to the maximum number of days prescribed in Education Code section 44043.5 to an employee as eligible leave credits when that employee or that employee's family member suffers from a catastrophic illness or injury. The donation and receipt of such credits are subject to the following conditions:
11.14.1.1 Catastrophic illness or injury is defined to mean an illness or injury that is expected to incapacitate an employee or a member of an employee's family for an extended period of time, which incapacity requires the employee to take time off from work to care for that family member for an extended period of time, and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other time off.
11.14.1.2 Eligible leave credits are identified to mean vacation leave and sick leave accrued to the donating employee. An employee cannot donate future vacation leave and sick leave that has not been accrued.
11.14.1.3 Family member is defined to mean the employee's spouse, parents, parents~in~ law, siblings, children and stepchildren.
11.14.1.4 The employee who is, or whose family member is, suffering from catastrophic illness or injury and who is requesting that eligible leave credits be donated:
> 11.14.1.4.1 Must request in writing to the WTA Leave Bank Committee, or a family member may make the request if the employee is unable to make a written request because of the catastrophic illness or injury, that eligible leave credits be donated.
> 11.14.1.4.2 Must provide verification of the catastrophic injury or illness that is acceptable to the WTA Executive Council.
11.14.1.4.3 Must exhaust all accrued paid leave credits.
11.14.1.5 Separate from donations to an individual, WTA shall be responsible for administering a Catastrophic Leave Bank. The Catastrophic Leave Bank shall be administered by a three (3) member Catastrophic Leave Bank Committee appointed by the Association. The terms of the Committee shall be staggered three-year terms. Initial appointments shall be for one (1) year, two (2) years, and three (3) years. The Catastrophic Leave Bank Committee will determine whether the employee is eligible to receive leave credits due to the employee's or his or her family member's catastrophic illness or injury. The WTA decision to deny the employee's request to receive donated leave credits is final and is not subject to review or appeal under the grievance or any other procedure.
11.14.1.6 The Association and the District agree to create a Catastrophic Leave Bank effective July 1, 2008. The Catastrophic Leave Bank shall be funded in accordance with the terms of Section 11.14.1.6.2 below.
11.14.1.6.1 An employee must provide written notice to the District Office of the intent to transfer the eligible leave credits.
11.14.1.6.2 An employee must indicate if the donation is to be to a particular employee or to the Catastrophic Leave Bank for future distribution to eligible employees.
11.14.1.6.2.1 All unit members on active duty with the District are eligible to contribute to the Catastrophic Leave Bank.
11.14.1.6.2.2 Participation is voluntary, but requires contribution to the Bank. Only contributors will be permitted to withdraw from the Bank. Donations for individuals may be solicited even if person is eligible for the bank.
11.14.1.6.2.3 Effective July 1, 2008 unit members who elect not to join the Catastrophic Leave Bank upon first becoming eligible have a waiting period of 90 days after joining the Bank before becoming eligible to withdraw from the Bank.
11.14.1.6.2.4 The contribution, on the appropriate form, shall be authorized by the unit member and continued from year to year on an automatic withdrawal basis until canceled by the unit member in writing or unless the Bank has the maximum number of days.
11.14.1.6.2.5 Cancellation occurs automatically whenever a unit member does not make his/her annual contribution or assessment when contributions are sought. Cancellation, on the proper form, may be effected at any time and the unit member shall not be eligible to draw from the Bank as of the effective date of the cancellation. Sick leave previously authorized for contribution to the Bank shall not be returned if the unit member effects cancellation.
11.14.1.6.2.6 Contributions shall be made between July 1 and October 1 of each school year. Unit members returning from extended leave which included the enrollment period and new hires will be permitted to contribute within 30~calendar days of beginning work. The Association shall supply enrollment forms for the Catastrophic Leave Bank to all new unit members and
those unit members returning from leave.
11.14.1.6.2.7 The annual rate of contribution by each participating unit member for each school year shall be one (1) day of sick leave.
11.14.1.6.2.8 An additional day of contribution will be required of participants if the number of days in the Bank falls below 10. Catastrophic Leave Bank unit member participants who are drawing from the Bank at the time of the assessment will not be required to contribute to remain eligible to draw from the bank. If a Catastrophic Leave Bank unit member participant has no remaining sick leave at the time of the assessment, she./he need not contribute the additional day to remain a participant in the Catastrophic Leave Bank.
11.14.1.6.2.9 If the number of days in the Bank at the beginning of a school year exceed 100 days, no contribution shall be required of returning unit members. Those unit members joining the Catastrophic Leave Bank for the first time and those returning from leave wishing to join the Bank shall be required to contribute one day to the Bank.
11.14.1.6.3 An employee must donate eligible leave credits of a minimum of one day. Additional eligible leave credits have to be donated in full day increments.
11.14.1.6.4 An employee must acknowledge in writing to the District Office that he or she cannot revoke the donation of the eligible leave credits. All transfers of eligible leave credits are irrevocable and binding. The donating employee must sign and date this acknowledgment.
11.14.1.7 Eligible credits donated to a particular eligible employee will go directly into the receiving employee's leave account. Eligible credits donated into the Catastrophic Leave Bank will be distributed by the Catastrophic Leave Bank Committee of the WTA. The WTA will inform the District Office which eligible employee's account the Bank credits will go to. The District Office will inform the WTA when a request has been submitted and the name of the employee eligible for catastrophic leave credit. The Association agrees to pay all costs, including attorney's fees of any defense which the District must make any claims made under the terms of this sub-section whether in grievance arbitration, law, or equality, the Association to indemnify and hold the District harmless in respect to any such claims or actions.
11.14.1.8 When a request is approved, the WTA will make the request known to all certificated employees in the form of a memo.

## ARTICLE XII SHARED CONTRACTS

12.1 Employees shall be entitled to share certificated positions in accordance with the following:
12.1.1 Employees wishing to share contracts shall make their request known in writing to the Superintendent by March $1^{\text {st }}$ of the school year preceding the year they wish to job share. The Superintendent and the Principal shall meet with the employee and try to work out a mutually acceptable shared contract program. Part of this program shall be a calendar marked with the actual days the employee shall work. The final determination on the proposal shall be made by the Superintendent.
12.1.2 Employees sharing a contract will share proportionately in non-teaching duties allocated to the staff. Together they will assume the approximate responsibilities of the employee position(s) they are sharing.
12.1.3 Salary and sick leave shall be pro-rated in accordance with the full-time employment position. The employee shall be charged the pro rated sick day when the employee is absent from a scheduled day of work due to illness or personal necessity leave.
12.1.4 For purposes of shared contracts, employees in these positions shall be entitled to pro rata benefits.
12.1.5 An employee working $75 \%$ or more of the time served by a full-time employee shall be credited for a full year's service for salary step placement.
12.1.6 Employees working $50 \%$ of the time served by a full-time employee shall be credited with a full year's service for salary step placement the first year of job sharing and every two years thereafter.
12.1.7 Employees working less than $50 \%$ of the time served by a full-time employee shall be credited with one year of service on the salary schedule after completing $75 \%$ of a full-time year's service.
12.1.8 An employee who elects to return to job sharing after completing five or more years of full-time service shall be credited with service for salary placement as in $12.1 .5,12.1 .6$, and 12.1.7 above.
12.1.9 Employees on shared contracts shall notify the Superintendent by February 15 of the year in which job sharing takes place of the employee's intent to return to full-time status or continue job sharing.
12.1.10 Whenever possible, employees sharing contracts shall be returned to the position held prior to the sharing of a contract.
12.1.11 A District employee wishing to share a contract under the provisions of this article shall request an unpaid leave for the balance of his/her full-time rights. The leave shall be renewable on an annual basis with the renewal of the shared contract.

## ARTICLE XIII PROCEDURES TO BE USED IN EVALUATION OF EMPLOYEES

### 13.1 Teacher Evaluations

13.1.1 It is understood and agreed by the parties that their principal objective is to improve the quality of education in the District. It is further understood and agreed that this objective can be more readily achieved by a manifest willingness on the part of the Board to assist all teachers, but especially less experienced teachers, in improving their classroom skills. The District accepts as a fundamental premise for a successful evaluation program the necessity for mutual respect and confidence to exist between the evaluator and those evaluated. The District will find the necessary training for those engaged in the process of evaluation to assure a level of competence to achieve this respect and confidence.

### 13.2 Classroom Evaluation Procedure

13.2.1 Every non~permanent teacher or permanent teacher whose previous evaluation did not rate the employee as meeting or exceeding standards shall be evaluated by the site administrator or his/her designee in writing every school year.
13.2.2 Every permanent teacher who has been employed with the District less than 10 years, or who is not highly qualified shall be evaluated by the site administrator or his/her designee at least every two (2) years.
13.2.3 Every permanent teacher who has been employed with the District at least 10 years, who is highly qualified and whose most recent evaluation indicated he/she has met standards, if the evaluator and evaluatee agree, shall be evaluated by the site administrator or his/her designee at least every five (5) years. Either the affected unit member or evaluator may withdraw consent by October 31 of the second year after the most recent evaluation.
13.2.4 By October 15, the teacher to be evaluated that school year and the site administrator/primary evaluator will set a timeline for the evaluation process. A teacher who works at multiple sites will be evaluated by the administrator of the site where the teacher works the majority of the time. A teacher who works the same amount of time at multiple sites will be evaluated by the administrator of each of those sites in alternating evaluation cycles.
13.2.5 The evaluation process shall entail five (5) activities: (1) pre~observation conferences before each formal observation; (2) two formal classroom observations; (3) post observation discussions held within three working days after each formal observation, during which the evaluator and the teacher review the evaluator's observations; (4) written summaries of each observation; and (5) a written employee evaluation summary, written on the form agreed upon by the Association and the District, which will include space for teacher response above the teacher's signature.
13.2.6 Information regarding teacher conduct outside of a formal observation shall be documented in a separate memorandum to the employee.
13.2.7 A copy of the post observation written summary shall be provided to the teacher within eight (8) working days following the observation.
13.2.8 A copy of the written evaluation shall be provided to the teacher within twenty (20) working days following the second formal observation. A copy of the final evaluation shall be provided as specified in Education Code section 44663 (at least 30 days before the last school day).
13.29 Any teacher who receives a "needs improvement" rating on an evaluation is entitled to a different evaluator upon his/her request. The evaluator in the subsequent year will be selected by the District from a list of three (3) names of certificated administrators in the district provided by the teacher to be evaluated. The list of three shall be submitted by October 1.
13.2.10 The teacher and evaluator shall take positive action to correct any cited deficiencies. A teacher receiving a "needs improvement" rating is required to participate in the PAR program. The
purpose of the PAR program is to provide assistance and improve the quality of teaching. Refusal to participate in the PAR program when required may initiate dismissal procedures.
13.2.10.1 The establishment of a PAR Committee will occur each school year. The committee will consist of two (2) tenured certificated teachers, chosen by the Executive Committee and one (1) district appointed administrator. The committee will meet at least twice each year, prior to October $15^{\text {th }}$ and again prior to January $15^{\text {th }}$ to determine if a need exists to provide peer assistance. Need shall be established if a permanent employee receives a "needs improvement" (as defined on Employee Evaluation Summary Form) rating by their evaluator or if a teacher volunteers for the PAR assistance.
13.2.10.2 If the PAR Committee determines that a need exists then the committee will initiate an application process of qualifying employees as determined by their most recent evaluation to establish a pool of PAR consultant teachers. The committee will then select no more than three (3) certificated employees from the committee qualified pool.
13.2.10.3 The PAR Committee and the employee needing support will mutually agree upon a (1) consultant, from the pool, to provide support. Consultant assistance will be provided in the form of one hour per week of classroom observation and one hour per week of consultant visitation after the duty day. The total number of hours allowed for support will not exceed eight (8) hours, paid at the A-3 supplemental rate. The consultant will submit hours and time to the PAR Committee for approval. Additional PAR time may be considered by the committee on a case by case basis.
13.2.1 Teachers shall not be required to participate in the evaluation and/or observation of other teachers, nor shall they be required to assess their own classroom performance.
13.2.12 If a permanent employee receives a "needs improvement" rating on an evaluation, then he/she shall be evaluated annually until a "satisfactory" or better rating is received, or he/she is dismissed.
13.2.13 The evaluation and assessment of a certificated employee's competence shall not include the use of publisher's norms established by standardized tests nor can it rely on hearsay.

### 13.3 Personnel Files

13.3.1 A personnel file will be kept in the District Office for all certificated personnel and is open to inspection by the individual involved upon written request to and consultation with the superintendent or his designee.
13.4 Psychologists and Counselors
13.4.1 The provisions and timelines for the evaluation of psychologists and counselors shall be as outlined in Article 13.2; however, the activities in the evaluation process shall include goal setting, a mid-year evaluation meeting, and a final evaluation. Psychologist and Counselor evaluation forms in Appendix X shall be used for the appropriate evaluation.

## ARTICLE XIV <br> SUMMER SCHOOL

14.1 Anticipated summer school vacancies shall be posted by the Board on every Association bulletin board no later than twenty (20) work days before the last student day of the year.
14.2 Summer school assignments shall be made no later than one week prior to the last student date of the year.
14.3 No teachers shall be required to teach summer school.
14.4 The Board shall give regular classroom teachers of the District priority in filling classroom teaching positions.
14.5 The hourly rate for summer school teachers is set forth in Appendix A~3.
14.6 Certificated teachers retired from the District will be able to count their certificated years of District service towards salary placement.
14.7 A classroom enrollment cap for grades K-8 of twenty-two (22) students and for grades 9~12 of twenty-five (25) students will be set after the first week of instruction. A teacher will receive five (5) dollars per day for each student enrolled in his/her class beyond the designated cap, either an additional class will be added or an instructional assistant will be hired to lower the student-to-teacher ratio.

## ARTICLE XV <br> PROCEDURES FOR PROCESSING CHARGES BROUGHT BY CITIZENS AGAINST SCHOOL EMPLOYEES

15.1 Parents of currently or previously enrolled students may file complaints against District-employees.
15.2 Before reducing complaints to writing and initiating a formal review process, parents are encouraged to discuss the complaint directly with the employee and attempt to resolve the complaint informally. If requested by either the parent or the employee, a school administrator will meet informally with the parent and employee and assist in resolving the complaint. Any complaint brought by a student against a District employee must first be addressed by the administrator and teacher prior to parent involvement unless the complaint is one of sexual and/or physical abuse.
15.3 If the matter cannot be resolved informally, the parent may initiate a formal complaint by submitting the complaint, in writing, describing as thoroughly as possible the parent's concern, and the desired resolution to the Superintendent or designee.
15.4 Upon receipt of a written complaint, the Superintendent or designee shall investigate the matter and may meet with the parent and employee to reach a resolution.
15.5 The Superintendent or designee shall provide a resolution after his/her investigation. He/she may issue a written report of his/her investigation and findings and the proposed resolution. The proposed resolution, whether or not in writing, shall be communicated to the parent and employee. After the parent's receipt of the proposed resolution, the Superintendent or designee shall meet with the parent or employee to discuss the resolution, if requested.
15.6 If the parent and/or employee is not satisfied with the Superintendent's or designee's proposed resolution, the parent and/or employee may request to meet with the Board to discuss the matter. Such requests and reasons shall be submitted in writing to the Superintendent or designee. The Superintendent or designee shall forward the request, with his/her recommendations regarding the requested meeting, to the Board.
15.7 If the Board denies the request to meet, the Superintendent's or designee's resolution shall be final.
15.8 If the Board grants the request for a meeting, the meeting shall be in closed session unless the employee requests a public hearing within 48 hours of the scheduled meeting. The employee has the right to be present during any discussions between the Board and members of the public, including the parent. The employee also has the right to meet with the Board to discuss the matter.
15.9 After hearing from the parent, employee and any other persons whom the Board permits to speak, the Board may excuse any parties it chooses and deliberate on the complaint.
15.10 If the Board reaches a resolution, it shall communicate that resolution to the parent and the employee.
15.11 The Board's resolution shall be final.
15.12 District employees also have the option of utilizing the judicial system.

