

## La Puente Valley Regional Occupational Program Certificated Salary Schedule Definitions

### INITIAL SALARY LEVEL PLACEMENT (Education & Vocational Experience)

1. A new instructor will be placed on the level appropriate to related education and vocational work experience. The years of work experience required for the vocational credential will be counted.
2. A maximum of twenty-five (25) years credit for industry experience may be granted for salary level placement at the time of initial employment for related work experience (experienced worker/non-supervisory, Supervisor/Foreman/Vocational Trainer, Division Head/Professional/Owner).
3. Vocational work experience must be full-time to receive a full year's credit. Full-time is defined as 40 or more hours per week. Equivalent of one year of full-time is 1,080 hours. Part-Time vocational experience at less than 40 hours per week or less than 2,000 hours per year shall be given a half a year's credit. For example, six (6) years of *part-time* experience shall be equivalent to three (3) years of *full-time* experience and will be credited as such.

### INITIAL SALARY STEP PLACEMENT (Vocational Teaching Experience)

1. A maximum of sixteen (16) years credit with placement on the seventeen (17) year step is granted for previous credentialed vocational teaching experience.
2. Requirements for experience as detailed above must be verified in writing in the same manner as for credential application. Any employment less than six (6) months with a single employer is subject to review and evaluation before credit can be granted.
3. Vocational Teaching Experience must be full-time to receive a full year's credit. Full-time for vocational teaching is defined as six (6) periods per day. Equivalent of one year of full-time is 1,080 hours. Part-time vocational teaching experience at less than six (6) periods per day or less than 1,080 hours per year shall be given half a year's credit.

Permanent placement will be finalized when satisfactory proof (such as official transcripts, signed letters verifying experience, etc.) have been received. This official documentation must be provided within six (6) weeks of employment or salary will be adjusted to the level that matches official documentation received.

### PROFESSIONAL GROWTH LEVEL ADVANCEMENT

In order to progress horizontally on the Instructor Salary Schedule (AR 6112-1), certificated staff must complete fifteen (15) units of professional development activities which have been pre-approved by the Assistant Superintendent of Educational services.

### STAFF DEVELOPMENT STEP ADVANCEMENT

In order to progress vertically on the Instructor salary schedule (AR 6112-1), certificated staff must have a satisfactory or better performance evaluation and a minimum of twenty (20) hours of staff development activities which have been pre-approved by the Assistant Superintendent of Educational Services.

1. Staff development credit cannot be earned during La Puente Valley ROP assignment(s) or other paid assignment(s). Satisfactory verification must be provided not only for hours of attendance in specific workshops but also for title and content (e.g., conference agenda).

Hours must be earned in activities that will enable growth in knowledge and experience as it relates to the current assignment. Credit will not be given for activities of a repetitious nature during subsequent school years.

2. One staff development step advancement may be earned each September for certificated staff who worked 20 hours or more per week during the previous school year. Other hourly certificated staff working less than 20 hours per week may earn only one staff development step advancement every other year.

### COMPENSATION FOR SUMMER SESSION AND/OR APPROVED EXTRA DUTY HOURS

Compensation for scheduled summer session instruction and/or approved extra-duty hours will be at the "extra duty assignment" rate.

### BASE SALARY COMPUTATION

Conversion of the monthly rate to the hourly rate is based on the monthly salary over a ten month period, divided by 1080 (standard hours per year for 180 work days).

### TWELVE MONTH EMPLOYEES

The decision to place individuals on a twelve-month contract with 225 scheduled duty days will be determined by La Puente Valley ROP Board of Trustees.

### PREPARATION TIME

Instructional salaries and wages are based upon student contact hours; however, all instructors are expected to spend twenty minutes of (accounted for) preparation time for each hour of student contact. Attendance at unpaid, mandated in-services and meetings is also considered preparation time.