

## **Salary Placement Guidelines for K-12 Teachers**

### **Frequently Asked Questions**

#### **1. How is a teacher's salary determined?**

A teacher's salary is determined by two factors: (1) classification and (2) rating.

- I. **Classification** Salary classification is determined by the number of semester units/hours which a teacher has earned beyond a Bachelor's degree. Please note: quarter units are worth 2/3 of a semester unit.

There are three different classifications:

Classification 6:	BA degree
Classification 7:	BA + 30 semester units/hours
Classification 8:	BA + 60 semester units/hours

All teachers will be placed at the **highest classification for which they are qualified.**

- II. **Rating:** Salary rating is determined by the number of years of service in the District as well as teaching experience in other school districts or private schools.

A newly-appointed probationary teacher shall receive year-for-year credit for verified outside teaching in full-time permanent or probationary teacher, temporary, categorical, emergency or long-term substitute status. Verified experience for teachers appointed to the area of pupil services shall include service with a public or private agency in a position requiring experience with school-age children and their parents and/or teaching experience. Nutrition education teachers shall receive credit to a maximum of five (5) increments for previous full-time work experience in the field of nutrition.

At the time of probationary appointment, if such teacher has previously served in the San Francisco Unified School District, he/she shall be placed in the appropriate classification and shall be allowed credit for increment purposes on the basis of one (1) increment for each year of service as a regularly assigned teacher.

Newly appointed teachers will be placed at the rating one greater than the number of years of credit. Whenever a "year" is referred to in determining credit for outside or former teaching experience, it is hereby defined as not less than seventy-five percent (75%) of the service which the college or school district in which the instructor or teacher was formerly employed required of regular full-time instructors or teachers. Outside teaching experience in more than one (1) college or school district in any one (1) school year may be combined for granting such outside credit.

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The maximum step placement for newly hired teachers on the BA + 30 units salary schedule is Step 12. The maximum step placement for newly hired teachers on the BA + 60 units salary schedule is Step 11. Steps beyond these are career increments earned by working for SFUSD.

Non-credential teachers are not entitled to claim outside teaching experience. They place on the first step of the non-credentialed teachers' salary schedule, plus units/hours earned beyond a Bachelors Degree. However, a non-credential teacher will receive service credit for each year worked in the District.

Intern Teachers. Salary placement is based on the first step of the non-credentialed teachers' salary schedule, plus units/hours earned beyond a Bachelors Degree. Intern teachers are given year-for-year credit up to maximum for **full-time** teaching experience outside the District.

**2. What are the salary ranges for teachers?**

The following salary schedules are attached:

- Credentialed Teachers/Counselors [B]
- Non-Credentialed Teachers (Emergency / Intern) [C]
- Social Workers, Nurses & Supervisors of Child Welfare and Attendance
- Credentialed School Psychologists/Speech Therapists

**3. What is the starting salary for newly hired teachers?**

All newly-hired

- ♦ **credential** teachers are paid at **Classification B6, Rating 1**, (\$49,526)and
- ♦ **non-credential** teachers are paid at **Classification C6, Rating 1** (\$42,001).

When transcripts and/or previous employment verification forms are received and verified by the Salary Office, any applicable rate change will be effective on the following month's paycheck. Per UESF contract, rate changes will not be retroactive.

**4. How is it determined where a teacher falls on the salary schedule?**

a) First we determine which salary schedule to use:

- Salary schedule B is used for credentialed teachers/counselors; and
- Salary schedule C is used for non-credentialed teachers (emergency / intern).

b) Next we determine the appropriate classification. The number of semester units/hours which a teacher has earned beyond the Bachelor's Degree determines which classification they belong to. There are three different classifications:

Classification	Number of semester units/hours
6	BA degree
7	BA + 30 semester units/hours
8	BA + 60 semester units/hours

Credit earned in the following manner will be acceptable for salary classification purposes:

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- ◆ Accredited university or college courses.
- ◆ In-services courses, equivalent to college or university courses, approved in advance for a specified number of units.
- ◆ Courses in specialized schools, if are approved in advance.
- ◆ Teaching an in-service course for which no monetary compensation is given, provided the course is approved in advance, and further, that the number of credits allowable shall not exceed twice the credit granted the participants.

c) Finally, we determine which rating applies.

