

CERTIFICATED EMPLOYEES

ABSENCE FROM DUTY

It is the duty of the principal or department head to ascertain the facts concerning the absence of employees assigned to their respective schools or departments. Except as provided in district policies and procedures and with the approval of the principal or department head, employees shall not be absent during duty time.

Sick Leave

Annual Allowance

Ten-month employees and eleven-month employees (199 or 214 days) are granted 11 days and twelve-month employees are granted 12 days of sick leave at full pay during each school year. Upon termination, one day's salary will be deducted for each month remaining on contract or as provided by law or valid collective bargaining agreement.

Accumulation

Unused sick leave shall accumulate from year to year and shall be posted on July 1 of each year (not applicable to day-by-day or long-term substitutes).

Provisions When Sick Leave Exhausted

The provisions of Education Code Section 44977 become effective when the employee's current annual sick leave and after all accumulated vacation time has been used, as follows:

At full salary: Current annual leave or such longer time as the Board has specified under Section 44978

At full salary: Industrial accident leave if applicable

At full salary: All accumulated sick leave

At differential salary: As provided in Section 44977 for a period of five school months

After the employee on medical leave exhausts all available sick leave, including current fiscal year; accumulated vacation time, if applicable; compensatory time, if applicable; and/or industrial leave, if applicable, such employee is entitled to five months (100 workdays) including school holidays, of additional non-accumulative sick leave with a deduction for the amount actually paid to a substitute or, if no substitute is employed, the amount that would have been paid to a substitute.

If the employee returns to work in the same fiscal year after exhausting all available sick leave, including the 100 days provision, then further absences for non-industrial illness of injury shall be without compensation.

An employee on a medical leave that extends into the following fiscal year is entitled to the normal allotment of sick leave days.

Benefits Upon Interruption of Service

Interruption of service for a period of thirty-nine months shall void the accumulated sick leave unless the employee is returning under the provisions of Education Code Section 44931 (military leave). Leaves of absence shall not be construed as an interruption of service.

Benefits During Vacation

Employees who become ill or disabled while on vacation may use accumulated sick leave upon verification by the principal or department head.

Transfer of Accumulated Sick Leave

Requests for transfer of accumulated sick leave from another school district shall be requested by the employee within one year of employment and verified in accordance with regulations set forth in the Education Code.

Approved Reasons for Deduction

Personal Illness

Sick leave claims must be verified by the principal or department head when the absence does not exceed ten days. Absences exceeding ten days must be verified by a duly licensed physician or practitioner with an anticipated return date established in writing. Refer to "Leaves of Absence" for more information.

Family Illness

Absence without loss of salary is allowed for thirty days due to illness of spouse, child, mother, father, mother-in-law, father-in-law, brother or sister. This absence shall not be in addition to days allowed for sick leave. Verification of illness may be required.

Quarantine or Isolation

No employee shall return to service who has not filed with Personnel Services an exclusion and readmittance card issued by the city or county health department or by a duly licensed physician.

Bereavement

Absence without loss of salary is allowed for five days, upon the death of 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 or sister of the unit member, "step" relations of the above, or any relative living in the immediate household of the above, or any relative living in the immediate household of the unit member.

Absence without loss of salary is allowed for three days upon the death of a relative other than those named above or upon the death of a close friend. This absence shall not be in addition to sick leave and will be deducted from allowable sick leave.

Personal Necessity

Absence without loss of salary is allowed an employee for seven days annually in cases of personal necessity. This absence shall be deducted from allowable accumulated sick leave and may be required to be verified by the school district. Advance permission shall be secured by the employee except in the cases of A or B below:

- A. Death or serious illness of a member of the employee's immediate family
- B. An accident which is unforeseen involving the employee's person or property or the person or property of the employee's immediate family.

With Advance permission: Other personal necessities which are allowed at the discretion of the Superintendent or designee, provided that under no circumstances shall leave be available for purposes of personal convenience, the extension of a holiday or vacation period, matters which can be taken care of outside work hours or for recreational activities.

Judicial Leave

Employees will be provided leave for regularly called jury duty and to appear as a witness in court, other than as a litigant, for reasons not brought about through the convenience or misconduct of the employee. Upon receipt of a jury duty summons, the employee shall notify their principal or department head of the scheduled dates. On the scheduled dates, if the recorded message directs the employee to report the following day, s/he shall immediately notify the principal or department head. If the employee is not directed to report for jury duty in the morning or is required to call for another recorded message at noon, s/he shall report to work in the morning. If required to report for jury duty in the afternoon, the employee shall immediately notify the principal or department head so that arrangements can be made to cover the employee's afternoon assignment.