# ARTICLE XVI <br> VACANCY,ASSIGNMENT,TRANSFER 

### 16.1 Definitions

16.1.1 Vacancy ~ a vacancy is any position that does not have a unit member assigned to it. This includes any vacated, promotional, or newly created position, including positions created by reconfiguration or reconstructing and any supplemental instructional programs offered by the District.
16.1.2 Assignment ~ for the purposes of this Article, means the placement (site, subject area, or elementary grade level) for the coming school year. An assignment does not include duties that are purely voluntary in nature.
16.1.3 Transfer~For purposes of this Article means change in assignment. A change in the number of sections of a subject area does not constitute a change in assignment.
16.1.3.1 Voluntary Transfer ~a transfer that is requested by the employee.
16.1.3.2 Involuntary Transfer~a transfer initiated by District management.

### 16.2 General Provisions

16.2.1 All unit members employed by the District shall have their initial assignment determined by the Superintendent in accordance with law.
16.2.2 Voluntary or involuntary transfer shall not be punitive, disciplinary, or discriminatory in nature.
16.2.3 Unit members returning from leave shall be afforded all rights provided under this Article.
16.2.4 For purposes of this Article, seniority is defined as per the seniority list.
16.2.5 Unit members who are transferred (voluntarily or involuntarily) once the work year has started shall be allowed two (2) days of paid release time for preparation prior to the effective date of the transfer. Unit members who are involuntarily transferred prior to the start of the school year shall be allowed two (2) days of paid time for preparation prior to the start of school.
16.2.6 The District shall provide assistance in moving a unit member's material whenever a unit member is transferred.
16.2.7 The terms of this Article may be modified by the Superintendent or designee under extenuating circumstances only after agreement of the WTA President or designee and the parties involved.
16.2.8 Assignment and transfer shall be based upon the educational needs of the District as determined by the Superintendent. The District shall use the following prioritized criteria:

## Voluntary

16.2.8.1 Currently possesses appropriate certification and/or credentialing specified in job announcement
16.2.8.2 Highest district-wide seniority
16.2.8.3 Most years of District experience in grade level K-8 with a
multiple subject credential or 6~12 with a single subject credential
16.2.8.4 Most years of experience at subject/grade level for the Vacancy

Involuntary
16.2.8.5 Currently possesses appropriate certification and/or credentialing
16.2.8.6 Least district-wide seniority within positions that need to be transferred.
16.2.8.7 Least years of District experience in K-8 with a multiple subject credential or 6~12 with a single subject credential
16.2.8.8 Least years of experience at subject/grade level currently being taught

### 16.3 Assignment

16.3.1 In January, the District shall send to each unit member an Intent to Return Form for the following school year.
16.3.2 No later than the last day of January, each unit member shall file with the District a completed Intent to Return Form for the following year. The Intent to Return Form may be revised by unit members at any time.
16.3.3 No later than two (2) weeks prior to the last work day of any school year for bargaining unit members, the District shall send to each unit member his/her preliminary assignment. The District shall also provide the WTA president a complete list of preliminary assignments.
16.3.4 No later than two (2) weeks prior to the first day school day, the District shall send each unit member his/her final assignment. The District shall also provide the WTA president a complete list of final assignments.
16.3.5 Unit members shall be assigned only to positions for which they hold a valid California credential or authorization, and for which they are qualified.
16.3.5.1 Annually and by February 15th, at a unit member's sole discretion, the unit member may agree to an assignment outside the unit member's credential authorization(s), provided that the District shall secure all the necessary waivers, and emergency credentials.
16.3.6 Prior to the tenth student day of the year, the site administrator or designee shall provide teachers with information regarding and access to information regarding documented special_needs of their students, including students with a violent history.

### 16.4 Vacancy

16.4.1 Upon knowledge of vacancies, the District shall deliver to the Association and post in all worksites a list of all vacancies which occur, both during the work year and for the following work year. The list shall contain the following:
16.4.1.1 A closing date which is at least five (5) working days following the posting date.
16.4.1.2 Credentials and certifications necessary to meet the requirements of the position.
16.4.1.3 For vacancies that occur during the instructional year or through resignation, death, or termination, the District may fill the position with an outside applicant and not use the transfer process.
16.4.1.4 For vacancies that occur during the first twenty (20) days of school as the result of a newly created class, the District shall post a vacancy for three days. The three days shall start when all certificated employees have been notified via district e-mail.
16.4.1.5 For vacancies that occur between July 1 and the first day of student instruction, the District shall post a vacancy for three (3) days. The three (3) days period will start when all certificated employees have been notified via District e-mail.
16.4.1.6 If 16.4.1. causes a "domino" effect, all positions may be held and moved at one time once all but the final position to be filled by someone from the outside has been filled.
16.4.2 No assignment to fill the vacancy shall be made until after the closing date.
16.4.3 The District shall, upon written request by a unit member, notify that unit member of any posted openings which may arise during the summer recess, intersession or a period of leave.
16.4.4 If a unit member already has a transfer application on file, it is not necessary to make a further application in order to be considered for any vacancies.
16.4.5 The District shall, upon request of the unit member, deliver in writing, the reasons for the unit member not receiving the vacancy.
16.4.6 No outside applicant shall be selected to fill a vacancy if there is a qualified unit member applicant.

### 16.5 Voluntary Transfer

16.5.1 A unit member may submit a request for transfer to the District at any time, whether or not a vacancy exists. A unit member may also submit a request for a transfer subsequent to the posting of a vacancy notice pursuant to the posting procedure of this Article.
16.5.2 The criteria under Section 16.2.8 shall apply to all requests to transfer.
16.5.3 If a unit member's request for a voluntary transfer is denied, the unit member, upon request, shall be granted a meeting with the administrator who denied the request to discuss the reasons for the denial. Following the meeting the unit member may request and shall receive written reasons for the denial.
16.5.4 Pending requests to transfer are confidential. The unit member's immediate site supervisor shall not be informed by the District Office of a transfer request should the unit member so request.

### 16.6 Involuntary Transfer

16.6.1 If a decrease in the number of pupils or the elimination of program(s) and/or funding occurs, the District shall seek volunteers prior to making any involuntary transfer.
16.6.2 The criteria under general provisions shall apply in terms of making a decision to involuntarily transfer.
16.6.3 An involuntarily transferred teacher shall receive reasonable financial assistance from the District for expenses incurred by the transfer, such as purchase of new equipment necessary for
the new position, or additional training the teacher and District see as necessary.
16.6.4 A teacher involuntarily transferred shall have the first priority to transfer to another assignment within the District the following year provided that there is a vacancy, he/she possesses the proper certifications and credentials and there is no unassigned teacher that can't fill another vacancy.

### 16.7 Closure of Site or Movement of Classes from One Site to Another

16.7.1 If a particular site is to be closed and/or a class is to be moved, unit members shall change with their class unless they wish to transfer. A change in location of a class alone does not constitute a transfer.

### 16.8 Itinerant/Special Education Staff~Speech Therapists, Resource Therapists and Special Day Class Teachers.

16.8.1 The annual caseload and assignment may vary from year to year based on student enrollment, student needs and contracts with other districts. Criteria for making such assignments will be as set forth in 16.2.7.
16.8.2 Any changes in the annual assignments as indicated in a preliminary or final assignment shall not be considered a transfer. However any changes in work site location that occur after the time frame for assignment or during the course of the year will be processed under the transfer system such that volunteers will be explored before making an involuntary transfer.

### 16.9 Involuntary Classroom Moves

16.9.1 The District recognizes the need for staff to be involuntarily moved from one facility to another, one room to another, or to be temporarily moved out of and into the same room (e.g., because of adding or replacing carpeting). The following guidelines apply:
16.9.1.1 The compensation rate for teachers will be at the current extra~duty hourly rate for certificated staff. Teachers will be compensated for up to fifteen (15) hours for each involuntary move, providing appropriate documentation is provided.
16.9.1.2 Classroom reassignments based on a voluntary basis (e.g., requested by the teacher, voluntary grade level change) will not apply under this policy.
16.9.1.3 District custodial or maintenance personnel or an outside agency will be responsible for the actual move. The date of the actual move will be prearranged with the custodial/maintenance department or outside agency, the teacher and the principal.
16.9.1.4 A teacher may waive compensation for packing and unpacking.
16.9.1.5 Compensation to teachers for packing and unpacking will fall under the following guidelines:
16.9.1.5.1 The move is of an involuntary nature, initiated by the District or the site administrator.
16.9.1.5.2 The packing and unpacking is conducted outside of contract hours. The District will provide packing materials.
16.9.1.5.3 The packing and unpacking is documented on a supplemental time sheet and signed by the site administrator or designee. Teachers will be compensated for furniture placement and packing and unpacking textbooks, materials, and supplies. Compensation will not be provided for preparing displays/room decoration or instruction preparation.
16.9.1.5.4 The rate of compensation will be borne by the District, if the request is District initiated.
16.9.1.5.5 The rate of compensation will be borne by the site operating budget if the site administrator initiates the request. The principal and staff will develop a plan to create as few moves as possible at the site.
16.9.1.5.6 All necessary forms related to the move will be completed before compensation is rendered.

## ARTICLE XVII <br> PART~TIME EMPLOYMENT/FULL~TIME RETIREMENT CREDIT

17.1 Part~time Work in Accordance with Education Code sections 22713 and 44922. The Board of Education may allow certificated employees to reduce their workload from full~time to part time duties in anticipation of retirement, subject to the following:
17.1.1 The employee shall have reached the age of fifty five (55) prior to reduction in workload.
17.1.2 The employee shall have been employed full time in a position requiring certification in California for at least 10 years, of which the immediately preceding five years were full-time employment.
17.1.3 During the period immediately preceding a request for a reduction in workload, the employee shall have been employed full time in a position requiring certification for a total of at least five years without a break in service. For purposes of this subdivision, sabbaticals and other approved leaves of absence shall not constitute a break in service. Time spent on a sabbatical or other approved leave of absence shall not be used in computing the five year full time service requirement prescribed by this subdivision.
17.1.4 The employee shall be paid a salary which is the pro rata share of the salary he/she would be earning had he/she not elected to exercise the option of part time employment, but shall retain all other rights and benefits for which he/she makes the payments that would be required if he/she remained in full-time employment.
17.1.5 The employee shall receive health benefits as provided in Section 53201 of the Government Code in the same manner as a full-time employee.
17.1.6 The minimum part -time employment shall be the equivalent of one half of the number of days of service required by the employee's contract of employment during his/her final year of service in a full-time position.
17.1.7 The period of such part time employment shall not exceed ten years.
17.1.8 Once approved by the Board, the part~time employment agreement can be revoked only with the mutual consent of the employer and the employee.
17.1.9 An application for this program must be submitted to the Superintendent no later than February 15 th of the last year the employee intends to work full time. The District, at its sole discretion, may waive the application deadline.
17.1.10 The District and employee shall contribute to STRS the amount based upon the salary that would have been contributed had the member been employed full-time.
17.1.11 The number of participants in the pre~retirement part -time employment shall be determined by the District. The employee and the District shall jointly develop the teaching assignment of any participant pursuant to a written agreement. The criteria for selection of eligible applicants to complete an assignment, if necessary, shall include employee interests, experience, education, training, length of District service, and the program and staffing needs of the program.
17.1.12 Any mandatory statutory changes related to this provision shall be incorporated into this Agreement

## ARTICLE XVIII REOPENERS

18.1 The Master Contract expires June 30, 2024.
18.2 Negotiations on a successor contract shall begin in February 2024.

## ARTICLE XIX SAVINGS

19.1 If any provision of this Agreement or any application thereof to any teacher is held by the highest court of the state or by a federal court to be contrary to law, then such provision or application will be deemed invalid, to the extent required by such court decision, but all other provisions and applications shall continue in full force and effect.
19.2 Should provision or application be deemed invalid, the Board shall reinstate any benefits reduced or eliminated to the extent allowed under the law. Moreover, the parties shall meet not later than ten (10) days after such court decision to renegotiate the provision or provisions affected.

## ARTICLE XX <br> WILLITS ADULT SCHOOL

### 20.1 Salary Schedule

Adult Ed Teachers will receive the Extra Duty Pay Rate in Appendix A~3.
20.2 Paid Designated Work Hours
20.2.1 Adult Education teachers will be paid at the appropriate hourly rate for the designated class time, which will be specified by the District in a contract format with the employee prior to the commencement of the Adult Education class.
20.2.2 In addition to the specified class time, Adult Education teachers for non-fee academic courses will be paid for and shall be present at the work site for 15 minutes before the commencement of class and 15 minutes after the specified ending time for the class. This one-half hour of time shall be referred to as consultation time. It is further agreed that with prior written approval from the administrator in charge of the Adult Education program, the one-half hour consultation time may be adjusted and alternatively scheduled. For example, based on a prior written agreement, the total consultation time of one-half hour may be scheduled to take place prior to the commencement of class. Therefore, the employee would be present at the class site for one-half hour before class and be able to leave the site at the conclusion of the class.
20.2.3 The provision of (b) above shall not apply to teachers for non~academic/fee -based classes.
20.2.4 Prep time for Adult Education teachers for credit/academic courses will be paid for 48 minutes ( 0.8 hours) of prep time for every four (4) hours of teaching time.

### 20.3 Substitutes

20.3.1 Prior to the commencement of the school term, District administration will provide a description/clarification of the process to be used by Adult Education teachers when they are unable to teach their class and need a substitute. The District will set the substitute rate, which will be different and less than the rate of pay set forth above for the contracted Adult Education teacher.

Contracts for Employment
20.4.1

It is recognized that Adult Education teachers when hired on a part-time basis are temporary employees under the Education Code. In addition, the District will initiate the practice of issuing a written contract for such employees which specifies class hours, location, rate of pay, and application of consultation and prep time.

### 20.5 Sick Leave

20.5.1 Adult Education teachers under contract will accrue sick leave based on their total paid hours compared to a $71 / 2$ hour work day. When a contracted Adult Education teacher is absent, a deduction that reflects the class time, the consultation time, plus a prorated amount of prep time, will be deducted from any accrued sick leave to cover the sick leave absence.
20.6 The following provision of the contract shall not apply to Adult Ed Teachers: Article VIII-Salaries and Salary Evaluation; Article IX-Health and Welfare benefits; Article XII-Shared Contracts; Article XIV Summer School; Article XVI-Vacancy, Assignment and Transfer; and Article XVII-Part time employment/ Full time Retirement Credit.