- ◆ **Credential Teachers:** A year of experience will only be accepted for salary purposes if it is verified that at least 75% of the service days required of a full-time teacher in the year claimed were actually worked. Part-time teaching generally does not qualify as creditable outside teaching experience, but outside teaching experience in more than one college or school district in any one school year may be combined for granting credit.
- ◆ **Non-credential teachers** are not entitled to claim outside teaching experience.
- ◆ **Intern Teachers:** Salary placement is based on the first step of the non-credentialed teachers' salary schedule, plus units earned beyond a Bachelors Degree. Intern teachers are given year-for-year credit up to maximum step 6 for **full-time** teaching experience outside the District.

## 5. How do I claim units to establish my salary CLASSIFICATION?

All teachers must submit **official transcripts** carrying the embossed seal of the degree-granting institution to the SFUSD Salary Office. Photocopies will not be accepted.

Official transcripts are required to verify the Bachelor's Degree and any units being submitted for the purpose of attaining a higher classification. Credit earned in the following manner will be acceptable for salary classification purposes:

- ◆ Accredited university or college courses.
- ◆ In-services courses, equivalent to college or university courses, approved in advance for a specified number of units.
- ◆ Courses in specialized schools, if are approved in advance.
- ◆ Teaching an in-service course for which no monetary compensation is given, provided the course is approved in advance, and further, that the number of credits allowable shall not exceed twice the credit granted the participants.

## 6. How do I claim teaching experience to establish my salary RATING?

Prior teaching experience claimed for salary rating purposes must be verified by the former employer(s) on forms provided by the Salary Office (copy attached).

**Non-credential teachers** are not entitled to claim outside teaching experience.



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**7. When do I have to submit the documents necessary to establish my salary?**

Credit for outside teaching experience should be submitted as soon as possible in order for the Salary Office to place the teacher on the correct rating on the salary schedule. Ratings will be adjusted prospectively from the time employment verification is received.

Since the Salary Office must finalize pay on the nineteenth (19<sup>th</sup>) of each month in order to issue pay checks on the last working day of that month, **documents needed for Classification/Rating placement must be submitted to the Salary Office by the 15<sup>th</sup> of that month.**

**8. How often will I get paid?**

Your annual salary will be divided into 12 equal pay checks. Pay periods run from the 21<sup>st</sup> of each month through the 20<sup>th</sup> of the following month. Paydays are as follows:

1. August 31
2. September 30
3. October 31
4. December 2
5. January 2
6. January 31
7. February 28
8. March 31
9. April 30
10. May 31
11. June 30
12. July 31

**\*\*July 12:** Pay Day for Summer School and Year End Extended Calendar

If the payday lands on a weekend or other non-work day, you will be paid on the prior Friday.

**9. What if I start in the middle of the school year?**

We will pay you according to the number of days of the school year that you will work. The daily rate of pay is determined by taking the annual salary and dividing by the number of days in the school year (184 e.g.). This total amount will be prorated by the number of paychecks remaining in the year.

Example: Full year annual salary = \$50,000 for 184 days  
Daily rate =  $50,000/184 = \$271.74$   
# Days employee will work = 91 days (January start date)  
Earnings for school year =  $91 \times 271.74 = \$24,728.34$   
5 days paid in January (actual number worked) =  $5 \times 271.74 = \$1358.70$   
Remainder of earnings =  $24,728.34 - 1358.70 = \$23,368.64$   
Monthly pay February through July =  $23,368.64/6 = \$3894.94$