Personal Business Leave

Unit members may utilize two days of personal necessity leave each year as personal business leave. Personal business leave may not be used for personal gain, any job action, withholding of services, or for the purpose of the extension of a weekend, holiday or vacation period. Request for Personal Business Leave form must be completed within the required timelines.

When the notice and certification requirements are met the unit member shall not be required to provide reasons for use of personal business leave.

Personal Leave

Employees are eligible for three days of personal leave which shall not be charged to sick leave. Substitute pay shall be deducted from the employee's salary for time granted. Reasons for requesting personal leave shall be at the employee's discretion and requests submitted to the principal/department head. Only under extreme circumstances will requests be granted during the first and last weeks of school.

Personal Reasons

Requests to be absent for personal reasons which are deemed to be necessary shall be made to the employee's immediate supervisor, who shall refer the request to Personnel Services for determination. Absence for personal reasons shall be without salary.

Requests for Substitutes

All staff members shall be notified of the procedures for requesting a substitute when absent from duty. Absences should be reported at least two hours prior to the scheduled reporting time and include, if possible, the approximate length of absence. Employees should report further absence or intended return by the close of the workday. Notification shall be made at least two hours prior to the beginning of the duty day if notification cannot be made the day before.

Principals and department heads shall make their requests for substitutes according to the procedures established by Personnel Services. Substitutes are not normally provided for absences of less than a full day.

LEAVES OF ABSENCE

Request for Leave

Leaves of absence may be granted for the following reasons: Peace Corps, care for a member of the immediate family who is ill, long-term illness of employee, service in an elected public office, professional study or research, or any other reason acceptable to the Board of Education.

A leave of absence may be granted for less than but not more than one school/calendar year. A leave of absence may be extended, for good reason and at the superintendent's discretion, for a total of two calendar/school years.

Expiration of Leave

Upon expiration of a leave of absence, the employee will be permitted to return to the previous assignment provided the leave does not exceed the equivalent of seventy-five percent of duty days in continuous absence for one school year. In other cases the employee will be assigned, when possible, to a position which is the same or similar to the one held when leave was granted, provided that the notice of intent to return is made in writing at least ten days in advance of the expiration date.

Failure to report for duty at the expiration of a leave of absence shall be considered sufficient cause for dismissal. All leaves of absence are considered to be terminated upon termination of employment or expiration of credential.

Benefits During Leave

During a leave of absence there shall be no loss of prior years of service, accumulated vacation up to the maximum allowed or accumulated sick leave. Vacation benefits will accumulate during a medical leave of absence, industrial leave of absence and during the five-month benefit period as long as the employee is in paid status. Once the employee is no longer in paid status, all sick leave, vacation and holiday benefits will terminate. No sick leave benefits can be paid beyond that which the employee has accumulated or that is allowed by law (Education Code section 44977). Accumulated sick leave and/or vacation time may be used while on leave of absence for illness. Medical, dental and other health and welfare benefits will be paid by the district during an approved leave of absence for medical, military and qualifying family medical leaves, whether in paid status or not. Periods of approved leave of absence, paid or unpaid, shall not be considered a break in the service of the employee.

Employment During Leave

Employees shall not be employed during a leave of absence by the district or any other employer unless specified in the terms of the leave and approved by the Superintendent.

Medical Leave

All employees absent for medical reasons for more than ten days shall submit a written request for medical leave of absence to be eligible for employee benefits paid by the district. Requests for medical leaves must have effective dates verified by a duly licensed physician or practitioner. Medical leaves (including maternity) shall begin and end on the dates as prescribed by the employee's personal physician. Principals and department heads shall require employees to submit the appropriate district form for requesting a medical leave. A doctor's release is required for return to duty.

Military Leave

Employees ordered to military service shall be entitled to all rights and privileges provided by law. This provision is for benefits to be payable after completion of one year of service. Upon return from military leave the district shall require evidence of honorable discharge or release or other suitable evidence under which military service was terminated. Employees must submit copies of military orders.