## APPENDIX A

## NON-PERMANENT CERTIFICATED TEACHERS

The primary focus in the evaluation of temporary and probationary certificated teachers shall be on coaching, support and feedback related to the California Standards for the Teaching Profession. Non-permanent certificated teachers shall be evaluated each year, as required by law, in order to determine whether or not the individual is meeting district standards. Feedback will be provided on all six Standards, focusing on key elements in each standard.

By October 31, the temporary or probationary certificated teacher will meet with the administrator in charge of the evaluation to discuss the evaluation process. Observation feedback will be centered around the California Standards for the Teaching Profession. In addition, first or second year beginning teachers will participate in the Beginning Teacher Support and Assistance (BTSA) program. Experienced teachers beginning their first year in the district will receive peer assistance from an assigned peer assistant. The administrator in charge of the evaluation will offer support, methods and/or ideas, as needed. Informal classroom visits by the administrator throughout the year will foster dialogue and support.

Second year probationary teachers and temporary teachers may be referred to the PAR program for assistance, on a voluntary basis. The PAR Panel will have the final decision as to the availability of PAR assistance.

## Formal Observations

- Pre-Observation Conference
- Length of Observation: Minimum of thirty continuous minutes unless mutually agreed upon by evaluatee and evaluator.
- Post-Observation Discussion: Except for unseen circumstances, no later than three working days after observation.
- Post-Observation Written Summary: No later than five working days after observation. Meeting to discuss this written observation is not required.
- Frequency of Formal Observations: Not more than one in any five day working period, unless mutually agreed upon by the evaluatee and the evaluator.
- Number of Formal Observations: Two (2) formal observations; (more by mutual agreement.)

Appendix A-1
Extra-Duty Extra-Pay Schedule
2022/23 School Year

| Position Title | Positions | Salary |  |
| :---: | :---: | :---: | :---: |
| Head Coach-WHS | 16 | 2,500 |  |
| Baseball, Basketball (Boys/Girls), Football, Pep Squad |  |  |  |
| Soccer (Boys/Girls), Softball, Swimming, Track, Volleyball, Wrestling |  |  |  |
| Cross Country, Golf, Tennis |  |  |  |
|  |  |  |  |
| Junior Varsity Head Coach - WHS | 10 | 2,100 |  |
| Baseball, Basketball (Boys/Girls), Football, Soccer (Boys/Girls), |  |  |  |
| Softball, Volleyball, wrestling |  |  |  |
|  |  |  |  |
| Assistant Coach - WHS |  |  |  |
| Football (3 positions/4 positions if 71+ students) | 3 | 1,900 |  |
| Swimming (if 25+ swimmers) | 1 | 1,900 |  |
| Track Coach (3 if 43+ students) | 2 | 1,900 |  |
| Wrestling Coach (if $25+$ wrestler-add assistant) | 2 | 1,900 |  |
|  |  |  |  |
| Coach - Other |  |  |  |
| Freshman Basketball Coach - WHS (Boys/Girls) *position filled | 2 | 1,500 |  |
| when league schedule exists and with site administrator approval |  |  |  |
| Baechtel Grove Coach | 15 | 1,500 |  |
|  |  |  |  |
| Athletic Student Director - District/WHS * (w/no period) | 1 | 6,000 |  |
| Athletic Scheduling Director - District/WHS * (w/no period) | 1 | 6,000 |  |
| As determined by Site Administration/District, if a teaching period is |  |  |  |
| available, a certificated employee hired as AD will use the available period |  |  |  |
| and not receive an additional \$5528. If no period is available, a salary will be |  |  |  |
| given. Non-certificated personnel hired as AD will be paid a salary. |  |  |  |
| Athletic Student Director - Baechtel Grove** | 1 | 3,500 |  |
| Athletic Scheduling Director - Baechtel Grove** | 1 | 3,500 |  |
|  |  |  |  |
| Other Positions |  |  |  |
| Academic Competition Director - WHS (*salary if given 1 period) | 1 | 2,000 | (*1067) |
| Annual (Yearbook) - WHS (*salary if given 1 period) | 1 | 2,000 | (*1067) |
| Art Under 20 Coordinator | 1 | 1,900 |  |
| Club Advisor (10 Students/10 Meetings/Principal Approved) | 1 | 500 |  |
| CTIP Mentor Position/STP, PIP, Intern Support Provider | ***** | 1,200 |  |
| Drama Director | 1 | 1,400 |  |
| Dual Enrollment Teachers WTA Unit Members | ** | 200 |  |
| ELP Site Coordinator | 4 | 700 |  |
| Event Coverage | *** | 50 |  |
| FFA Advisor | 2 | 2,500 |  |
| Hot Winters Night Coordinator | 1 | 1,900 |  |
| Independent Study per term/per student | **** | 650 |  |
| Journalism - WHS (*salary if given 1 period) | 1 | 2,000 | (*1067) |
| Lead ELP District Coordinator | 1 | 1,000 |  |
| Leadership - Sanhedrin | 1 | 600 |  |
| Leadership Class (*salary if given 1 period) - WHS | 1 | 2,000 | (*1067) |
| Musical Director | 2 | 2,000 |  |
| NTIP Coordinator | 1 | * |  |
| NTIP Mentor Positions/PIP, STIP, Intern Support Provider | * | * |  |
| WEB Coordinator | 1 | 1,200 |  |
| Yearbook - Baechtel Grove | 1 | 1,200 |  |
| Yearbook - Sanhedrin | 1 | 1,200 |  |
|  |  |  |  |
| Appendix A-2 |  |  |  |
| Department Grade-Level Chairpersons <br> *The stipend will be increased by $\$ 300$ if there are any new teachers in the department/grade level. |  |  |  |
| 1 Teacher | 2 | 400 |  |
| 2 Teachers | 2 | 700 |  |
| 3 Teachers | 2 | 1,000 |  |
| 4 Teachers | 2 | 1,300 |  |
| 5 Teachers | 2 | 1,600 |  |
| 6 Teachers | 2 | 1,900 |  |
| 7 or more Teachers | 2 | 2,200 |  |
| District-wide Librarian | 1 | 1,200 |  |

*NTIP Coordinator and mentor Positions are paid stipends in accordance with STSA relevant job descriptions and/or operating terms provided by the county cooperative.
**Dual Enrollment per college unit
***Event coverage for when an administrator or athletic director cannot be present at an athletic even or similar function.
****If the independent study program is full or unique circumstances arise, the site principal may request approval from the superintendent allowing a teacher to provide instruction above their full time workload to a student for the trimester at $\$ 650$ per term, subject to the following conditions;

- Daily synchronous instruction (TK-3), daily interactions (4-8), and weekly synchronous instruction (4-12) may occur during contracted or non-contracted time; at teacher's discretion
- Weekly packets may be utilized at teacher's discretion
- Attendance will be counted based on completion; determined by teacher
- PE requirements will match the minutes occurring at the equivalent school site
*****CTIP Mentor Position/STP, PIP, Intern Support Provider: $\$ 1200$ per assigned unit member


## Appendix A-3

## Extra-Duty Extra-Pay Schedule 2022/23 School Year

| Extra-Duty Extra-Pay Hourly Rate | $\$ 40.00$ per hour |
| :--- | :--- |
| Ag. Teacher, Hourly for July/August | $\$ 40.00$ per hour |
| Driver Training and Home Teaching | $\$ 40.00$ per hour |
| Per Period Pay | $\$ 40.00$ per hour |
| Summer School Pay | $\$ 45.00$ per hour |

*Summer School rates shall be $\$ 45$ per hour for summer school with an additional $\$ 100$ per day for Summer 2022 and Summer 2023
**Special Education teachers shall be paid extra duty rate for work outside of contract time, up to 40 hours per year. One designated non-student contract day per month in which to facilitate IEPs, complete associated paperwork, and/or testing will be provided. Additional hours and days may be approved by the site/program administrator.

## APPENDIX B

## PERMANENT CERTIFICATED TEACHERS

The primary focus in the evaluation of permanent certificated teachers shall be on coaching support, professional development and feedback related to the California Standards for the Teaching Profession. Permanent certificated teachers shall be evaluated at least every two years.

A teacher receiving a "Needs Improvement" rating for a standard on the Employee Evaluation Summary (See Appendix E) (two or more "Needs Improvement" in a standard on the Observation Form-Appendix D ) may choose to participate in the PAR program with the purpose of providing assistance and renewing the quality of teaching. The teacher will be evaluated the following year in at least the standard designated as needing improvement. The teacher has the option of selecting another administrator for the following year evaluation.

By October 31 the permanent certificated teacher will meet with the site administrator/primary evaluator to set goals and to establish an evaluation plan. Observation feedback will be centered on the California Standards for the Teaching Profession. The site administrator/primary evaluator will offer support, methods and/or ideas, as needed. Informal classroom visits by the administrator throughout the year will foster dialogue and support.

A teacher receiving a "Needs Improvement" rating for one or more standard on the Employee Evaluation Summary (See Appendix E) on two consecutive evaluations will be required to participate in the Peer Assistance Review program (See Appendix C) and will remain on the same step of the salary schedule next year. Referral to the PAR Program will be made by the site administrator.

## Formal Observations:

- Pre-Observation Conference
- Length of Observation: Minimum of thirty continuous minutes unless mutually agreed upon by evaluatee and evaluator.
- Post-Observation Discussion: Except for unseen circumstances, no later than three working days after observation.
- Post-Written Summary: No later than five working days after observation. Meeting to discuss this written observation is not required.
- Frequency of Formal Observations: Not more than one in any five day working period unless mutually agreed upon by evaluatee and evaluator.
- Number of Formal Observations: Two; (more by mutual agreement)


## WILLITS UNIFIED SCHOOL DISTRICT

## APPENDIX D

## TEACHER OBSERVATION SUMMARY*

Employee Name:
Use the following rating symbols: $1=$ Exemplary $\quad 2=$ Satisfactory $\quad 3=$ Needs Improvement $\quad 4=$ Not Observed

| Standard One: <br> Engaging and Supporting all Students in Learning | COMMENTS |
| :---: | :---: |
| 1.1 Connecting students' prior knowledge, life experience, and interest with learning goals |  |
| 1.2 Using a variety of instructional strategies and resources to respond to students' diverse needs |  |
| 1.3 Facilitating leaming experiences that promote autonomy, interactions, and choice |  |
| 1.4 Engaging students in problem solving, critical thinking, and other activities that make subject matter meaningful |  |
| 1.5 Promoting self-directed, reflective leaming for all |  |


| Standard Two: <br> Creating /Maintaining Effective Environments for Learning |  | COMMENTS |  |
| :--- | :--- | :--- | :--- |
|  | $2.1 \quad$ Creating a physical environment that engages all students |  |  |
|  | 2.2 |  |  |
|  | $2.3 \quad$ Promoting social developments and group responsibility |  |  |
|  | $2.4 \quad$Planning and implementing classroom procedures and routines <br> that support student leaming |  |  |
|  | $2.5 \quad$ Using instructional time effectively |  |  |


| Standard Three: <br> Understanding / Organizing Subject Matter for Learning | COMMENTS |
| :---: | :---: |
| 3.1 Demonstrating knowledge of subject matter content and student development | . |
| 3.2 Organizing curriculum to support student understanding of subject matter |  |
| 3.3 Interrelating ideas and information within and across subject matter areas |  |
| 3.4 Developing student understanding through instructional strategies that are appropriate to the subject matter |  |
| 3.5 Using materials, resources and technologies to make subject matter accessible to students |  |

Appendix D Page 2

| Standard Four: Planning Instruction / Designing Learning Experiences | COMMENTS |  |
| :---: | :---: | :---: |
|  |  |  |
| 4.1 Drawing on and valuing students' backgrounds, interests, and developmental learming needs |  |  |
| 4.2 Establishing and articulating goals for student learning |  |  |
| 4.3 Developing and sequencing instructional activities and materials for student learning |  |  |
| 4.4 Designing short-term and long-term plans to foster student learning |  |  |
| 4.5 Modifying instructional plans to adjust for student needs |  |  |


| Standard Five: <br> Assessing Student Learning |  | COMMENTS |  |  |
| :--- | :--- | :--- | :---: | :---: |
|  | 5.1 Establishing and communicating learning goals for all students |  |  |  |
|  | 5.2 Collecting and using multiple sources of information to assess <br> student learning |  |  |  |
|  | 5.3 Involving and guiding all students in assessing their own <br> learning |  |  |  |
|  | 5.4 Using the results of assessments to guide instruction |  |  |  |
|  | 5.5 Communicating with students, families, and other audiences <br> about student progress |  |  |  |


| Standard Six: | COMMENTS |
| :---: | :---: |
| 6.1 Reflecting on teaching practice and planning professional development |  |
| 6.2 Establishing professional goals and pursuing opportunities to grow professionally |  |
| 6.3 Working with communities to improve professional practice |  |
| 6.4 Working with families to improve professional practice |  |
| 6.5 Working with colleagues to improve professional practice |  |

The evaluator will provide specific observations to support all negative notations.
This observation summary has been discussed with me. Signing this form does not necessarily mean I agree with the ratings.

## Employee Signature

Evaluator Signature

## Date

Date

## APPENDIX C

## PERMANENT CERTIFICATED TEACHERS WHO HAVE RECEIVED AN UNSATISFACTORY RATING

The primary focus of evaluation in Option III is centered on permanent certificated teachers who have received a "Needs Improvement" rating on a California Standards for the Teaching Profession standard on two consecutive evaluations, thereby designating an "Unsatisfactory" evaluation rating. The teacher is automatically required to participate in the PAR program in an effort to provide assistance and renew the quality of teaching. Intense remedial efforts in the form of coaching, support, professional development and feedback related to the six standards will be offered. Refusal to participate may initiate dismissal procedures.

Identified teachers shall conference in the spring of the year in which the teacher receives the "Unsatisfactory" evaluation. The conference shall involve the teacher being referred, the evaluator who evaluated the teacher, and the consulting teacher to begin the development of an Individual Improvement Plan.

Observation feedback will be centered around, but not limited to, identified standards of focus so that feedback is meaningful. The site administrator/primary evaluator will offer support, methods and/or ideas, as needed.

During the period of assistance, the permanent teacher's evaluation shall be the responsibility of the principal or designee. Assistance shall be provided by peer coaches and closely monitored by the PAR Panel. Communication and consultation involving the coach and the principal shall be ongoing. It is the intent of the parties that this process be based on the permanent teacher's adherence to the California Standards for the Teaching Profession and this Agreement.

The coach will share all written and verbal evaluation reports during a conference with the teacher at least once every six weeks. A copy of the written reports will be provided to the principal and PAR Panel. In addition, it shall be the obligation of the PAR Panel to report the results of this intervention to the Assistant Superintendent who will report to the WUSD School Board. The written documentation in the evaluation report shall become a part of the permanent teacher's personnel file.

Informal classroom visits by the administrator throughout the year will foster dialogue and support.

