

LAST NAME:	FIRST NAME	Middle:
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**Certificated Salary Placement information – OEA Unit Members**

<b>Criteria for STEP Placement</b>
<b>Work Experience</b>
<ul style="list-style-type: none"> <li>▪ <b>Approved certificated experience</b> is that for which the teaching position required a valid teaching credential, and the individual possessed a valid teaching credential. All current District employees hired as Adult Education unit members shall be placed at a step above and closest to employee's current pay rate. Adult Education unit members who are hired from outside the District shall be placed on Step 1 of the salary schedule.</li> <li>▪ <b>Credit for service shall be allowed</b> on the Salary Schedule at the rate of one increment (step) for each seventy-five percent (75%) of full-time certificated experience, up to a maximum of 12 years.</li> <li>▪ <b>Any full-time non-teaching experience that is directly related to the certificated assignment and is deemed by the District as a shortage field</b> must be pre-approved by the Chief Talent Officer prior to employment. Credit may be evaluated based on one (1) step for each two (2) years of acceptable experience within the past ten years and is limited to a maximum of five (5) years on the Salary Schedule.</li> <li>▪ <b>A teaching assignment in the Peace Corps or Vista shall receive year-for-year credit</b> for such service on the Salary Schedule up to a maximum of five (5) steps.</li> <li>▪ <b>Active military service will be credited based on one (1) step for each two (2) years of service</b> on the Salary Schedule, up to a maximum of five (5) years. A copy of the appropriate military service form indicating the dates of military service must be submitted.</li> </ul>
<b>Criteria for COLUMN Placement</b>
<b>Semester Units</b>
<ul style="list-style-type: none"> <li>▪ <b>Only upper division and/or graduate units with a grade of "C-minus" or better shall be calculated for advancement to column two (2) or above.</b> Lower division courses taken after the Bachelor's degree, earned and taken at an accredited institution, may be accepted for salary credit <b>if approved prior to employment</b> by the Chief Talent Officer, Deputy Chief, or HR Director.</li> <li>▪ <b>Official transcripts</b> must be from an accredited college/university.</li> <li>▪ <b>All units are calculated in semester units.</b> Quarter units will be converted to semester units using the formula (.667 x quarter units)</li> </ul> <p><b>Nurses: Bachelor's Degree and Public Health Nursing Certificates are required to qualify for placement in Column 3.</b></p>

**1. How is starting salary determined for OEA-represented positions?**

- a. Your position is compensated on a Salary Schedule matrix. Your salary is found by finding the intersection of your:
  - **STEP** – (based on work experience), and
  - **COLUMN** – (based on post-BA graduate college units).
- b. Prior to starting work, the employee furnishes evidence of years worked and college credit attained, and the Staffing Analyst examines and scores this evidence to make the initial salary placement. To the left in the colored boxes are specific criteria used to establish STEP and COLUMN.

**2. How does an employee get raises on their Salary Schedule?**

- a. Employee will get a STEP INCREASE on their **salary anniversary** annually (up to 25) for every year 75% or more worked.
- b. Salary anniversary is:
  - i. July 1 for 12 month TSAs.
  - ii. September 1 for all 10 month employees and all 11 month TSAs.
- c. Employee will get a COLUMN INCREASE (up to 6) for completing acceptable graduate college course units above minimum required BA. Column changes at 30, 45, 60, 75 and 90 units past BA.
- d. Employee may accrue Column (semester units) credit at the rate of 15 hours/one unit for approved professional development activities (workshops, etc) up to a maximum of 30 units (450 hours).
- e. Raises for column increases are awarded retroactively back to the beginning of employee school year or first day of the Spring semester, providing materials are submitted on time. Late submissions will be considered for next term.

I understand per administrative Regulation 3320 if an error results in underpayment of an employee, OUSD is obliged to pay back wages up to 3 years from the time the error was made known to OUSD or employee's supervisor. If an error results in overpayment of employee, OUSD has the right to secure reimbursement of overpaid funds up to 3 years from the date the error was discovered by the District.

Emp. Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Consulting \_\_\_\_\_