Workers' Compensation (Industrial Leave)

For the purpose of this policy the term "duty" refers to all scheduled working days, including legal and Board-declared holidays, on which an employee is authorized to receive salary payment. The term "qualifying for workers' compensational" presupposes that an accident report has been filed according to established procedure and that the insurance carrier considers the claim valid. In the event of rejection of the claim, industrial injury/illness leave shall not apply.

Employees of two years or longer who are absent from duty because of illness or injury resulting from industrial accident and qualifying for workers' compensation are granted industrial leave under the following conditions:

Time limitations: Industrial accident leave applies from the first day of such absence from duty to and including the last day of such absence from duty but not exceeding sixty working days for the same industrial injury/illness.

Compensation: The amount of salary paid to such employee in any calendar month will be the salary they would have received had they not suffered the industrial injury/illness.

Benefits at end of leave: If the employee is still absent from duty as a result of the industrial injury/illness, they will be entitled to the benefits provided by law and district policy for accrued sick leave and extended sick leave.

Total Compensation: For any days of absence from duty as a result of the same industrial injury/illness whether the employee receives salary payments under industrial leave or other paid leave or vacation, the employee shall endorse to the district any wage loss benefit check from the insurance carrier which would make the total compensation from both sources exceed 100 percent of the amount the employee would have received as salary had s/he not suffered the industrial injury/illness.

Industrial leave in two fiscal years: If an industrial leave beginning in one fiscal year extends into the next fiscal year the employee shall be entitled in the new fiscal year, for the same injury/illness, only the amount of unused industrial leave remaining at the end of the fiscal year in the industrial injury/illness occurred.

Accumulation: Allowable industrial leave shall not accumulate from year to year.

Travel limitations: In order to be eligible for industrial leave the employee, while absent from duty with the district, shall remain within the state of California unless prior approval is granted by the Board for travel outside the state.

Failure to accept assignment following leave: An employee who is eligible for reemployment and has been medically released for return to duty but fails to accept an appropriate assignment shall be terminated.

VACATION

Management Personnel

Management: Twelve-month management employees shall be credited with 24 working days vacation within the twelve-month period. Employees may use the full twenty-four days annually in advance; however, if terminated prior to earning the full allowable vacation days the employee's salary will be deducted the amount in excess of earned vacation time. Employees working less than a full calendar year shall be credited with vacation time in the same ratio as the time served bears to the total vacation period. One-half month or more shall be counted as a full month of employment for the purpose of determining the total number of vacation days.

Approval

The superintendent shall approve vacation time for the assistant superintendents. The superintendent or designees shall approve vacation periods for all personnel responsible to them.

The use of substitutes during employee vacations shall be at the discretion of the superintendent or designee and shall be budgeted and planned by each department head. Under most circumstances, no substitute will be allowed. Twelve-month school site employees should plan to take vacation during the summer school vacation period.

In the event that an employee is not permitted to take all vacation time entitled to during the year, they shall be permitted to accumulate the unused portion. However, an employee shall not carry forward more than the days earned in the preceding twelve months prior to July 1 (vacation time computed on school/fiscal year basis).

Vacation Upon Transfer or Termination

An Employee moving from vacation-accruing employment to school-vacation employment shall be allowed time off in the amount of accrued vacation or equivalent pay. A ten-month employee transferring to a 12-month position shall be allowed full credit for the number of years served in computing vacation time only.

Employees shall be entitled to accrued vacation or equivalent pay upon resignation, retirement, separation, expiration of employment or death. In case of death, benefits will be paid the beneficiary.

COMPENSATORY TIME

It shall be the intent of the district to exert every effort to accomplish special assignments within the time of the certificated employee's normal work day. Each year there are always a few civic activities that schools are asked to participate in for various reasons (holidays, special observances, etc.). Participation in these activities may have value for students of the school district or both; therefore, the school district expects cooperation and participation in required activities.

Invitational civic activities are community sponsored events initiated by organizations or individuals not employed by the district. Organizers of such events shall request school participation. District initiated activities shall refer to activities which are introduced by the district and take place on Friday night, Saturday or a holiday.

Participation in civic activities is a vital and indispensable part of the school program and requires extra teaching time. Therefore, at the district's discretion, certificated personnel will receive compensation for invitational civic

activities and district initiated activities taking place beyond the normal working day which are required by any level of administration. Compensation will be extended to all certificated employees needed to supervise children at invitational and civic activities and district initiated activities.