## Formal Observations

- Pre-Observation Conference
- Length of Observation: Minimum of thirty continuous minutes unless mutually agreed upon by the evaluatee and evaluator.
- Post-Observation Discussion: Except for unforeseen circumstances, no later than three working days after observation.
- Post-Observation Written Summary: No later than five working days after observation. Meeting to discuss this written observation is not required.
- Frequency of Formal Observations: Not more than one in any five day working period, unless mutually agreed upon by the evaluatee and the evaluator.
- Number of Formal Observations: Two; (more by mutual agreement)


## WILLITS UNIFIED SCHOOL DISTRICT

## APPENDIX E

EMPLOYEE EVALUATION SUMMARY
Name $\qquad$ School Site
School Year $\qquad$ Assignment $\qquad$
Permanent $\qquad$ Temporary $\qquad$ Probationary: $1^{\text {st }}$ Year $\qquad$ 2nd Year $\qquad$

1. Engaging and Supporting All Students in Learning $\square$
2. Creating and Maintaining Effective Environments for Learning $\square$
3. Understanding/Organizing Subject Matter for Learning
4. Planning Instruction/Designing Learning Experiences
5. Assessing Student Learning
6. Developing as a Professional Educator

## EXPLANATION OF RATING SYMBOLS

"1" Exemplary (Teacher receives a rating of "1" for all indicators in this Standard during each observation cycle. Teacher models exemplary performance consistently over time and could serve as a model for others in demonstrating the indicators in this Standard.)
"2" Satisfactory (Teacher receives a rating of "1" or "2" in at least four out of five indicators in this Standard during each observation cycle. Teacher meets expectations in this Standard.)
"3" Needs Improvement (Teacher receives "Needs Improvement " rating in 2 or more indicators in this Standard during each observation cycle. The Principal or designee will develop an improvement plan with the teacher.)

A teacher receiving a "Needs Improvement" rating in a Standard for two consecutive years will be required to participate in the Peer Assistance Review program and will remain on the same step of the salary schedule next year.

Dates of observations/conferences: $\qquad$Employee is scheduled for evaluation next year.
$\square$ Participation in the Peer Assistance Review program is recommended.

## Appendix E Page 2

## Employee Comments:

This evaluation summary has been discussed with me. Signing this form does not necessarily mean I agree with the ratings.

Employee

Evaluator
**Signed Evaluator comments are attached, if applicable.

# WILLITS UNIFIED SCHOOL DISTRICT 

## APPENDIX F

## EMPLOYEE IMPROVEMENT PLAN

$\qquad$
Standard

| Goal: |
| :--- |
|  |
|  |
| Action: |
|  |
| Person(s) Responsible: |
| Completion Date: |
| Evaluation: |

Employee Signature $\qquad$ Date $\qquad$

Principal/Designee $\qquad$ Date $\qquad$

## School Counselor Performance Appraisal Form

The school counselor performance appraisal form contains basic standards of practice expected from school counselors. These performance standards not only function as the basis of counselor evaluation but also serve as guides for self-evaluation. This form can be used by the school counselor as a self-evaluation or by the principal along with the required professional support staff appraisal form.

## The standards to be evaluated are:

- Standard 1
- Standard 2
Program Organization
- Standard 3
Guidance Curriculum Delivered to All Students
- Standard 4
Individual Planning with Students
- Standard 5
- Standard 6
- Standard 7
- Standard 8
- Standard 9
- Standard 10
- Standard 11
- Standard 12
- Standard 13
Response Services
Systems Support
School Counselor/Administrator Agreement
Use of Data
Student Monitoring
Master Calendar/Time
Results Evaluation
Program Audit
Advisory Council
Infusing Themes

The performance standards are to be assessed by indicating "Yes" or "No" to each of the standards. Comments under each section could indicate strengths in that standard or recommendations.

| Standard 1: The professional school counselor plans, organizes <br> and delivers the comprehensive school counseling program. | YES | NO |
| :--- | :---: | :---: |
| 1.1 A program has been written to meet the needs of the school. | $\square$ | $\square$ |
| 1.2 The professional school counselor demonstrates interpersonal <br> relationships with students. | $\square$ | $\square$ |
| 1.3 The professional school counselor demonstrates positive <br> interpersonal relationships with educational staff. | $\square$ | $\square$ |
| 1.4 The professional school counselor demonstrates positive <br> interpersonal relationships with parents/guardians. | $\square$ | $\square$ |
| Comments: - | Date: |  |


| Standard 2: The professional school counselor implements the <br> guidance curriculum through the use of effective instructional <br> skills and careful planning of structured group sessions for all <br> students. | YES | NO |
| :--- | :--- | :--- |
| 2.1 The professional school counselor teaches guidance units <br> effectively. | $\square$ | $\square$ |
| 2.2 The professional school counselor develops materials and <br> instructional strategies to meet student needs and school goals. | $\square$ | $\square$ |
| 2.3 The professional school counselor encourages staff involvement to <br> ensure the effective implementation of the guidance curriculum. | $\square$ | $\square$ |
| Comments: | Date: |  |
| Standard 3: The professional school counselor implements the <br> individual planning component by guiding individuals and <br> groups of students and their parents through the development <br> of educational and career plans. | YES | NO |
| 3.1 The professional school counselor, in collaboration with parents, <br> helps students establish goals and develop and use planning skills. | $\square$ | $\square$ |
| 3.2 The professional school counselor demonstrates accurate and <br> appropriate interpretation of assessment data and the presentation of <br> relevant, unbiased information. | $\square$ | $\square$ |
| Comments: | $\square$ | $\square$ |
| Standard 6: The professional school counselor has discussed <br> the counseling department management system and the | YES | NO |
| Standard 4: The professional school counselor implements the <br> responsive services component through the effective use of <br> individual and small-group counseling, consultation and referral <br> skills. | YES | NO |
| 4.1 The professional school counselor counsels individual students and <br> groups of students with identified needs/concerns. | $\square$ | $\square$ |
| 4.2 The professional school counselor consults effectively with parents, <br> teachers, administrators and other relevant individuals. | $\square$ | $\square$ |
| 4.3 The professional school counselor implements an effective referral <br> process with administrators, teachers and other school personnel. | $\square$ | $\square$ |
| Comments: | $\square$ | $\square$ |
| Comments: | $\square$ | $\square$ |
| Standard 5: The professional school counselor implements the <br> systems support component through effective guidance <br> program management and support for other educational <br> programs. | YES | NO |
| 5.1 The professional school counselor provides a comprehensive and <br> balanced guidance program in collaboration with school staff. <br> programs. | $\square$ | $\square$ |
|  | $\square$ | $\square$ |


| program action plans with the school administrator. |  |  |
| :--- | :--- | :--- |
| 6.1 The professional school counselor has discussed the qualities of the <br> counselor management system with the other members of the <br> counseling staff and has agreement. | $\square$ | $\square$ |
| 6.2 The professional school counselor has discussed the program <br> results that will be obtained on the action plans for the school year. | $\square$ | $\square$ |
| Comments: | Date: |  |
| Standard 7: The professional school counselor knows how to <br> use data as a guide to program direction and emphasis. | YES | NO |
| 7.1 The professional school counselor uses school data to make <br> decisions regarding student choice of classes and special programs. | $\square$ | $\square$ |
| 7.2 The professional school counselor uses data from the counseling <br> program to make decisions regarding revisions to the school counseling <br> program. | $\square$ | $\square$ |
| Comments: - | $\square$ | $\square$ |
| Standard 8: The professional school counselor monitors the <br> students on a regular basis as they progress in school. | YES | NO |
| 8.1 The professional school counselor is accountable for monitoring the <br> progress of every student. | $\square$ | $\square$ |
| 8.2 The professional school counselor implements monitoring activities <br> appropriate to his/her own school. | $\square$ | $\square$ |
| 8.3 The professional school counselor develops appropriate <br> interventions for students as needed and monitors their progress. | $\square$ | $\square$ |
| Comments: | $\square$ | $\square$ |
| Standard 10: The professional school counselor has developed a <br> results evaluation for the program. | YES | NO |
| 10.1 The professional school counselor includes every student in the <br> results. | $\square$ | $\square$ |
| 10.2 The professional school counselor works with members of the <br> school counseling team and with the principal to formulate the desired <br> results. | $\square$ | $\square$ |
| Standard 9: The professional school counselor implements the <br> master calendar/time component to have an efficiently run <br> program. | YES | NO |
| 9.1 The professional school counselor uses a master calendar to plan <br> activities through the year. | $\square$ | $\square$ |
| 9.2 The professional school counselor distributes the master calendar <br> to parents, staff and students. | $\square$ | $\square$ |
| 9.3 The professional school counselor posts a weekly/monthly <br> calendar. | $\square$ | $\square$ |
| 9.4 The professional school counselor analyzes his/her time spent in <br> each of the four areas of the management system to achieve a healthy <br> balance. | $\square$ | $\square$ |
| Comments: - | $\square$ |  |


| 10.3 The professional school counselor knows how to collect and <br> process data. | $\square$ | $\square$ |
| :--- | :--- | :--- |
| Comments: - | $\square$ |  |
| Standard 11: The professional school counselor conducts a <br> yearly program audit. | YEs | NO |
| 11.1 The professional school counselor provides a yearly program audit <br> that includes the results of all the program components. | $\square$ | $\square$ |
| 11.2 The professional school counselor shares the results of the <br> program audit with the advisory council. | $\square$ | $\square$ |
| 11.3 The professional school counselor uses the yearly audit to make <br> changes in the school counseling program for the following year. | $\square$ | $\square$ |
| Comments: - | $\square$ | Date: |
| Standard 12: The professional school counselor is responsible <br> for establishing and convening a school advisory council for the <br> comprehensive school guidance and counseling program. | YES | NO |
| 12.1 The professional school counselor has met with the advisory <br> council. | $\square$ | $\square$ |
| 12.2 The professional school counselor has reviewed the school <br> counseling program audit with the council. | $\square$ | $\square$ |
| 12.3 The professional school counselor keeps a record of meeting <br> information. | $\square$ | $\square$ |
| Comments: - | $\square$ | $\square$ |

## WILLITS UNIFIED SCHOOL DISTRICT <br> SCHOOL PSYCHOLOGIST GOAL SETTING CONFERENCE

$\qquad$
Evaluator: $\qquad$ Position
Status:Temporary
$\square$ Probationary IProbationary IIPermanent
$\qquad$
$\qquad$

| STANDARD I - Demonstrated commitment to students and their learning. | PLAN FOR GROWTH |
| :--- | :--- |
| - Regularly attends and participates in formal and informal school-based meetings. |  |
| - Utilizes appropriate indirect and direct consultation and assessment procedures to evaluate school |  |
| concerns. |  |
| - Establishes and maintains productive partnership with families and staff. |  |
| - Generates, models, and helps implement strategic instructional and behavioral interventions. |  |
| -Regularly collaborates with school-based staff regarding monitoring and evaluation of classroom <br> instructional and behavioral interventions. |  |
| - Regularly collaborates with community and public agencies and private partners regarding the needs of |  |
| students and families. |  |
| STANDARD II - Have knowledge of educational and psychological theories that are researched- and <br> practitioner-based and know how to deliver these services to schools. |  |
|  | Regularly attends trainings and conferences and completes course work relevant to the discipline of <br> school psychology. <br> Demonstrates flexibility in making decisions about interventions based on a sound integration of theory, <br> practice, and information about the student. <br> Actively volunteers and participates in work groups and on committees that contribute to the review of <br> educational practices. |

## STANDARD III - Use a decision making process in collaboration with other team members, school

 staff, students' family members, and other stakeholders, as appropriate to identify academic and behavior problems, collect and analyze information to understand the problems, make decisions about service delivery, and evaluate the outcomes of service delivery.- Clearly states problems in observable and measurable terms.
- Assessment strategies reflect and address the identified problem.
- Uses valid and appropriate assessment methods that match the presenting problem.
- Collects data for problem solving from sources and settings pertinent to the identified problem.
- Develops effective interventions that are based on the data collected.
- Uses appropriate monitoring and evaluation techniques when assessing student progress.
- Regularly collaborates with community and public agencies, and private partners regarding the needs of students and families.
- Establishes and maintains productive partnership with families and staff.
- Uses technology and/or research in planning and facilitating instructional and behavioral interventions.

STANDARD IV - Collaborate with others to develop challenging but achievable cognitive, social/emotional, and academic goals for all students and provide information about ways in which students can achieve these goals.

- Applies empirically based theories of learning to develop effective instructional strategies.
- Incorporates student-specific assessment information into the development of instructional strategies.
- Shares or demonstrates knowledge about advances in curriculum, instruction, or mental health.
- Communicates practical information to teachers and parents on student learning.
- Provides in-service activities to students, parents and staff.


## STANDARD V - Actively participate in activities designed to continue, enhance and upgrade their

 professional training and skills to help ensure high-quality service provision.- Attends workshops, seminars, in-service trainings, and conferences related to the profession of school psychology.
- Actively participates in the local, state, or national school psychologist association.
- Collaborates with other professionals in the field.
- Participates actively in school or systemwide committees or work groups.
- Assumes responsibility for assisting in the development of interns/practicum students and/or the mentoring of psychologists new to the district.
- Stays abreast of current practices by reading journals pertinent to the field of school psychology and applies innovative evidence-based strategies and practices based on the reading.


## STANDARD VI - Exhibit a high degree of professionalism.

- Assumes leadership roles on committees, helps to plan staff meetings, and shares knowledge or expertise with colleagues.
- Completes professional obligations in a timely manner.
- Completes all reports in a timely manner, using professional language only when necessary and appropriate.
- Conducts self in a professional manner.
- Follows federal, state, and local regulations, policies, and procedures.
- Adheres to the National Association of School Psychologists code of conduct.


## WILLITS UNIFIED SCHOOL DISTRICT OBSERVATION FORM FOR SCHOOL PSYCHOLOGIST

Evaluatee Name Date $\qquad$
Evaluator Name and Title: $\qquad$
Period of Review: $\qquad$
Current Roles:
$\qquad$ Case Manager
IEP Team Member
Administrator
Mentor/Supervisor
Advocate
Member of Committee(s): $\qquad$
Other: $\qquad$

Current Responsibilities:
$\qquad$ Assessment
$\qquad$ Screening
___ Intervention: $\qquad$
Prevention: $\qquad$
School Duties: $\qquad$
Consultation
Transition Services
Preparation of third party billing (LEA)
Research: $\qquad$
Other: $\qquad$

Workload (hours per month spent in the following categories of services/activities):

1. Direct service to students in the district:
___ Screenings
Assessment
Intervention
Total: $\qquad$
2. Related services:
__ Scheduling
Observation
Consultation
Collaboration
Curriculum Development
Preparation
Co-Teaching
Team Meetings
IDEA Documentation
IEP Development
Data Collection
Medical Documentation
Transition Services
Supervision
Total: $\qquad$
3. Professional activities and responsibilities:
Faculty Meetings
School Duties
School/District In-Service
Trainings

Total: $\qquad$

Caseload Size and Distribution:
Current Number of Students
Average Per Week During School Year

| Level | Number of Students |
| :--- | :--- |
| Birth-3 |  |
| Preschool |  |
| K-3 |  |
| $4-8$ |  |
| $9-12$ |  |



| 3.3 | Assesses the implementation of a student's health care plan and consults with parents and physician as appropriate | $\square$ |
| :---: | :---: | :---: |
| Standard Four: Managing Interventions Effectively |  |  |
| 4.1 | Provides health advice and referral information for students with health-related needs, suspected STI's, pregnancy or possible pregnancy, suspected substance abuse, suspected eating disorders | $\square$ |
| 4.2 | Maintains intervention data and tracks necessary information to support student's health care plan | $\square$ |
| Standard Five: Maintaining Appropriate Records |  |  |
| 5.1 | Completes required documents within appropriate timelines | ] |
| 5.2 | Maintains appropriate records and tracks necessary information |  |
| 5.3 | Observes legally mandated rules of confidentiality regarding student records |  |
| 5.4 | Accurately interprets health data and understands need for confidentiality | $\square$ |
| Standard Six: Developing as a Professional (Optional) |  |  |
| 6.1 | School nurse reflects on his/her professional practice and actively engages in planning his/her professional development | $\square$ |
| 6.2 | School nurse establishes professional learning goals and pursues opportunities to grow professionally | $\square$ |
| 6.3 | School nurse learns about and works with local communities to improve his/her professional practice |  |
| 6.4 | School nurse communicates with families to improve professional practice | $\square$ |
| 6.5 | School nurse works with colleagues to improve professional practice | $\square$ |
| 6.6 | School nurse balances professional responsibilities and maintains motivation | $\square$ |

School Nurse Overall Performance: $\square$ Satisfactory $\square$ Unsatisfactory

This report has been discussed with me in conference with the evaluator. I have the right to respond in writing within five (5) working days and my response will be appended and filed with this evaluation. My signature on this evaluation does not necessarily signify agreement.

