


**TENTATIVE AGREEMENT  
BY AND BETWEEN THE  
GOLETA UNION SCHOOL DISTRICT  
AND THE  
UNITED TEACHING PROFESSION OF GOLETA/CTA/NEA**

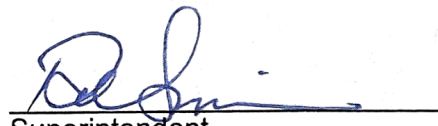
This Tentative Agreement (TA), is entered into by and between the Goleta Union School District (District) and the United Teaching Profession of Goleta/CTA/NEA (UTPG).

On April 11, 2024, District and UTPG reached a tentative agreement, completing 2023-24 negotiations regarding contract modifications for the current July 1, 2022 through June 30, 2025 collective bargaining agreement. Terms of the agreement apply to all bargaining unit members employed by the District at the time of ratification of the Agreement and include:

1. Salary: an on-schedule increase of 2% effective April 1, 2024, and after ratification by both parties.
2. Language Modification: Changes to the attached Article 7 Duty Hours, Responsibilities, and Working Conditions (detailed in Attachment A)
3. Article 10 *Salary* of the Collective Bargaining agreement (detailed in the Attachment B).

This tentative Agreement is subject to ratification by the membership of the UTPG and the approval of the District governing Board.

  
\_\_\_\_\_  
President  
04/16/2024  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Superintendent  
04/15/2024  
\_\_\_\_\_  
Date

## 7. Duty Hours, Responsibilities, and Working Conditions

### 7.1 Work Year

7.1.1 The 185-day work year shall consist of 180 instructional days and (5) non-instructional days.

7.1.1.1 These five (5) non-instructional days shall, in the absence of unusual circumstances, include ~~four full~~three and one-half days of professional development and one ~~full~~and one-half day of unit member-directed preparation prior to the opening of school, except potentially, a student/parent "meet and greet."

7.1.1.2 These non-instructional days and half days need not be consecutive.

7.1.2 Unit members shall be paid at full salary per diem for any days of service required by the District beyond the 185-day contract year. This does not preclude the District from providing compensation in a lesser amount to unit members who voluntarily participate in professional activities beyond the 185-day work year, nor does it require the payment of compensation for such voluntary participation.

7.1.3 Two minimum days may be scheduled for the purpose of staff development and/or training.

#### 7.1.4 After-duty-hour functions

##### 7.1.4.1 General Education Teachers

~~7.1.3.1~~7.1.4.1.1 Unit members who are General Education Teachers shall be required to attend and participate in no more than ~~four after-duty-hour functions~~three after-duty-hour functions. After-duty-hour functions do not include Professional Day activities (7.2). An extra duty stipend will not be provided for these ~~four~~ functions.

~~7.1.3.1.2~~7.1.4.1.2 After-duty-hour -functions for General Education Teachers shall be as follows:

7.1.4.1.2.1 Back to School Night (all—unit membersGeneral Education Teachers of record)

~~7.1.3.1.3~~ Open House (all unit members, except nurses, psychologists, and speech language pathologists)

General—education—classroomGeneral Education Teachers of record assigned to more than one campus shall not be required to attend more than one Back to School Night per year. The District will determine which.

7.1.4.1.2.2 Open House (General Education Teachers of record)

General Education Teachers of record assigned to more than one campus shall not be required to attend more than one Open House per year. The District will determine which.

#### 7.1.4.1.2.3 Remaining day

General Education Teachers and their evaluator will determine no more than ~~two~~one additional ~~functions~~function to be mutually agreed upon. ~~All other unit members and their evaluator will mutually determine one additional function.~~ Examples of additional functions include, but are not limited to: Sixth Grade Promotion, Family Nights, Fairs, Education Nights, Performances, PTA Meetings, and others approved by the site administrator.

7.1.4.1.3 The evaluator and the ~~unit member~~General Education Teacher shall tentatively delineate the after-duty-hour responsibilities of the unit member during the annual goal-setting conference which are subject to change by mutual consent of the unit member and evaluator should other priorities arise. If a situation arises wherein the evaluator and unit member are not in agreement, Assistant Superintendent of Human Resources will determine which after-duty-hour function will be required and will provide the evaluator and unit member with reasons in writing.