All activities which meet the requirements for compensation must have the approval of the administrator prior to the initial involvement in the activity. Compensatory time shall be given at the rate of one hour off for each hour served. It is understood that time will be compensated from beginning to end of supervision of children. When a full day of compensatory time has been earned it must be taken. Every effort will be made to take compensatory time off between activities.

HOLIDAYS

The following days are established holidays for twelve-month employees as defined in the Education Code and identified in the school calendar.

Independence Day
Admission Day or designated alternative
Veterans Day
Thanksgiving Day and the following day
Christmas Day and one additional day
New Year's Day
Martin Luther King, Jr. Day
Lincoln Day
Washington Day
Good Friday
Memorial Day
Every day appointed by the President of the United States or the Governor of California

DELAY OF CLOSING OF SCHOOLS

Emergency Closing of Schools

When a school or schools are closed by the Board of Education because of conditions involving the health or safety of pupils, the pay of employees will be allowed during the closed period providing the employees are ready, able and willing to perform their duties.

Foggy Weather Conditions

All staff members are to listen to and use the radio as the official notice to act with regard to foggy weather conditions. On days when school opening is delayed dismissal will be at the regular time.

Procedure When Maintaining 180 or More School Days

On a delayed opening of school or when schools are closed with no delayed opening, all employees shall report on the regular schedule.

Procedure When Closure Drops Number of School Days Below 180

On a delayed opening all school employees shall report on the regular schedule. If, after the two-hour delay, school is to be closed employees shall be excused for the remainder of the day as soon as it has been determined practical and reasonable by the principal. A make-up day will be assigned. Then schools are closed with no delayed opening, employees will be excused and reassigned to a make-up day.

Delayed Duty Reporting Time

In the event the opening of school is delayed or school is closed because of foggy weather conditions and employees are required to report to work, the regular reporting time may be suspended with no loss in pay or any requirement to make up time lost.

Employees should use good judgment in determining their own mobility safety. If, in their judgment, delayed arrival to work is indicated, the employee should call the principal or department head to inform them of the delay. If the employee is going to be later than thirty minutes prior to the stipulated time for the delayed opening of school they shall be required to notify the principal or department head.

Employees unreasonably absent beyond the stipulated starting time for the delayed opening of school or where a substitute shall be determined to be necessary may be required to use personal necessity or absence on own time provided in the salary procedure of the district.

WORKING YEAR, DAYS AND HOURS

Management

Superintendent, Asst. Superintendent, Director I, Asst. Director, Sp. Ed., Supervisor I	12 Months (223 days)	Normally, 40 hours per week, 8 hours per day, excluding lunch period, Monday to Friday, other hours during week as required
Director I, Supervisor I	214 days 24 days before & 10 days after school schedule	Normally, 40 hours per week, 8 hrs. per day between 7:30 a.m. and 5:00 p.m. excluding lunch period Monday to Friday, other hours during week as required
Supervisor I, Consultant, Hlth. Serv. Coord., Psychologist, Program Manager, Coord-Visual & Performing Arts	199 days 14 days before & 5 days after school schedule	Normally, 40 hours per week, 8 hrs. per day between 7:30 a.m. and 5:00 p.m. excluding lunch period Monday to Friday, other hours during week as required
Principal Vice Principal	199 days 14 days before & 5 days after school schedule	Normally, 40 hours per week, 8 hrs. per day between 7:30 a.m. and 4:00 p.m. including lunch period Monday to Friday, other hours during week as required
Dean of Students	190 days 5 days before & 5 days after school schedule	Normally, 40 hours per week, 8 hrs. per day between 7:30 a.m. and 5:30 p.m. including lunch period Monday to Friday, other hours during week as required

Teachers

Program Specialist, Magnet Prog Spec, Other Specialists, Rdg Coach/Tch Ldr	190 days 5 days before & 5 days after school schedule	40 hours per week, 8 hrs per day between 7:30 a.m. and 5:30 p.m. including lunch period, Monday to Friday
Resource Teacher/ (General Classroom)	192 days 4 days before & 1 day after school schedule	38 $\frac{3}{4}$ hours per week, 7 $\frac{3}{4}$ hrs per day 185 days plus 53 hours by arrangement