## School Nurse's Signature

Date
Permanent unit members who have been employed in a position requiring certification at least ten (10) years in the District, who are certified as Highly Qualified under No Child Left Behind, and whose most recent evaluation was satisfactory, shall be evaluated every five (5) years, if the evaluator and certificated employee being evaluated agree.

Next scheduled evaluation: $\qquad$

|  | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | 1 | 1M | 2 | 2M | 3 | 3M | 4 | 4M | 5 | 5M |  |
|  | ba+cbest | $B A+30$ | BA+30+ Masters | BA+45 | BA+45+ Masters | BA+60 | BA+60+ Masters | BA+75 | BA+75+ Masters | $B A+90$ | BA+90+ Masters |  |
| For Embedded Credential |  | $B A+C R$ | BA+CR | CR+15 |  | CR+30 |  | CR+45 |  | CR+60 |  |  |
| Step 1 | 53,539 | 55,973 | 58,443 | 57,372 | 59,842 | 58,805 | 61,275 | 60,276 | 62,746 | 61,783 | 64,253 | Step 1 |
| Step 2 | 54,756 | 57,372 | 59,842 | 58,805 | 61,275 | 60,276 | 62,746 | 61,783 | 64,253 | 63,327 | 65,797 | Step 2 |
| Step 3 |  | 58,805 | 61,275 | 60,276 | 62,746 | 61,783 | 64,253 | 63,327 | 65,797 | 64,910 | 67,380 | Step 3 |
| Step 4 |  | 60,276 | 62,746 | 61,783 | 64,253 | 63,327 | 65,797 | 64,910 | 67,380 | 66,533 | 69,003 | Step 4 |
| Step 5 |  | 61,783 | 64,253 | 63,327 | 65,797 | 64,910 | 67,380 | 66,533 | 69,003 | 68,197 | 70,667 | Step 5 |
| Step 6 |  | 63,327 | 65,797 | 64,910 | 67,380 | 66,533 | 69,003 | 68,197 | 70,667 | 69,902 | 72,372 | Step 6 |
| Step 7 |  | 64,910 | 67,380 | 66,533 | 69,003 | 68,197 | 70,667 | 69,902 | 72,372 | 71,650 | 74,120 | Step 7 |
| Step 8 |  | 66,533 | 69,003 | 68,197 | 70,667 | 69,902 | 72,372 | 71,650 | 74,120 | 73,441 | 75,911 | Step 8 |
| Step 9 |  | 68,197 | 70,667 | 69,902 | 72,372 | 71,650 | 74,120 | 73,441 | 75,911 | 75,277 | 77,747 | Step 9 |
| Step 10 |  | 69,902 | 72,372 | 71,650 | 74,120 | 73,441 | 75,911 | 75,277 | 77,747 | 77,158 | 79,628 | Step 10 |
| Step 11 |  |  |  | 73,441 | 75,911 | 75,277 | 77,747 | 77,158 | 79,628 | 79,087 | 81,557 | Step 11 |
| Step 12 |  |  |  | 75,277 | 77,747 | 77,158 | 79,628 | 79,087 | 81,557 | 81,065 | 83,534 | Step 12 |
| Step 13 |  |  |  |  |  | 79,087 | 81,557 | 81,065 | 83,534 | 83,091 | 85,561 | Step 13 |
| Step 14 |  |  |  |  |  |  |  | 83,091 | 85,561 | 85,169 | 87,639 | Step 14 |
| Step 15 |  |  |  |  |  |  |  | 85,169 | 87,639 | 87,298 | 89,768 | Step 15 |
| Step 16 |  |  |  |  |  |  |  | 87,298 | 89,768 | 89,480 | 91,950 | Step 16 |
| Step 17 |  |  |  |  |  |  |  | 89,480 | 91,950 | 91,717 | 94,187 | Step 17 |
| Step 18 |  |  |  |  |  |  |  | 91,717 | 94,187 | 94,011 | 96,481 | Step 18 |
| Step 19 |  |  |  |  |  |  |  | 91,717 | 94,187 | 96,360 | 98,830 | Step 19 |
| Step 20 |  |  |  |  |  |  |  | 91,717 | 94,187 | 98,769 | 101,239 | Step 20 |
| Step 21 |  |  |  |  |  |  |  | 91,717 | 94,187 | 101,239 | 103,709 | Step 21 |
| Step 22 |  |  |  |  |  |  |  | 91,717 | 94,187 | 103,770 | 106,240 | Step 22 |
| Step 23 |  |  |  |  |  |  |  | 91,717 | 94,187 | 103,770 | 106,240 | Step 23 |
| Step 24 |  |  |  |  |  |  |  | 91,717 | 94,187 | 103,770 | 106,240 | Step 24 |
| Step 25 |  |  |  |  |  |  |  | 91,717 | 94,187 | 103,770 | 106,240 | Step 25 |
| Step 26 |  |  |  |  |  |  |  |  |  | 103,770 | 106,240 | Step 26 |
| Step 27 |  |  |  |  |  |  |  |  |  | 103,770 | 106,240 | Step 27 |
| Step 28 |  |  |  |  |  |  |  |  |  | 103,770 | 106,240 | Step 28 |

# WILLITS UNIFIED SCHOOL DISTRICT SCHOOL PSYCHOLOGIST SPEECH AND LANGUAGE SPECIALIST PUBLIC SCHOOL NURSE SALARY SCHEDULE 

 2022-23191 WORK DAYS
(schedule \#01)

EFFECTIVE 07/01/2022
BOARD APPROVED 3/8/2023

|  | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | 1 | 1M | 2 | 2M | 3 | 3M | 4 | 4M | 5 | 5M |  |
|  | BA+30 | $\mathrm{BA}+30+$ Masters | BA+45 | BA+45+ Masters | BA+60 | BA+60+ Masters | BA+75 | BA+75+ Masters | BA+90 | BA+90+ Masters |  |
| $\underset{\substack{\text { For Embedded } \\ \text { Credenial }}}{ }$ | BA+CR | $B A+C R$ | CR+15 |  | CR+30 |  | CR+45 |  | CR+60 |  |  |
| Step 1 | 71,791 | 74,261 | 73,334 | 75,804 | 74,910 | 77,380 | 76,522 | 78,991 | 78,167 | 80,636 | Step 1 |
| Step 2 | 73,334 | 75,804 | 74,910 | 77,380 | 76,522 | 78,991 | 78,167 | 80,636 | 79,848 | 82,318 | Step 2 |
| Step 3 | 74,910 | 77,380 | 76,522 | 78,991 | 78,167 | 80,636 | 79,848 | 82,318 | 81,564 | 84,034 | Step 3 |
| Step 4 | 76,522 | 78,991 | 78,167 | 80,636 | 79,848 | 82,318 | 81,564 | 84,034 | 83,318 | 85,788 | Step 4 |
| Step 5 | 78,167 | 80,636 | 79,848 | 82,318 | 81,564 | 84,034 | 83,318 | 85,788 | 85,109 | 87,579 | Step 5 |
| Step 6 | 79,848 | 82,318 | 81,564 | 84,034 | 83,318 | 85,788 | 85,109 | 87,579 | 86,939 | 89,409 | Step 6 |
| Step 7 | 81,564 | 84,034 | 83,318 | 85,788 | 85,109 | 87,579 | 86,939 | 89,409 | 88,808 | 91,278 | Step 7 |
| Step 8 | 83,318 | 85,788 | 85,109 | 87,579 | 86,939 | 89,409 | 88,808 | 91,278 | 90,717 | 93,187 | Step 8 |
| Step 9 | 85,109 | 87,579 | 86,939 | 89,409 | 88,808 | 91,278 | 90,717 | 93,187 | 92,668 | 95,137 | Step 9 |
| Step 10 |  |  | 88,808 | 91,278 | 90,717 | 93,187 | 92,668 | 95,137 | 94,660 | 97,130 | Step 10 |
| Step 11 |  |  | 90,717 | 93,187 | 92,668 | 95,137 | 94,660 | 97,130 | 96,696 | 99,166 | Step 11 |
| Step 12 |  |  |  |  | 94,660 | 97,130 | 96,696 | 99,166 | 98,775 | 101,245 | Step 12 |
| Step 13 |  |  |  |  |  |  | 98,775 | 101,245 | 100,898 | 103,368 | Step 13 |
| Step 14 |  |  |  |  |  |  | 100,898 | 103,368 | 103,068 | 105,538 | Step 14 |
| Step 15 |  |  |  |  |  |  | 103,068 | 105,538 | 105,284 | 107,753 | Step 15 |
| Step 16 |  |  |  |  |  |  | 105,284 | 107,753 | 107,546 | 110,016 | Step 16 |
| Step 17 |  |  |  |  |  |  | 107,546 | 110,016 | 109,859 | 112,329 | Step 17 |
| Step 18 |  |  |  |  |  |  | 109,859 | 112,329 | 112,222 | 114,692 | Step 18 |
| Step 19 |  |  |  |  |  |  | 112,222 | 114,692 | 114,634 | 117,104 | Step 19 |
| Step 20 |  |  |  |  |  |  | 114,634 | 117,104 | 117,098 | 119,568 | Step 20 |
| Step 21 |  |  |  |  |  |  | 117,098 | 119,568 | 119,616 | 122,086 | Step 21 |
| Step 22 |  |  |  |  |  |  | 119,616 | 122,086 | 122,188 | 124,658 | Step 22 |
| Step 23 |  |  |  |  |  |  | 122,188 | 124,658 | 124,816 | 127,285 | Step 23 |
| Step 24 |  |  |  |  |  |  | 124,816 | 127,285 | 127,498 | 129,968 | Step 24 |
| Step 25 |  |  |  |  |  |  | 127,498 | 129,968 | 130,240 | 132,710 | Step 25 |
| Step 26 |  |  |  |  |  |  |  |  | 133,040 | 135,509 | Step 26 |
| Step 27 |  |  |  |  |  |  |  |  | 135,900 | 138,370 | Step 27 |
| Step 28 |  |  |  |  |  |  |  |  | 138,822 | 141,292 | Step 28 |

WILLITS UNIFIED SCHOOL DISTRICT
DISTRICT LIBRARIAN SALARY SCHEDULE

2022-23
193 WORK DAYS
(schedule \#01)

EFFECTIVE 07/01/2022
BOARD APPROVED 3/8/2023

|  | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | 1 | 1M | 2 | 2M | 3 | 3M | 4 | 4M | 5 | 5M |  |
|  | BA+30 | $\begin{aligned} & \mathrm{BA}+30+ \\ & \text { Masters } \end{aligned}$ | BA+45 | BA+45+ Masters | BA+60 | BA+60+ Masters | BA+75 | BA+75+ Masters | BA+90 | BA+90+ Masters |  |
| $\underset{\substack{\text { For Embededed } \\ \text { Credenial }}}{ }$ | BA+CR | BA+CR | CR+15 |  | CR+30 |  | CR+45 |  | CR+60 |  |  |
| Step 1 | 60,840 | 63,310 | 62,361 | 64,831 | 63,919 | 66,389 | 65,518 | 67,988 | 67,156 | 69,626 | Step 1 |
| Step 2 | 62,361 | 64,831 | 63,919 | 66,389 | 65,518 | 67,988 | 67,156 | 69,626 | 68,835 | 71,304 | Step 2 |
| Step 3 | 63,919 | 66,389 | 65,518 | 67,988 | 67,156 | 69,626 | 68,835 | 71,304 | 70,556 | 73,026 | Step 3 |
| Step 4 | 65,518 | 67,988 | 67,156 | 69,626 | 68,835 | 71,304 | 70,556 | 73,026 | 72,319 | 74,789 | Step 4 |
| Step 5 | 67,156 | 69,626 | 68,835 | 71,304 | 70,556 | 73,026 | 72,319 | 74,789 | 74,127 | 76,596 | Step 5 |
| Step 6 | 68,835 | 71,304 | 70,556 | 73,026 | 72,319 | 74,789 | 74,127 | 76,596 | 75,980 | 78,450 | Step 6 |
| Step 7 | 70,556 | 73,026 | 72,319 | 74,789 | 74,127 | 76,596 | 75,980 | 78,450 | 77,880 | 80,350 | Step 7 |
| Step 8 | 72,319 | 74,789 | 74,127 | 76,596 | 75,980 | 78,450 | 77,880 | 80,350 | 79,827 | 82,297 | Step 8 |
| Step 9 | 74,127 | 76,596 | 75,980 | 78,450 | 77,880 | 80,350 | 79,827 | 82,297 | 81,823 | 84,293 | Step 9 |
| Step 10 |  |  | 77,880 | 80,350 | 79,827 | 82,297 | 81,823 | 84,293 | 83,868 | 86,338 | Step 10 |
| Step 11 |  |  | 79,827 | 82,297 | 81,823 | 84,293 | 83,868 | 86,338 | 85,965 | 88,434 | Step 11 |
| Step 12 |  |  |  |  | 83,868 | 86,338 | 85,965 | 88,434 | 88,114 | 90,584 | Step 12 |
| Step 13 |  |  |  |  |  |  | 88,114 | 90,584 | 90,317 | 92,787 | Step 13 |
| Step 14 |  |  |  |  |  |  | 90,317 | 92,787 | 92,575 | 95,045 | Step 14 |
| Step 15 |  |  |  |  |  |  | 92,575 | 95,045 | 94,889 | 97,359 | Step 15 |
| Step 16 |  |  |  |  |  |  | 94,889 | 97,359 | 97,261 | 99,731 | Step 16 |
| Step 17 |  |  |  |  |  |  | 97,261 | 99,731 | 99,693 | 102,163 | Step 17 |
| Step 18 |  |  |  |  |  |  | 99,693 | 102,163 | 102,185 | 104,655 | Step 18 |
| Step 19 |  |  |  |  |  |  | 102,185 | 104,655 | 104,740 | 107,209 | Step 19 |
| Step 20 |  |  |  |  |  |  | 104,740 | 107,209 | 107,358 | 109,828 | Step 20 |
| Step 21 |  |  |  |  |  |  | 107,358 | 109,828 | 110,042 | 112,512 | Step 21 |
| Step 22 |  |  |  |  |  |  | 110,042 | 112,512 | 112,794 | 115,264 | Step 22 |
| Step 23 |  |  |  |  |  |  | 112,794 | 115,264 | 115,614 | 118,083 | Step 23 |
| Step 24 |  |  |  |  |  |  | 115,614 | 118,083 | 118,503 | 120,973 | Step 24 |
| Step 25 |  |  |  |  |  |  | 118,503 | 120,973 | 121,466 | 123,936 | Step 25 |
| Step 26 |  |  |  |  |  |  |  |  | 124,503 | 126,973 | Step 26 |
| Step 27 |  |  |  |  |  |  |  |  | 127,615 | 130,085 | Step 27 |
| Step 28 |  |  |  |  |  |  |  |  | 130,806 | 133,276 | Step 28 |