#### 7.1.4.2 Special Education Teachers

7.1.4.2.1 Unit members who are Special Education Teachers shall be required to attend and participate in no more than two after-duty-hour functions. After-duty-hour functions do not include Professional Day activities (7.2). An extra duty stipend will not be provided for these two functions.

7.1.4.2.2 After-duty-hour functions for Special Education Teachers shall be as follows:

##### 7.1.4.1.2.4 Back to School Night (Special Education Teachers of record)

Special Education Teachers of record assigned to more than one campus shall not be required to attend more than one Back to School Night per year. The District will determine which.

##### 7.1.4.1.2.5 Open House (Special Education Teachers of record)

Special Education Teachers of record assigned to more than one campus shall not be required to attend more than one Open House per year. The District will determine which.

#### 7.1.4.1.2.6 Remaining days

Special Education Teachers not of record and their evaluator will determine no more than two functions to be mutually agreed upon. Examples of additional functions include, but are not limited to: Back to School Night; Open House; Sixth Grade Promotion; Family Nights; Fairs; Education Nights; Performances; PTA Meetings; and others approved by the evaluator.

~~7.1.3.1.4~~7.1.4.2.3 The evaluator and the Special Education Teacher shall tentatively delineate the after-duty-hour responsibilities of the unit member during the annual goal-setting conference which are subject to change by mutual consent of the unit member and evaluator should other priorities arise. If a situation arises wherein the evaluator and unit member are not in agreement, Assistant Superintendent of Human Resources will determine which after-duty-hour functions will be required and will provide the evaluator and unit member shall each select one function with reasons in writing.

#### 7.1.4.3 Unit members employed under a services credential

7.1.4.3.1 Unit members employed under a services credential, such as a School Nurse Services Credential, a Speech Language Pathology Services Credential, or a Pupil Personnel Services Credential, shall be required to attend and participate in no more than two after-duty-hour functions. After-duty-hour functions do not include Professional Day activities (7.2). An extra duty stipend will not be provided for these two functions.

7.1.4.2.2 The evaluator and a unit member employed under a services credential shall tentatively delineate the after-duty hour responsibilities of the unit member during the annual goal-setting conference which are subject to change by mutual consent of the unit member and evaluator should other priorities arise. If a situation arises wherein the evaluator and unit member are not in agreement, Assistant Superintendent of Human Resources will determine which after-duty-hour functions will be required and will provide the evaluator and unit member with reasons in writing.

7.1.4.7.1.5 Unit members employed under a services credential, such as a School

Nurse Services Credential, a Speech -Language Pathology Services Credential, or a Pupil Personnel Services Credential, may need to receive in-service Education as deemed appropriate for their licensure and may request release time up to four days per year for such training.

#### 7.1.5.7.1.6 Parent Conferences and Report Card Preparation

~~7.1.5.1~~7.1.6.1 All schools shall have five (5) consecutive school minimum days to be used in the fall for report card preparation and parent conferencing. Likewise, all schools shall have four (4) consecutive school minimum days to be used in the spring for report card preparation and parent conferencing.

~~7.1.5.2~~7.1.6.2 Any General Education Teacher of record whose class size exceeds twenty-five (25) students during a reporting period shall be provided one day of substitute teacher's pay at the lowest day-to-day rate for preparation of report cards during that reporting period.

~~7.1.5.2.1~~7.1.6.2.1 Students not requiring the teacher to prepare a report card, e.g., students new to the class, will not be considered in this count unless otherwise specified. (Reference Article 6.4)

~~7.1.5.2.2~~7.1.6.2.2 Any student ~~with special needs~~qualifying for Special Education who spends more than two hours per day with the General Education class (not including recess and lunch periods) will be considered in this count.

~~7.1.5.3~~7.1.6.3 Any Special Education Teacher, Speech Language Pathologist, and School Psychologist who provide services for more than twenty-five (25) Individual Education Program (IEP) plans and/or 504 Plans during a reporting period shall be provided one day of substitute teacher's pay at the lowest day-to-day rate for preparation of progress reports during that reporting period.

~~7.1.5.4~~7.1.6.4 Student dismissal on minimum days for ~~spring~~ parent conferences will be no later than ~~4:30 p.m.~~12:00 noon. The District shall determine the dates of these days.