Reading Specialist, Office Teacher	182 days 1 day before & 1 day after school schedule	40 hours per week, 8 hrs per day between 7:30 a.m. and 4:00 p.m. including lunch period, Monday to Friday
Pre-K Teacher *Teacher Vision Screener Miller-Unruh Teacher Guidance Specialist Consulting Tchr, Par Council Program Facilitator	182 days 1 day before & 1 day after school schedule	36 ¼ hrs per week, 7 ¼ hrs per day between 7:30 a.m. and 5:15 p.m. including lunch period, Monday to Friday
School Nurse	182 days 3 days before & 1 day after school schedule	36 ¼ hrs per week, 7 ¼ hrs per day between 7:30 a.m. and 5:15 p.m. including lunch period, Monday to Friday (2 days off during school year)
Teacher/Panorama	182 days 1 day before & 1 day after school schedule	40 hours per week, 8 hrs per day between 7:30 a.m. and 5:30 p.m. including lunch period, Monday to Friday
Teacher/Evaluator, 11 Month School Nurse	214 days Start July 1 End June 30	36 ¼ hrs per week, 7 ¼ hrs per between day, 7:30 a.m. and 5:15 p.m. including lunch period, Monday to Friday. Off duty from July 15, 2002 to August 13, 2002

*Unit members in their first year of service with the District work
186 days (5 days) before school schedule *8/15/02

*Unit members in their second year of service with the District work
184 days (3 days) before school schedule *8/19/02

***NOTE:** **Reporting dates for first & second year teachers have been moved back two (2) days to allow such eligible unit members to attend the staff development days.**

Counselor (K-6)	187 days 4 days before & 3 days after school schedule	40 hours per week, 8 hours per day between 7:30 a.m. and 4:00 p.m. including lunch period, Monday to Friday, before/after 5 days at 6 hours, 54 minutes
Counselor/ (Middle School/Jr. High)	192 days 10 days before & 2 days after school schedule	38 ¾ hrs per week, 7 ¾ hrs per day between 7:30 a.m. and 4:00 p.m. including lunch period, Monday to Friday, before/after 10 days at 8 hours
Counselor (Jr. High) (<u>Part-Time</u>)	192 days 10 days before & 2 days after school schedule	20 hrs per week, 4 hrs per day between 7:00 a.m. and 5:00 p.m. Monday to Friday

Library Media Spec.	190 days 5 days before & 5 days after school schedule	38 $\frac{3}{4}$ hrs per week, 7 $\frac{3}{4}$ hrs per day between 7:30 a.m. and 5:30 p.m. including lunch period, Monday to Friday, before/after 8 days at 8 hours
Resource Specialist	182 days 1 day before & 1 day after school schedule	38 $\frac{3}{4}$ hrs per week, 7 $\frac{3}{4}$ hrs per day between 7:30 a.m. and 4:00 p.m. including lunch period, Monday to Friday
Program Spec/Spec Ed.	192 days 6 days before & 6 days after school schedule	38 $\frac{3}{4}$ hrs per week, 7 $\frac{3}{4}$ hrs per day between 7:30 a.m. and 5:30 p.m. including lunch period, Monday to Friday, before/after 10 days at 8 hours
Speech Therapist Teacher CH	187 days 4 days before & 3 days after school schedule	40 hrs per week, 8 hrs per day between 7:30 a.m. and 4:00 p.m. including lunch period, Monday to Friday

11 Month Specialist Positions

Program Specialist, 11 Month/Family Support Services	214 days Start July 1 End June 30	40 hrs per week, 8 hrs per day, between 7:00 a.m. and 5:30 p.m. including lunch period, Monday to Friday.
Program Specialists, 11 Month/ BTSA, Pre-Intern-Intern	214 days 29 days before & 5 days after school schedule	40 hrs per week, 8 hrs per day, between 7:00 a.m. and 5:30 p.m. including lunch period, Monday to Friday
Program Specialist, 11 Month/Migrant Education	214 days Start July 1 End June 30	40 hrs per week, 8 hrs per day, between 7:00 a.m. and 5:30 p.m. including lunch period, Monday to Friday.
Program Specialists, 11 Month/C&S	214 days 17 days before & 17 days after school schedule	40 hrs per week, 8 hrs per day, between 7:00 a.m. and 5:30 p.m. including lunch period, Monday to Friday

REGULATIONS GOVERNING UNITS FOR ADVANCEMENT ON SALARY SCHEDULE

Credit will be given for units above bachelor's degree with bonuses for master's and doctorate three times per year with the following provisions:

1. Final dates for transcripts are designated as the dates in which the transcripts must be submitted to Personnel Services
2. Salary changes for units will be effective the month of October or February when transcripts are received in Personnel Services by the fifth day of the calendar month; or July 1 when received by June 30th.
3. One salary change for units is allowed during a school year; master's/doctorate degree may be recorded and bonus given in addition to salary change for units.