# WILLITS UNIFIED SCHOOL DISTRICT 

EFFECTIVE 07/01/2022
COUNSELOR

196 WORK DAYS (schedule \#01)

|  | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUM |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | 1 | 1M | 2 | 2M | 3 | 3M | 4 | 4M | 5 | 5M |  |
|  | ba+ceest | BA+30 | BA+30+ Masters | BA +45 | BA+45+ Masters | BA+60 | BA+60+ Masters | BA+75 | BA+75+ Masters | BA +90 | BA+90+ Masters |  |
| $\xrightarrow{\substack{\text { ForEmbedeec } \\ \text { Credenias }}}$ |  | BA+CR | BA+CR | CR+15 |  | CR+30 |  | CR+45 |  | CR+60 |  |  |
| Step 1 | 59,623 | 62,057 | 64,527 | 63,608 | 66,078 | 65,198 | 67,668 | 66,828 | 69,298 | 68,499 | 70,969 | Step 1 |
| Step 2 | 60,840 | 63,608 | 66,078 | 65,198 | 67,668 | 66,828 | 69,298 | 68,499 | 70,969 | 70,211 | 72,680 | Step 2 |
| Step 3 |  | 65,198 | 67,668 | 66,828 | 69,298 | 68,499 | 70,969 | 70,211 | 72,680 | 71,967 | 74,437 | Step 3 |
| Step 4 |  | 66,828 | 69,298 | 68,499 | 70,969 | 70,211 | 72,680 | 71,967 | 74,437 | 73,765 | 76,235 | Step 4 |
| Step 5 |  | 68,499 | 70,969 | 70,211 | 72,680 | 71,967 | 74,437 | 73,765 | 76,235 | 75,610 | 78,080 | Step 5 |
| Step 6 |  | 70,211 | 72,680 | 71,967 | 74,437 | 73,765 | 76,235 | 75,610 | 78,080 | 77,500 | 79,970 | Step 6 |
| Step 7 |  | 71,967 | 74,437 | 73,765 | 76,235 | 75,610 | 78,080 | 77,500 | 79,970 | 79,437 | 81,907 | Step 7 |
| Step 8 |  | 73,765 | 76,235 | 75,610 | 78,080 | 77,500 | 79,970 | 79,437 | 81,907 | 81,424 | 83,894 | Step 8 |
| Step 9 |  | 75,610 | 78,080 | 77,500 | 79,970 | 79,437 | 81,907 | 81,424 | 83,894 | 83,458 | 85,928 | Step 9 |
| Step 10 |  | 77,500 | 79,970 | 79,437 | 81,907 | 81,424 | 83,894 | 83,458 | 85,928 | 85,546 | 88,016 | Step 10 |
| Step 11 |  |  |  | 81,424 | 83,894 | 83,458 | 85,928 | 85,546 | 88,016 | 87,684 | 90,154 | Step 11 |
| Step 12 |  |  |  | 83,458 | 85,928 | 85,546 | 88,016 | 87,684 | 90,154 | 89,876 | 92,346 | Step 12 |
| Step 13 |  |  |  |  |  | 87,684 | 90,154 | 89,876 | 92,346 | 92,123 | 94,593 | Step 13 |
| Step 14 |  |  |  |  |  |  |  | 92,123 | 94,593 | 94,426 | 96,896 | Step 14 |
| Step 15 |  |  |  |  |  |  |  | 94,426 | 96,896 | 96,787 | 99,257 | Step 15 |
| Step 16 |  |  |  |  |  |  |  | 96,787 | 99,257 | 99,207 | 101,677 | Step 16 |
| Step 17 |  |  |  |  |  |  |  | 99,207 | 101,677 | 101,687 | 104,157 | Step 17 |
| Step 18 |  |  |  |  |  |  |  | 101,687 | 104,157 | 104,229 | 106,699 | Step 18 |
| Step 19 |  |  |  |  |  |  |  | 104,229 | 106,699 | 106,835 | 109,305 | Step 19 |
| Step 20 |  |  |  |  |  |  |  | 106,835 | 109,305 | 109,505 | 111,975 | Step 20 |
| Step 21 |  |  |  |  |  |  |  | 109,505 | 111,975 | 112,243 | 114,713 | Step 21 |
| Step 22 |  |  |  |  |  |  |  | 112,243 | 114,713 | 115,050 | 117,519 | Step 22 |
| Step 23 |  |  |  |  |  |  |  | 115,050 | 117,519 | 117,925 | 120,395 | Step 23 |
| Step 24 |  |  |  |  |  |  |  | 117,925 | 120,395 | 120,874 | 123,344 | Step 24 |
| Step 25 |  |  |  |  |  |  |  | 120,874 | 123,344 | 123,896 | 126,366 | Step 25 |
| Step 26 |  |  |  |  |  |  |  | 123,896 | 126,366 | 126,993 | 129,463 | Step 26 |
| Step 27 |  |  |  |  |  |  |  |  |  | 130,167 | 132,637 | Step 27 |
| Step 28 |  |  |  |  |  |  |  |  |  | 133,422 | 135,892 | Step 28 |

WILLITS UNIFIED SCHOOL DISTRICT
TEACHER SALARY SCHEDULE
\$ Effective 7/1/2023-12/31/2023 BOARD APPROVED 3/8/2023

2023-24
186 WORK DAYS
(schedule \#01)

|  | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | 1 | 1M | 2 | 2M | 3 | 3M | 4 | 4M | 5 | 5M |  |
|  | ba+Cbest | $B A+30$ | BA+30+ Masters | $B A+45$ | BA+45+ Masters | $B A+60$ | BA+60+ Masters | $B A+75$ | $\mathrm{BA}+75+$ <br> Masters | BA+90 | BA+90+ Masters |  |
| For Embedded Credential |  | $B A+C R$ | BA+CR | CR+15 |  | CR+30 |  | CR+45 |  | CR+60 |  |  |
| Step 1 | 56,752 | 59,331 | 61,949 | 60,814 | 63,433 | 62,334 | 64,952 | 63,893 | 66,511 | 65,490 | 68,108 | Step 1 |
| Step 2 | 58,041 | 60,814 | 63,433 | 62,334 | 64,952 | 63,893 | 66,511 | 65,490 | 68,108 | 67,127 | 69,745 | Step 2 |
| Step 3 |  | 62,334 | 64,952 | 63,893 | 66,511 | 65,490 | 68,108 | 67,127 | 69,745 | 68,805 | 71,423 | Step 3 |
| Step 4 |  | 63,893 | 66,511 | 65,490 | 68,108 | 67,127 | 69,745 | 68,805 | 71,423 | 70,525 | 73,143 | Step 4 |
| Step 5 |  | 65,490 | 68,108 | 67,127 | 69,745 | 68,805 | 71,423 | 70,525 | 73,143 | 72,289 | 74,907 | Step 5 |
| Step 6 |  | 67,127 | 69,745 | 68,805 | 71,423 | 70,525 | 73,143 | 72,289 | 74,907 | 74,096 | 76,714 | Step 6 |
| Step 7 |  | 68,805 | 71,423 | 70,525 | 73,143 | 72,289 | 74,907 | 74,096 | 76,714 | 75,949 | 78,567 | Step 7 |
| Step 8 |  | 70,525 | 73,143 | 72,289 | 74,907 | 74,096 | 76,714 | 75,949 | 78,567 | 77,847 | 80,466 | Step 8 |
| Step 9 |  | 72,289 | 74,907 | 74,096 | 76,714 | 75,949 | 78,567 | 77,847 | 80,466 | 79,793 | 82,411 | Step 9 |
| Step 10 |  | 74,096 | 76,714 | 75,949 | 78,567 | 77,847 | 80,466 | 79,793 | 82,411 | 81,787 | 84,406 | Step 10 |
| Step 11 |  |  |  | 77,847 | 80,466 | 79,793 | 82,411 | 81,787 | 84,406 | 83,833 | 86,451 | Step 11 |
| Step 12 |  |  |  | 79,793 | 82,411 | 81,787 | 84,406 | 83,833 | 86,451 | 85,928 | 88,547 | Step 12 |
| Step 13 |  |  |  |  |  | 83,833 | 86,451 | 85,928 | 88,547 | 88,077 | 90,695 | Step 13 |
| Step 14 |  |  |  |  |  |  |  | 88,077 | 90,695 | 90,279 | 92,897 | Step 14 |
| Step 15 |  |  |  |  |  |  |  | 90,279 | 92,897 | 92,536 | 95,154 | Step 15 |
| Step 16 |  |  |  |  |  |  |  | 92,536 | 95,154 | 94,849 | 97,467 | Step 16 |
| Step 17 |  |  |  |  |  |  |  | 94,849 | 97,467 | 97,221 | 99,839 | Step 17 |
| Step 18 |  |  |  |  |  |  |  | 97,221 | 99,839 | 99,651 | 102,270 | Step 18 |
| Step 19 |  |  |  |  |  |  |  | 97,221 | 99,839 | 102,142 | 104,760 | Step 19 |
| Step 20 |  |  |  |  |  |  |  | 97,221 | 99,839 | 104,695 | 107,313 | Step 20 |
| Step 21 |  |  |  |  |  |  |  | 97,221 | 99,839 | 107,313 | 109,931 | Step 21 |
| Step 22 |  |  |  |  |  |  |  | 97,221 | 99,839 | 109,996 | 112,614 | Step 22 |
| Step 23 |  |  |  |  |  |  |  | 97,221 | 99,839 | 109,996 | 112,614 | Step 23 |
| Step 24 |  |  |  |  |  |  |  | 97,221 | 99,839 | 109,996 | 112,614 | Step 24 |
| Step 25 |  |  |  |  |  |  |  | 97,221 | 99,839 | 109,996 | 112,614 | Step 25 |
| Step 26 |  |  |  |  |  |  |  |  |  | 109,996 | 112,614 | Step 26 |
| Step 27 |  |  |  |  |  |  |  |  |  | 109,996 | 112,614 | Step 27 |
| Step 28 |  |  |  |  |  |  |  |  |  | 109,996 | 112,614 | Step 28 |

WILLITS UNIFIED SCHOOL DISTRICT TEACHER SALARY SCHEDULE

EFFECTIVE 1/1/2024-6/30/2024 BOARD APPROVED 3/8/2023

2023-24
186 WORK DAYS
(schedule \#01)

|  | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | 1 | 1 M | 2 | 2M | 3 | 3M | 4 | 4M | 5 | 5M |  |
|  | ba+cbest | $B A+30$ | $\begin{aligned} & \hline \mathrm{BA}+30+ \\ & \text { Masters } \end{aligned}$ | BA+45 | BA+45+ Masters | BA+60 | BA+60+ Masters | BA+75 | BA+75+ Masters | BA+90 | $\overline{B A+90+}$ Masters |  |
| For Embeddeded Credential |  | BA+CR | BA+CR | CR+15 |  | CR+30 |  | CR+45 |  | CR+60 |  |  |
| Step 1 | 57,887 | 60,518 | 63,188 | 62,031 | 64,701 | 63,580 | 66,251 | 65,170 | 67,841 | 66,800 | 69,470 | Step 1 |
| Step 2 | 59,202 | 62,031 | 64,701 | 63,580 | 66,251 | 65,170 | 67,841 | 66,800 | 69,470 | 68,470 | 71,140 | Step 2 |
| Step 3 |  | 63,580 | 66,251 | 65,170 | 67,841 | 66,800 | 69,470 | 68,470 | 71,140 | 70,181 | 72,852 | Step 3 |
| Step 4 |  | 65,170 | 67,841 | 66,800 | 69,470 | 68,470 | 71,140 | 70,181 | 72,852 | 71,936 | 74,606 | Step 4 |
| Step 5 |  | 66,800 | 69,470 | 68,470 | 71,140 | 70,181 | 72,852 | 71,936 | 74,606 | 73,735 | 76,405 | Step 5 |
| Step 6 |  | 68,470 | 71,140 | 70,181 | 72,852 | 71,936 | 74,606 | 73,735 | 76,405 | 75,578 | 78,248 | Step 6 |
| Step 7 |  | 70,181 | 72,852 | 71,936 | 74,606 | 73,735 | 76,405 | 75,578 | 78,248 | 77,468 | 80,138 | Step 7 |
| Step 8 |  | 71,936 | 74,606 | 73,735 | 76,405 | 75,578 | 78,248 | 77,468 | 80,138 | 79,404 | 82,075 | Step 8 |
| Step 9 |  | 73,735 | 76,405 | 75,578 | 78,248 | 77,468 | 80,138 | 79,404 | 82,075 | 81,389 | 84,059 | Step 9 |
| Step 10 |  | 75,578 | 78,248 | 77,468 | 80,138 | 79,404 | 82,075 | 81,389 | 84,059 | 83,423 | 86,094 | Step 10 |
| Step 11 |  |  |  | 79,404 | 82,075 | 81,389 | 84,059 | 83,423 | 86,094 | 85,509 | 88,180 | Step 11 |
| Step 12 |  |  |  | 81,389 | 84,059 | 83,423 | 86,094 | 85,509 | 88,180 | 87,647 | 90,317 | Step 12 |
| Step 13 |  |  |  |  |  | 85,509 | 88,180 | 87,647 | 90,317 | 89,838 | 92,508 | Step 13 |
| Step 14 |  |  |  |  |  |  |  | 89,838 | 92,508 | 92,085 | 94,755 | Step 14 |
| Step 15 |  |  |  |  |  |  |  | 92,085 | 94,755 | 94,387 | 97,057 | Step 15 |
| Step 16 |  |  |  |  |  |  |  | 94,387 | 97,057 | 96,746 | 99,417 | Step 16 |
| Step 17 |  |  |  |  |  |  |  | 96,746 | 99,417 | 99,165 | 101,835 | Step 17 |
| Step 18 |  |  |  |  |  |  |  | 99,165 | 101,835 | 101,644 | 104,315 | Step 18 |
| Step 19 |  |  |  |  |  |  |  | 99,165 | 101,835 | 104,184 | 106,855 | Step 19 |
| Step 20 |  |  |  |  |  |  |  | 99,165 | 101,835 | 106,789 | 109,459 | Step 20 |
| Step 21 |  |  |  |  |  |  |  | 99,165 | 101,835 | 109,460 | 112,130 | Step 21 |
| Step 22 |  |  |  |  |  |  |  | 99,165 | 101,835 | 112,196 | 114,866 | Step 22 |
| Step 23 |  |  |  |  |  |  |  | 99,165 | 101,835 | 112,196 | 114,866 | Step 23 |
| Step 24 |  |  |  |  |  |  |  | 99,165 | 101,835 | 112,196 | 114,866 | Step 24 |
| Step 25 |  |  |  |  |  |  |  | 99,165 | 101,835 | 112,196 | 114,866 | Step 25 |
| Step 26 |  |  |  |  |  |  |  |  |  | 112,196 | 114,866 | Step 26 |
| Step 27 |  |  |  |  |  |  |  |  |  | 112,196 | 114,866 | Step 27 |
| Step 28 |  |  |  |  |  |  |  |  |  | 112,196 | 114,866 | Step 28 |