#### ~~7.1.6~~7.1.7 Release Time Resultant to Special Education

~~7.1.6.1~~7.1.7.1 The District shall provide release time at the rate of up to three days per FTE per school year for each Special Education Teacher, Speech Language Pathologist, and School Psychologist for the purpose of completing Individualized Education Program (IEP) duties.

~~7.1.6.1.1~~7.1.7.1.1 Requests for such release time shall be made in advance to the principal and are subject to availability of substitute teachers.

~~7.1.6.2~~ ~~The parties agree that general education teachers should not be required to participate in an excessive number of after duty IEP meetings and conferences.~~

~~7.1.6.3~~7.1.7.2 Release time will be provided for classroom teachers of full

inclusion students to attend one parent-team meeting per month. Members may elect, but are not required, to take the release time.

## 7.2 Professional Day

- 7.2.1 Included within the Professional Day shall be the number of instructional minutes (i.e., the Instructional Day) in the District schedule which will enable the District to comply with Education Code Sections 46201 and 37202, as such code sections are currently written or may be amended during the term of this Agreement.
- 7.2.2 As part of the Professional Day, unit members shall be responsible for duties, consistent with the authorization(s) in the unit member's certification, that include: direct services to students; preparation and planning; program development (e.g., Individualized Education Program (IEP) meetings); parent conferences; professional collaboration (e.g., Professional Learning Community (PLC) participation); staff, faculty, and District meetings; and professional growth activities (e.g., site- and District-based professional development).
- 7.2.3 Because unit members render professional services during the Professional Day, it is not possible to designate in advance the amount of time unit members need for planning, preparation, and duties of the Professional Day (see Article 7.2.2); however, minimum duty hours will be as follows:
  - 7.2.3.1 Unit members shall be on campus and responsible for instructional and other assigned duties fifteen (15) minutes before the start of the student day.
  - 7.2.3.2 Unit members shall remain on duty for a reasonable amount of time to accomplish their professional duties (see Article 7.2.2). Teachers in assignments with pupils who are normally dismissed earlier than the general student population (e.g., kindergarten and transitional kindergarten) will normally be at their assigned sites at least until dismissal of the general student population.
  - 7.2.3.3 The District may provide additional compensation to unit members who voluntarily participate in additional professional activities. Such compensation shall be determined by the District.
  - 7.2.3.4 Normally, unit members shall be entitled to the same number of minutes that students have for lunch, but if unforeseen circumstances arise outside the thirty-minute, duty-free period, unit members may be assigned to duty. Members may elect but are not required to schedule meetings during any portion of the 45-minute lunch period.
    - 7.2.3.4.1 Examples of unforeseen circumstances include unanticipated student safety needs (e.g., lockdowns, lockouts, and/or behavioral escalation) and inclement environmental conditions (e.g., rain or smoke).
  - 7.2.3.5 The District will employ personnel to relieve unit members of student supervision outside instructional time, but such relief shall be limited by the availability of individuals to fill such positions. Unit members shall only be directed to provide student supervision

outside instructional time in case of unforeseen circumstances (see Article 7.2.3.4.1).

~~7.3 Commencing with the 2022-2023 school year and continuing through the 2023-2024 school year, the District and association will pilot a program to employ personnel to allow first through sixth grade general education teachers 45 minutes per week of professional collaboration time (e.g. Mandatory District and Site Meetings~~

~~7.2.47.1.1 Professional Learning Community (PLC) meetings) during the instructional day, but such time shall be limited by the availability of individuals to fill these positions or unforeseen circumstances (see Article 7.2.3.4.1).~~

~~7.2.4.1.1 Once the positions referenced in 7.2.3.6 are filled, the District will employ additional personnel to allow first through sixth grade general education teachers a minimum of 45 minutes per week of teacher directed planning and preparation time during the instructional day, but such time shall be limited by the availability of individuals to fill the positions referenced in 7.2.3.6.1 or unforeseen circumstances (see Article 7.2.3.4.1).~~

~~7.2.4.2 The intent of the parties is to continue this program in the 2024-2025 collective bargaining agreement, with changes, if necessary, to make the program a success.~~

~~7.2.57.1.1 This pilot program shall not be subject to the grievance procedure.~~

~~7.2.67.3.1~~ It is the District's intent to maintain or increase efficient use of unit members' time related to mandatory faculty and District meetings. Full staff meetings may be required up to once per week as described below.