Definations

- Unit: The term "unit" shall apply to both regular and equivalent units. Units by examination are not regarded as earned units.
- Regular Unit: A semester unit as granted by colleges and universities (one quarter unit is equivalent to 2/3 semester unit)
- Equivalent Unit: A unit earned by such other means as approved by the Board of Education
- Recorded: The employee has submitted transcripts or affidavits for units earned and a record of same has been made by Personnel Services. Such documents shall become the property of the district and remain in the files of Personnel Services.

Regular Units

Acceptable units are those taken after the date of the bachelor's degree as verified by transcript or grade card from an accredited institution. Except as otherwise indicated in the policies and procedures governing the administration of the salary schedule, all regular units submitted for the purpose of advancement on the salary schedule shall be earned in colleges and universities recognized by the Commission of Teacher Credentialing, California State Department of Education. Appropriate units earned in two-year colleges may be separately considered by the Units Evaluation Committee. It is the responsibility of the individual to check prior to the time of taking courses if there is any doubt about the acceptability of units. Final approval rests with the Units Evaluation Committee.

An interim document from the instructor or institution showing satisfactory completion of the course, the number of units, course title and number, and grade on official college or university stationery and including the signature of the instructor or registrar shall be acceptable. An official transcript of the course must be filed in Personnel Services within six months following the acceptance of the interim document.

The responsibility for registering units or degrees with Personnel Services rests entirely with the employee.

Twelve units shall be recorded before advancement to the next classification. Employees receiving a master's degree or entering the system with a master's degree and a regular credential shall be placed in classification four.

There shall be no limit upon the number of units submitted during the school year for advancement on the salary schedule.

Excepting employees placed in classifications one or two who receive a master's degree, a movement is limited across the salary schedule to one adjacent column (twelve semester units) in any budget year (July 1 – June 30). Excess approved units may be accumulated for utilization in the following budget year(s).

An employee who intends to move across the salary schedule within the following year shall notify the District at the time of initial employment or re-election for the following school year.

Repeat courses may be taken for acceptable credit only if approved in advance.

Only units earned with a grade of "C" or better may be submitted for salary credit.

Equivalent Units

Equivalent units for advancement on the salary schedule may be earned for activities such as workshops and related activities entailing time and effort beyond regularly assigned school responsibilities. One equivalent unit shall be granted for each 15 hours of work. Except as otherwise provided in the regulations governing equivalent units, regulations governing the approval and filing of equivalent units shall be the same as those for regular units.

Cot more than six of the 12 units required for each advancement on the salary schedule shall be equivalent units. Not more than three of the 6 equivalent units may be community college units unless related to the teaching assignment and not offered at a local four-year institution.

Conferences and workshops usually held for a three to five day period by universities and colleges or by the superintendent where no university or college units are granted usually carry one-third to one-half but not more than one equivalent unit. A written report is required.

Workshops held within the Bakersfield City School District system authorized by the superintendent and conducted by an authorized representative may carry one-half, one, two, three, four, five or six equivalent units. Written verification of participation is required. Work shall be done outside the hours of regular employment and in addition to assigned responsibilities. Units shall be submitted at the end of each school year an additional approval shall be requested should the project continue into the next school year.

Planning and conducting individual research studies or receiving individual instruction appropriate to the assignment and of direct benefit to the Bakersfield City School District and with prior approval of the superintendent may carry one-half, one or two equivalent units (copy required). Work shall be done outside the hours of regular employment.

Equivalent units for travel are limited to three units per each twelve units required for advancement on the salary schedule. Proposed itineraries are listed below but should be interpreted as guides rather than routes to be adhered to exactly. The nearby national parks and monuments such as Sequoia, Yosemite and Death Valley are eliminated. Attention is called to the directed NEA tours; university credit may be obtained through certain universities. Full travel credit will be allowed only for a trip of two weeks (14 days) or more. Travel credit will be allowed only for trips taken during the period of employment. Travel credit will not be allowed during contract duty time where an excused absence for such travel has been approved. Credit will not be granted for both travel and units which cover the same period of time.