WILLITS UNIFIED SCHOOL DISTRICT
COUNSELOR
SALARY SCHEDULE
2023-24
196 WORK DAYS (schedule \#01)

EFFECTIVE 7/1/2023-12/31/2023 BOARD APPROVED 3/8/2023

|  | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | 1 | 1M | 2 | 2M | 3 | 3M | 4 | 4M | 5 | 5M |  |
|  | ${ }_{\text {Ba }}$ A8Esst | BA +30 | BA+30+ | BA +45 | BA+45+ | BA+60 | $\begin{aligned} & \text { BA+60+ } \\ & \text { Masters } \end{aligned}$ | BA +75 | BA+75+ | BA +90 | $\mathrm{BA}+90+$ Masters |  |
| $\underset{\substack{\text { For Embededed } \\ \text { Cesederade }}}{ }$ |  | BA+CR | BA+CR | CR+15 |  | CR+30 |  | CR+45 |  | CR+60 |  |  |
| Step 1 | 63,201 | 65,780 | 68,398 | 67,425 | 70,043 | 69,110 | 71,728 | 70,838 | 73,456 | 72,609 | 75,227 | Step 1 |
| Step 2 | 64,490 | 67,425 | 70,043 | 69,110 | 71,728 | 70,838 | 73,456 | 72,609 | 75,227 | 74,423 | 77,041 | Step 2 |
| Step 3 |  | 69,110 | 71,728 | 70,838 | 73,456 | 72,609 | 75,227 | 74,423 | 77,041 | 76,285 | 78,903 | Step 3 |
| Step 4 |  | 70,838 | 73,456 | 72,609 | 75,227 | 74,423 | 77,041 | 76,285 | 78,903 | 78,191 | 80,809 | Step 4 |
| Step 5 |  | 72,609 | 75,227 | 74,423 | 77,041 | 76,285 | 78,903 | 78,191 | 80,809 | 80,147 | 82,765 | Step 5 |
| Step 6 |  | 74,423 | 77,041 | 76,285 | 78,903 | 78,191 | 80,809 | 80,147 | 82,765 | 82,150 | 84,768 | Step 6 |
| Step 7 |  | 76,285 | 78,903 | 78,191 | 80,809 | 80,147 | 82,765 | 82,150 | 84,768 | 84,203 | 86,822 | Step 7 |
| Step 8 |  | 78,191 | 80,809 | 80,147 | 82,765 | 82,150 | 84,768 | 84,203 | 86,822 | 86,309 | 88,927 | Step 8 |
| Step 9 |  | 80,147 | 82,765 | 82,150 | 84,768 | 84,203 | 86,822 | 86,309 | 88,927 | 88,466 | 91,084 | Step 9 |
| Step 10 |  | 82,150 | 84,768 | 84,203 | 86,822 | 86,309 | 88,927 | 88,466 | 91,084 | 90,678 | 93,297 | Step 10 |
| Step 11 |  |  |  | 86,309 | 88,927 | 88,466 | 91,084 | 90,678 | 93,297 | 92,946 | 95,564 | Step 11 |
| Step 12 |  |  |  | 88,466 | 91,084 | 90,678 | 93,297 | 92,946 | 95,564 | 95,268 | 97,887 | Step 12 |
| Step 13 |  |  |  |  |  | 92,946 | 95,564 | 95,268 | 97,887 | 97,651 | 100,269 | Step 13 |
| Step 14 |  |  |  |  |  |  |  | 97,651 | 100,269 | 100,092 | 102,710 | Step 14 |
| Step 15 |  |  |  |  |  |  |  | 100,092 | 102,710 | 102,594 | 105,213 | Step 15 |
| Step 16 |  |  |  |  |  |  |  | 102,594 | 105,213 | 105,159 | 107,777 | Step 16 |
| Step 17 |  |  |  |  |  |  |  | 105,159 | 107,777 | 107,788 | 110,406 | Step 17 |
| Step 18 |  |  |  |  |  |  |  | 107,788 | 110,406 | 110,483 | 113,101 | Step 18 |
| Step 19 |  |  |  |  |  |  |  | 110,483 | 113,101 | 113,245 | 115,863 | Step 19 |
| Step 20 |  |  |  |  |  |  |  | 113,245 | 115,863 | 116,075 | 118,693 | Step 20 |
| Step 21 |  |  |  |  |  |  |  | 116,075 | 118,693 | 118,977 | 121,596 | Step 21 |
| Step 22 |  |  |  |  |  |  |  | 118,977 | 121,596 | 121,953 | 124,571 | Step 22 |
| Step 23 |  |  |  |  |  |  |  | 121,953 | 124,571 | 125,001 | 127,619 | Step 23 |
| Step 24 |  |  |  |  |  |  |  | 125,001 | 127,619 | 128,126 | 130,745 | Step 24 |
| Step 25 |  |  |  |  |  |  |  | 128,126 | 130,745 | 131,330 | 133,948 | Step 25 |
| Step 26 |  |  |  |  |  |  |  |  |  | 134,613 | 137,231 | Step 26 |
| Step 27 |  |  |  |  |  |  |  |  |  | 137,977 | 140,595 | Step 27 |
| Step 28 |  |  |  |  |  |  |  |  |  | 141,427 | 144,046 | Step 28 |

COUNSELOR
SALARY SCHEDULE
2023-24
196 WORK DAYS
(schedule \#01)

|  | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | A | 1 | 1M | 2 | 2M | 3 | 3M | 4 | 4M | 5 | 5M |  |
|  | 日atcesst | BA +30 | $\mathrm{BA}+30+$ Masters | BA+45 | BA+45+ <br> Masters | BA +60 | BA+60+ Masters | BA+75 | $\mathrm{BA}+75+$ Masters | BA +90 | BA+90+ |  |
|  |  | BA+CR | BA+CR | CR+15 |  | CR+30 |  | CR+45 |  | CR+60 |  |  |
| Step 1 | 64,465 | 67,096 | 69,766 | 68,773 | 71,444 | 70,492 | 73,163 | 72,254 | 74,925 | 74,061 | 76,731 | Step 1 |
| Step 2 | 65,780 | 68,773 | 71,444 | 70,492 | 73,163 | 72,254 | 74,925 | 74,061 | 76,731 | 75,912 | 78,582 | Step 2 |
| Step 3 |  | 70,492 | 73,163 | 72,254 | 74,925 | 74,061 | 76,731 | 75,912 | 78,582 | 77,810 | 80,481 | Step 3 |
| Step 4 |  | 72,254 | 74,925 | 74,061 | 76,731 | 75,912 | 78,582 | 77,810 | 80,481 | 79,755 | 82,425 | Step 4 |
| Step 5 |  | 74,061 | 76,731 | 75,912 | 78,582 | 77,810 | 80,481 | 79,755 | 82,425 | 81,750 | 84,420 | Step 5 |
| Step 6 |  | 75,912 | 78,582 | 77,810 | 80,481 | 79,755 | 82,425 | 81,750 | 84,420 | 83,793 | 86,463 | Step 6 |
| Step 7 |  | 77,810 | 80,481 | 79,755 | 82,425 | 81,750 | 84,420 | 83,793 | 86,463 | 85,887 | 88,558 | Step 7 |
| Step 8 |  | 79,755 | 82,425 | 81,750 | 84,420 | 83,793 | 86,463 | 85,887 | 88,558 | 88,035 | 90,706 | Step 8 |
| Step 9 |  | 81,750 | 84,420 | 83,793 | 86,463 | 85,887 | 88,558 | 88,035 | 90,706 | 90,235 | 92,906 | Step 9 |
| Step 10 |  | 83,793 | 86,463 | 85,887 | 88,558 | 88,035 | 90,706 | 90,235 | 92,906 | 92,492 | 95,162 | Step 10 |
| Step 11 |  |  |  | 88,035 | 90,706 | 90,235 | 92,906 | 92,492 | 95,162 | 94,804 | 97,475 | Step 11 |
| Step 12 |  |  |  | 90,235 | 92,906 | 92,492 | 95,162 | 94,804 | 97,475 | 97,174 | 99,844 | Step 12 |
| Step 13 |  |  |  |  |  | 94,804 | 97,475 | 97,174 | 99,844 | 99,604 | 102,274 | Step 13 |
| Step 14 |  |  |  |  |  |  |  | 99,604 | 102,274 | 102,093 | 104,764 | Step 14 |
| Step 15 |  |  |  |  |  |  |  | 102,093 | 104,764 | 104,646 | 107,317 | Step 15 |
| Step 16 |  |  |  |  |  |  |  | 104,646 | 107,317 | 107,262 | 109,933 | Step 16 |
| Step 17 |  |  |  |  |  |  |  | 107,262 | 109,933 | 109,944 | 112,614 | Step 17 |
| Step 18 |  |  |  |  |  |  |  | 109,944 | 112,614 | 112,693 | 115,363 | Step 18 |
| Step 19 |  |  |  |  |  |  |  | 112,693 | 115,363 | 115,510 | 118,180 | Step 19 |
| Step 20 |  |  |  |  |  |  |  | 115,510 | 118,180 | 118,397 | 121,067 | Step 20 |
| Step 21 |  |  |  |  |  |  |  | 118,397 | 121,067 | 121,357 | 124,027 | Step 21 |
| Step 22 |  |  |  |  |  |  |  | 121,357 | 124,027 | 124,392 | 127,062 | Step 22 |
| Step 23 |  |  |  |  |  |  |  | 124,392 | 127,062 | 127,501 | 130,171 | Step 23 |
| Step 24 |  |  |  |  |  |  |  | 127,501 | 130,171 | 130,689 | 133,359 | Step 24 |
| Step 25 |  |  |  |  |  |  |  | 130,689 | 133,359 | 133,956 | 136,627 | Step 25 |
| Step 26 |  |  |  |  |  |  |  |  |  | 137,305 | 139,975 | Step 26 |
| Step 27 |  |  |  |  |  |  |  |  |  | 140,737 | 143,407 | Step 27 |
| Step 28 |  |  |  |  |  |  |  |  |  | 144,256 | 146,926 | Step 28 |

```
    WILLITS UNIFIED SCHOOL DISTRICT # EFFECTIVE 7/1/2023-12/31/2023
    SCHOOL PSYCHOLOGIST
    BOARD APPROVED 3/8/2023
SPEECH AND LANGUAGE SPECIALIST
    PUBLIC SCHOOL NURSE
    SALARY SCHEDULE
        2023-24
    191 WORK DAYS
        (schedule #01)
```

|  | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | 1 | 1M | 2 | 2M | 3 | 3M | 4 | 4M | 5 | 5M |  |
|  | BA+30 | BA+30+ Masters | BA+45 | BA+45+ Masters | BA+60 | BA+60+ Masters | BA+75 | BA+75+ Masters | BA+90 | BA+90+ Masters |  |
|  | BA+CR | BA+CR | CR+15 |  | CR+30 |  | CR+45 |  | CR+60 |  |  |
| Step 1 | 76,099 | 78,717 | 77,734 | 80,353 | 79,405 | 81,875 | 81,113 | 83,731 | 82,857 | 85,475 | Step 1 |
| Step 2 | 77,734 | 80,353 | 79,405 | 81,875 | 81,113 | 83,583 | 82,857 | 85,475 | 84,639 | 87,257 | Step 2 |
| Step 3 | 79,405 | 82,023 | 81,113 | 83,583 | 82,857 | 85,327 | 84,639 | 87,257 | 86,458 | 89,076 | Step 3 |
| Step 4 | 81,113 | 83,731 | 82,857 | 85,327 | 84,639 | 87,109 | 86,458 | 89,076 | 88,317 | 90,935 | Step 4 |
| Step 5 | 82,857 | 85,475 | 84,639 | 87,109 | 86,458 | 88,928 | 88,317 | 90,935 | 90,216 | 92,834 | Step 5 |
| Step 6 | 84,639 | 87,257 | 86,458 | 88,928 | 88,317 | 90,787 | 90,216 | 92,834 | 92,156 | 94,774 | Step 6 |
| Step 7 | 86,458 | 89,076 | 88,317 | 90,787 | 90,216 | 92,686 | 92,156 | 94,774 | 94,136 | 96,754 | Step 7 |
| Step 8 | 88,317 | 90,935 | 90,216 | 92,686 | 92,156 | 94,626 | 94,136 | 96,754 | 96,160 | 98,778 | Step 8 |
| Step 9 | 90,216 | 92,834 | 92,156 | 94,626 | 94,136 | 96,606 | 96,160 | 98,778 | 98,228 | 100,846 | Step 9 |
| Step 10 |  |  | 94,136 | 96,606 | 96,160 | 98,630 | 98,228 | 100,846 | 100,340 | 102,958 | Step 10 |
| Step 11 |  |  | 96,160 | 98,630 | 98,228 | 100,698 | 100,340 | 102,958 | 102,498 | 105,116 | Step 11 |
| Step 12 |  |  |  |  | 100,340 | 102,810 | 102,498 | 105,116 | 104,701 | 107,320 | Step 12 |
| Step 13 |  |  |  |  |  |  | 104,701 | 107,320 | 106,952 | 109,571 | Step 13 |
| Step 14 |  |  |  |  |  |  | 106,952 | 109,571 | 109,252 | 111,870 | Step 14 |
| Step 15 |  |  |  |  |  |  | 109,252 | 111,870 | 111,601 | 114,219 | Step 15 |
| Step 16 |  |  |  |  |  |  | 111,601 | 114,219 | 113,999 | 116,617 | Step 16 |
| Step 17 |  |  |  |  |  |  | 113,999 | 116,617 | 116,451 | 119,069 | Step 17 |
| Step 18 |  |  |  |  |  |  | 116,451 | 119,069 | 118,955 | 121,573 | Step 18 |
| Step 19 |  |  |  |  |  |  | 118,955 | 121,573 | 121,512 | 124,131 | Step 19 |
| Step 20 |  |  |  |  |  |  | 121,512 | 124,131 | 124,124 | 126,742 | Step 20 |
| Step 21 |  |  |  |  |  |  | 124,124 | 126,742 | 126,793 | 129,411 | Step 21 |
| Step 22 |  |  |  |  |  |  | 126,793 | 129,411 | 129,519 | 132,137 | Step 22 |
| Step 23 |  |  |  |  |  |  | 129,519 | 132,137 | 132,305 | 134,923 | Step 23 |
| Step 24 |  |  |  |  |  |  | 132,305 | 134,923 | 135,148 | 137,767 | Step 24 |
| Step 25 |  |  |  |  |  |  | 135,148 | 137,767 | 14,034 | 16,652 | Step 25 |
| Step 26 |  |  |  |  |  |  |  |  | 141,022 | 143,640 | Step 26 |
| Step 27 |  |  |  |  |  |  |  |  | 144,054 | 146,672 | Step 27 |
| Step 28 |  |  |  |  |  |  |  |  | 147,151 | 149,769 | Step 28 |