<u>Foreign Travel</u>	<u>Equivalent Units</u>
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Around-the-world tour	3
Europe	3
Asia	3
South America	3
South America (Panama Canal & No. Coast Points)	3
South Africa	3
South Pacific Islands	3
Australia	3
Mexico (Mexico City, etc.)	1 ½
West Indies Cruise (including Cuba, Haiti Puerto Rico, Lesser Antilles)	2

United States and Canada

Hawaii	1 ½
Northwest (Lake Louise, Baniff, Glacier, Jasper)	1 ½
Northwest (Seattle, Vancouver, Yellowstone, etc.)	1
Northwest (Seattle, Vancouver, Victoria, Coast Hwy)	1
Alaska & Northwest to Skagway	1 ½
Alaska & Northwest to Lake Atlin	1 ½
Alaska & Northwest to Skagway, Cordova, Matanuska Valley	1 ½
Alaska to Fairbanks, including Yukon River	1 ½

Rocky Mountain States

Arizona, New Mexico, Colorado, Utah, including Grand Canyon, Mesa Verde, Estes Park, Denver, Salt Lake City, Zion Canyon, Bryce Canyon	1 ½
Yellowstone, Grand Tetons, Glacia	1 ½

Atlantic Seaboard

To Atlantic Coast via Old South, thence to Quebec through St. Lawrence River country or back via Canadian Northwest	2
To Atlantic Coast including extensive travel on East Coast and in New England including Boston, New York, Philadelphia, Washington; return via canal or Direct routes	2

Midwest

Midwest via Canadian Rockies, through Great Lakes To Detroit, Chicago, St. Louis, etc.	2
Midwest via Old South with stopovers	2

TENURE

To be eligible for tenure, a certificated employee must have worked a full two years in a position requiring certification. A full year for tenure purposes is defined as seventy-five percent of the teaching days in that school year (Education Code Section 44882).

TRAVEL ALLOWANCE

Monthly Payment

Employees in the following positions shall be allowed a monthly travel allowance, payable for twelve months for 224 day employees, eleven months for 214 day employees and ten months for 199 day employees. This allowance shall serve to offset costs incurred with use of a personal automobile for district business and the cost of meals connected with conferences or workshops conducted within the county. It is not intended to fully reimburse employees for business expenses as set forth.

Director I, School Instruction	\$	201.60
Director I		88.20
Health Services Coordinator		63.00
Principal		75.60
Program Manager		88.20
Psychologist		88.20
Supervisor I		88.20
Vice Principal		56.70
Visual & Performing Arts Coordinator		75.60
If District car is provided		17.64

Semiannual Payment

Employees in the following positions who are required to use their personal car in the performance of regularly assigned duties within the school district and enter into a contract with the district shall be allowed a transportation allowance. No allowance shall be made unless the employee is required to use their car while performing services for the district. The allowance shall be based on an average anticipated number of miles required to be traveled by the employee and nominal amount to cover insurance and other transportation costs. It is not intended to fully reimburse the employee for use of the automobile. Semiannual payment shall be made the last working day in December and last contract day in June. Amounts listed are annual payments.

Adaptive P.E. Specialist	\$	800.00
Counselor		283.50
Program Specialist, Education Center		378.00
Dean		283.00
Resource Specialist		189.00
Resource Specialist, Traveling		378.00

School Nurse	630.00
Speech Therapist	504.00
Teacher/Evaluator	378.00
Teacher/Traveling GATE	283.50
Teacher/Traveling Inst. Music	170.10

Per Mile Request

Other employees required to use their personal cars in the performance of regularly assigned duties and who enter into a contract with the district shall be reimbursed at the current approved rate.

Required Insurance

Each employee required to use a personal car while performing services for the district shall carry property damage and public liability insurance in accordance with the minimum amount required by the State of California and shall file a signed statement with Personnel Services to this effect. The employee shall carry insurance on personal cars for district business.

Use of Personal Car for Out-of-Town Meetings

Allowance for use of personal car for attending out-of-town meetings, conferences and conventions or while performing other services for the district may be approved by the Superintendent. Payments for such mileage shall be in addition to the reimbursement for use of personal car while performing regularly assigned duties within the district and shall be paid at the current approved rate.

SALARY SCHEDULE PLACEMENT

Teachers entering the district shall be placed on the salary schedule in accordance with the requirements of the schedule and those governing credit for experience. Classification shall be made at the time of employment subject to verification of experience, acceptable units beyond the bachelor’s degree and degree’s held. Each employee entering the district shall provide the following within two months following the date of employment: verification of past experience, complete official college transcripts, verification of state certification and such other information as may be required for proper classification on the salary schedule.

Salary increments shall be according to district policy and procedure. In order to be eligible for the annual salary increment a certificated employee shall have worked at least one-half of the school year. Not more than one increment shall be allowed in any one school year.

Placement on Teacher’s Salary Schedule for Verified Paid Experience Upon Entering the Bakersfield City School District Subsequent to 1989-90

Years of Experience	Placement on Schedule
1	Step Two
2	Step Three
3	Step Four
4	Step Five
5	Step Six
6	Step Seven

Credit is allowed only for paid contract teaching experience.

Management Salary Schedule – General Rules

The following rules shall apply to upward, downward or lateral mobility on the management salary schedule:

Definitions

Category A: Management employees who administer a department, program, or school, i.e., Directors, Supervisors, Principals, Program Managers or Program/Project Directors, who are the chief decision makers and are responsible for the program/project.

Category B: Management employees who assist a person who administers, i.e., Psychologists, Consultants. These are generally positions with a professional or technical role rather than those designated as responsible for the entire department, sub-department or building.

Reassignment Rules

1. Reassignment from A to A maintains years of service.
2. Reassignment from A to B maintains years of service.
3. Reassignment from B to A begins employment in A with no years of service unless a cut in salary would result; in such case the employee shall be "Y-rated."
4. Reassignment from B to B maintains years of service.
5. Reassignment from B to A to B maintains all years of service.
6. Exception to Rules 1-5: Whenever a district management employee is reassigned pursuant to the provisions of Policies and Procedures Section 500.8, s/he may be "Y-rated" if the reassignment would result in a loss of salary. Y-rating is defined as retaining an employee at his/her current salary until the salary of the lower classification catches up through longevity or other raises or, if that should not occur, freezing his/her salary at the Y-rated salary. The purpose of this procedure is to prevent an employee from taking a loss in salary when an involuntary reclassification occurs due to reorganization, budget considerations or resolution of personnel problems. This rating is not automatic and is applied only with the approval of the Board of Education.

Salary Schedule Placement

Following placement on the management salary schedule, no management employee will advance more than one step column on the salary schedule in any year. Employees identified to qualify for more than one step shall be allowed to advance one step each year until they are given full credit. Final determination of experience shall be recommended by the Superintendent to the Board of Education.

75% of the school year in a management position = one year on the management salary schedule.

135 cumulative days = one year for the purpose of computing part-time management credit.

Verification of Experience

Verification of management experience on the district form shall be the responsibility of the employee. Placement on the schedule will be in accordance with existing district policy relating to management personnel and shall be considered independently of longevity credit.

Longevity Credit

Longevity credit shall be computed for in-district and out-of-district experience. Longevity credit shall be based upon years of experience and salary payment in a position designated by the district as management. All district positions identified as management for 1981-82 shall be considered management positions for purposes of longevity if prior service in that position was totally within the Bakersfield City School District. An out-of-district position which was not designated as management cannot be counted for longevity or management salary credit when entering this district in a management position (example: psychologist positions which are not designated management in another district).

Longevity credit for salary purposes shall be computed for total years of service in district and out of district on the management level (verified on district form) irrespective of type of management service (Category A or B). For example: a person who is employed by the district as a Type A administrator verified five years as a principal

(Type A) and 5 years as a vice principal (Type B). Placement on the salary schedule will be in the column for six years but longevity will be given for eleven years.

An out-of-district position which was not designated management cannot be counted for longevity or management salary credit when entering this district in a management position. Example: Psychologist positions which are not designated management in another district.

Final determination of experience shall be recommended by the Superintendent to the Board of Education.

SALARY SCHEDULES

Extra Time

Extra time payment must be recommended by the department head and approved by the Superintendent and Board of Education. Hours worked in summer school or special projects shall be paid at the current project rate.

Substitute Teachers

Substitute teachers shall be paid at the currently approved rates. The minimum call shall be for three and on-half hours per day.

Long-term substitutes are approved by the Board of Education to serve a specified period of time; normally twenty or more working days opening a classroom, closing a classroom at the end of the year, or for extended periods of time when they are responsible for preparing report cards and other reports and performing duties of a regular full-time teacher.