## WILLITS UNIFIED SCHOOL DISTRICT\& EFFECTIVE 1/1/2024-6/30/2024 SCHOOL PSYCHOLOGIST BOARD APPROVED 3/8/2023 SPEECH AND LANGUAGE SPECIALIST <br> PUBLIC SCHOOL NURSE <br> SALARY SCHEDULE <br> 2023-24 <br> 191 WORK DAYS <br> (schedule \#01)

|  | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | 1 | 1M | 2 | 2M | 3 | 3M | 4 | 4M | 5 | 5M |  |
|  | BA+30 | $B A+30+$ Masters | BA+45 | BA+45+ Masters | BA+60 | BA+60+ Masters | BA+75 | BA+75+ Masters | BA+90 | $\begin{aligned} & \hline \text { BA+90+ } \\ & \text { Masters } \\ & \hline \end{aligned}$ |  |
| $\underset{\substack{\text { For Embedoed } \\ \text { Credenial }}}{ }$ | BA+CR | BA+CR | CR+15 |  | CR+30 |  | CR+45 |  | CR+60 |  |  |
| Step 1 | 77,621 | 80,291 | 79,289 | 81,960 | 80,993 | 83,611 | 82,735 | 85,405 | 84,514 | 87,184 | Step 1 |
| Step 2 | 79,289 | 81,960 | 80,993 | 83,611 | 82,735 | 85,353 | 84,514 | 87,184 | 86,331 | 89,002 | Step 2 |
| Step 3 | 80,993 | 83,664 | 82,735 | 85,353 | 84,514 | 87,132 | 86,331 | 89,002 | 88,187 | 90,858 | Step 3 |
| Step 4 | 82,735 | 85,405 | 84,514 | 87,132 | 86,331 | 88,949 | 88,187 | 90,858 | 90,083 | 92,754 | Step 4 |
| Step 5 | 84,514 | 87,184 | 86,331 | 88,949 | 88,187 | 90,805 | 90,083 | 92,754 | 92,020 | 94,691 | Step 5 |
| Step 6 | 86,331 | 89,002 | 88,187 | 90,805 | 90,083 | 92,701 | 92,020 | 94,691 | 93,999 | 96,669 | Step 6 |
| Step 7 | 88,187 | 90,858 | 90,083 | 92,701 | 92,020 | 94,638 | 93,999 | 96,669 | 96,019 | 98,689 | Step 7 |
| Step 8 | 90,083 | 92,754 | 92,020 | 94,638 | 93,999 | 96,617 | 96,019 | 98,689 | 98,083 | 100,754 | Step 8 |
| Step 9 | 92,020 | 94,691 | 93,999 | 96,617 | 96,019 | 98,637 | 98,083 | 100,754 | 100,192 | 102,862 | Step 9 |
| Step 10 |  |  | 96,019 | 98,637 | 98,083 | 100,701 | 100,192 | 102,862 | 102,346 | 105,017 | Step 10 |
| Step 11 |  |  | 98,083 | 100,701 | 100,192 | 102,810 | 102,346 | 105,017 | 104,548 | 107,218 | Step 11 |
| Step 12 |  |  |  |  | 102,346 | 104,964 | 104,548 | 107,218 | 106,795 | 109,466 | Step 12 |
| Step 13 |  |  |  |  |  |  | 106,795 | 109,466 | 109,091 | 111,762 | Step 13 |
| Step 14 |  |  |  |  |  |  | 109,091 | 111,762 | 111,437 | 114,107 | Step 14 |
| Step 15 |  |  |  |  |  |  | 111,437 | 114,107 | 113,833 | 116,503 | Step 15 |
| Step 16 |  |  |  |  |  |  | 113,833 | 116,503 | 116,279 | 118,950 | Step 16 |
| Step 17 |  |  |  |  |  |  | 116,279 | 118,950 | 118,780 | 121,450 | Step 17 |
| Step 18 |  |  |  |  |  |  | 118,780 | 121,450 | 121,334 | 124,004 | Step 18 |
| Step 19 |  |  |  |  |  |  | 121,334 | 124,004 | 123,943 | 126,613 | Step 19 |
| Step 20 |  |  |  |  |  |  | 123,943 | 126,613 | 126,607 | 129,277 | Step 20 |
| Step 21 |  |  |  |  |  |  | 126,607 | 129,277 | 129,329 | 131,999 | Step 21 |
| Step 22 |  |  |  |  |  |  | 129,329 | 131,999 | 132,109 | 134,780 | Step 22 |
| Step 23 |  |  |  |  |  |  | 132,109 | 134,780 | 134,951 | 137,621 | Step 23 |
| Step 24 |  |  |  |  |  |  | 134,951 | 137,621 | 137,851 | 140,522 | Step 24 |
| Step 25 |  |  |  |  |  |  | 137,851 | 140,522 | 14,315 | 16,985 | Step 25 |
| Step 26 |  |  |  |  |  |  |  |  | 143,842 | 146,513 | Step 26 |
| Step 27 |  |  |  |  |  |  |  |  | 146,935 | 149,606 | Step 27 |
| Step 28 |  |  |  |  |  |  |  |  | 150,094 | 152,764 | Step 28 |

WILLITS UNIFIED SCHOOL DISTRICT * EFFECTIVE 7/1/2023-12/31/2023
DISTRICT LIBRARIAN

## SALARY SCHEDULE

2023-24
193 WORK DAYS
(schedule \#01)

|  | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | -1 | 1M | 2 | 2M | 3 | 3M | 4 | 4M | 5 | 5M |  |
|  | BA+30 | $\mathrm{BA}+30+$ Masters | BA+45 | BA+45+ Masters | BA+60 | $\begin{aligned} & \text { BA+60+ } \\ & \text { Masters } \\ & \hline \end{aligned}$ | BA+75 | $\begin{aligned} & \hline \mathrm{BA}+75+ \\ & \text { Masters } \\ & \hline \end{aligned}$ | BA+90 | BA+90+ Masters |  |
| $\xrightarrow{\text { For Embedead }}$ Ciedenial | BA+CR | BA+CR | CR+15 |  | CR+30 |  | CR+45 |  | CR+60 |  |  |
| Step 1 | 64,490 | 67,109 | 66,103 | 68,721 | 67,755 | 70,373 | 69,449 | 72,067 | 71,185 | 73,803 | Step 1 |
| Step 2 | 66,103 | 68,721 | 67,755 | 70,373 | 69,449 | 72,067 | 71,185 | 73,803 | 72,965 | 75,583 | Step 2 |
| Step 3 | 67,755 | 70,373 | 69,449 | 72,067 | 71,185 | 73,803 | 72,965 | 75,583 | 74,789 | 77,407 | Step 3 |
| Step 4 | 69,449 | 72,067 | 71,185 | 73,803 | 72,965 | 75,583 | 74,789 | 77,407 | 76,658 | 79,276 | Step 4 |
| Step 5 | 71,185 | 73,803 | 72,965 | 75,583 | 74,789 | 77,407 | 76,658 | 79,276 | 78,574 | 81,192 | Step 5 |
| Step 6 | 72,965 | 75,583 | 74,789 | 77,407 | 76,658 | 79,276 | 78,574 | 81,192 | 80,539 | 83,157 | Step 6 |
| Step 7 | 74,789 | 77,407 | 76,658 | 79,276 | 78,574 | 81,192 | 80,539 | 83,157 | 82,553 | 85,171 | Step 7 |
| Step 8 | 76,658 | 79,276 | 78,574 | 81,192 | 80,539 | 83,157 | 82,553 | 85,171 | 84,616 | 87,235 | Step 8 |
| Step 9 | 78,574 | 81,192 | 80,539 | 83,157 | 82,553 | 85,171 | 84,616 | 87,235 | 86,732 | 89,350 | Step 9 |
| Step 10 |  |  | 82,553 | 85,171 | 84,616 | 87,235 | 86,732 | 89,350 | 88,900 | 91,518 | Step 10 |
| Step 11 |  |  | 84,616 | 87,235 | 86,732 | 89,350 | 88,900 | 91,518 | 91,122 | 93,741 | Step 11 |
| Step 12 |  |  |  |  | 88,900 | 91,518 | 91,122 | 93,741 | 93,401 | 96,019 | Step 12 |
| Step 13 |  |  |  |  |  |  | 93,401 | 96,019 | 95,736 | 98,354 | Step 13 |
| Step 14 |  |  |  |  |  |  | 95,736 | 98,354 | 98,130 | 100,748 | Step 14 |
| Step 15 |  |  |  |  |  |  | 98,130 | 100,748 | 100,583 | 103,201 | Step 15 |
| Step 16 |  |  |  |  |  |  | 100,583 | 103,201 | 103,097 | 105,715 | Step 16 |
| Step 17 |  |  |  |  |  |  | 103,097 | 105,715 | 105,675 | 108,293 | Step 17 |
| Step 18 |  |  |  |  |  |  | 105,675 | 108,293 | 108,317 | 110,935 | Step 18 |
| Step 19 |  |  |  |  |  |  | 108,317 | 110,935 | 111,024 | 113,642 | Step 19 |
| Step 20 |  |  |  |  |  |  | 111,024 | 113,642 | 113,800 | 116,418 | Step 20 |
| Step 21 |  |  |  |  |  |  | 113,800 | 116,418 | 116,645 | 119,263 | Step 21 |
| Step 22 |  |  |  |  |  |  | 116,645 | 119,263 | 119,561 | 122,180 | Step 22 |
| Step 23 |  |  |  |  |  |  | 119,561 | 122,180 | 122,550 | 125,169 | Step 23 |
| Step 24 |  |  |  |  |  |  | 122,550 | 125,169 | 125,614 | 128,232 | Step 24 |
| Step 25 |  |  |  |  |  |  | 125,614 | 128,232 | 128,754 | 131,372 | Step 25 |
| Step 26 |  |  |  |  |  |  |  |  | 131,973 | 134,592 | Step 26 |
| Step 27 |  |  |  |  |  |  |  |  | 135,272 | 137,891 | Step 27 |
| Step 28 |  |  |  |  |  |  |  |  | 138,654 | 141,273 | Step 28 |

WILLITS UNIFIED SCHOOL DISTRICT DISTRICT LIBRARIAN SALARY SCHEDULE

2023-24
193 WORK DAYS
(schedule \#01)

EFFECTIVE 1/1/2024-6/30/2024 BOARD APPROVED 3/8/2023

|  | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN | COLUMN |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | 1 | 1M | 2 | 2M | 3 | 3M | 4 | 4M | 5 | 5M |  |
|  | BA+30 | BA+30+ Masters | BA+45 | BA+45+ Masters | BA+60 | BA+60+ Masters | BA+75 | $B A+75+$ <br> Masters | BA+90 | BA+90+ Masters |  |
| $\xrightarrow{\text { For Embedded }}$ Credental | BA+CR | BA+CR | CR+15 |  | CR+30 |  | CR+45 |  | CR+60 |  |  |
| Step 1 | 65,780 | 68,451 | 67,425 | 70,095 | 69,110 | 71,780 | 70,838 | 73,508 | 72,609 | 75,279 | Step 1 |
| Step 2 | 67,425 | 70,095 | 69,110 | 71,780 | 70,838 | 73,508 | 72,609 | 75,279 | 74,424 | 77,094 | Step 2 |
| Step 3 | 69,110 | 71,780 | 70,838 | 73,508 | 72,609 | 75,279 | 74,424 | 77,094 | 76,285 | 78,955 | Step 3 |
| Step 4 | 70,838 | 73,508 | 72,609 | 75,279 | 74,424 | 77,094 | 76,285 | 78,955 | 78,191 | 80,862 | Step 4 |
| Step 5 | 72,609 | 75,279 | 74,424 | 77,094 | 76,285 | 78,955 | 78,191 | 80,862 | 80,146 | 82,816 | Step 5 |
| Step 6 | 74,424 | 77,094 | 76,285 | 78,955 | 78,191 | 80,862 | 80,146 | 82,816 | 82,149 | 84,820 | Step 6 |
| Step 7 | 76,285 | 78,955 | 78,191 | 80,862 | 80,146 | 82,816 | 82,149 | 84,820 | 84,204 | 86,874 | Step 7 |
| Step 8 | 78,191 | 80,862 | 80,146 | 82,816 | 82,149 | 84,820 | 84,204 | 86,874 | 86,309 | 88,979 | Step 8 |
| Step 9 | 80,146 | 82,816 | 82,149 | 84,820 | 84,204 | 86,874 | 86,309 | 88,979 | 88,467 | 91,137 | Step 9 |
| Step 10 |  |  | 84,204 | 86,874 | 86,309 | 88,979 | 88,467 | 91,137 | 90,678 | 93,348 | Step 10 |
| Step 11 |  |  | 86,309 | 88,979 | 88,467 | 91,137 | 90,678 | 93,348 | 92,945 | 95,615 | Step 11 |
| Step 12 |  |  |  |  | 90,678 | 93,348 | 92,945 | 95,615 | 95,269 | 97,939 | Step 12 |
| Step 13 |  |  |  |  |  |  | 95,269 | 97,939 | 97,651 | 100,321 | Step 13 |
| Step 14 |  |  |  |  |  |  | 97,651 | 100,321 | 100,092 | 102,763 | Step 14 |
| Step 15 |  |  |  |  |  |  | 100,092 | 102,763 | 102,594 | 105,265 | Step 15 |
| Step 16 |  |  |  |  |  |  | 102,594 | 105,265 | 105,159 | 107,829 | Step 16 |
| Step 17 |  |  |  |  |  |  | 105,159 | 107,829 | 107,788 | 110,459 | Step 17 |
| Step 18 |  |  |  |  |  |  | 107,788 | 110,459 | 110,483 | 113,153 | Step 18 |
| Step 19 |  |  |  |  |  |  | 110,483 | 113,153 | 113,244 | 115,915 | Step 19 |
| Step 20 |  |  |  |  |  |  | 113,244 | 115,915 | 116,076 | 118,746 | Step 20 |
| Step 21 |  |  |  |  |  |  | 116,076 | 118,746 | 118,977 | 121,648 | Step 21 |
| Step 22 |  |  |  |  |  |  | 118,977 | 121,648 | 121,953 | 124,623 | Step 22 |
| Step 23 |  |  |  |  |  |  | 121,953 | 124,623 | 125,001 | 127,672 | Step 23 |
| Step 24 |  |  |  |  |  |  | 125,001 | 127,672 | 128,126 | 130,796 | Step 24 |
| Step 25 |  |  |  |  |  |  | 128,126 | 130,796 | 131,329 | 133,999 | Step 25 |
| Step 26 |  |  |  |  |  |  |  |  | 134,613 | 137,283 | Step 26 |
| Step 27 |  |  |  |  |  |  |  |  | 137,978 | 140,648 | Step 27 |
| Step 28 |  |  |  |  |  |  |  |  | 141,427 | 144,098 | Step 28 |