~~7.2.6.17.3.1.1~~ District agrees to limit full staff, faculty, and District meetings to three per month during the 180-day student school year.

~~7.2.6.27.3.1.2~~ Notification of required staff, faculty, and District meetings outside of the instructional day and during the 180 days of instruction shall be at least 48 hours prior to the meeting, except when necessitated by events which could not reasonably have been anticipated.

~~7.2.6.37.3.1.3~~ Required staff, faculty, and District meetings outside of the instructional day and during the 180 days of instruction, except staff development and/or training on the two minimum days scheduled for that purpose (see Article 7.1.3), shall last no longer than ninety (90) minutes except in isolated circumstances for which notice must be given a minimum of forty-eight (48) hours prior and said meeting may not exceed one-hundred-twenty (120) minutes.

~~7.2.6.47.3.1.4~~ Staff development and/or training on the two minimum days scheduled for that purpose (see Article 7.1.3) may exceed one-hundred-twenty (120) minutes but not one-hundred-eighty (180) minutes. These two minimum days will be considered a required staff, faculty, or District meeting.

~~7.2.6.57.3.1.5~~ Required staff, faculty, and District meetings outside of the Instructional Day and during the 180 days of instruction or District



in-services shall not be held during:

~~7.2.6.5.1~~7.3.1.5.1 The first week of instruction

~~7.2.6.5.2~~7.3.1.5.2 The week of Back to School Night

~~7.2.6.5.3~~7.3.1.5.3 The week preceding the issuance of report cards during the first two grading periods

~~7.2.6.5.4~~7.3.1.5.4 The week of Parent Conferences

~~7.2.6.5.5~~7.3.1.5.5 The week of Open House

~~7.2.6.5.6~~7.3.1.5.6 The last week of instruction.

7.3.2 General Education Teachers are a part of an Individualized Education Program (IEP) team and may be required to participate in IEP meetings during the Professional Day. The General Education Teacher has the right to provide input which helps determine: eligibility; behavioral interventions and supports; modifications; accommodations; supplementary aids and services; support for personnel; and the review or revision of the IEP. [34 C.F.R. Secs. 300.324(a)(3) & (b)(3); Cal. Ed. Code Sec. 56341(b)(2).]

~~7.2.7~~7.3.3 The District will not require attendance at in-service or other District meetings on Saturdays or Sundays.

#### ~~7.3~~7.4 Involuntary Change of Classroom

~~7.3.1~~7.4.1 Any bargaining unit member who is required to change classrooms or office space shall be granted the equivalent of two days of substitute teacher's pay at the lowest day-to-day rate.

~~7.3.2~~7.4.2 No bargaining unit member shall be required to use any portion of the 185-day teacher work year to accomplish the move for the upcoming year.

#### ~~7.4~~7.5 Children of Employees

~~7.4.1~~7.5.1 For the purposes of student attendance, certificated employees, if they so desire, will be considered residents of the attendance area in which they work. As a result, their children shall attend the school to which the employee is assigned.

~~7.4.2~~7.5.2 Once a transfer has been granted the District shall not rescind a transfer:

~~7.4.2.1~~7.5.2.1 During the term of the unit member's employment.

~~7.4.2.2~~7.5.2.2 If a unit member resigns or retires due to medical reasons.

~~7.4.3~~7.5.3 If an older sibling is currently enrolled at the site, any younger siblings will be granted a transfer to that site.

~~7.4.4~~7.5.4 Excessive tardiness, unexcused absences, or student behavioral issues (including suspension) may result in a revocation of the transfer.

#### ~~7.5~~7.6 Extra Service

~~7.5.1~~7.6.1 The District will pay a yearly stipend of ~~\$500~~\$1,000 for one Principal Designee position at each site. On days the Principal Designee is required to actively serve in the absence of ~~the principal~~the principal, the District will fund an additional ~~\$75~~\$100 per day with a maximum not to exceed 15 days. Additional funding beyond the maximum may be provided by the school site.



7.5.27.6.2 The District shall pay each ~~teacher~~unit member who ~~takes~~accompanies a class of students on a District-approved field trip that involves an overnight stay a stipend equal to a substitute teacher's pay at the lowest day-to-day rate for each night.

7.5.37.6.3 The District may provide additional compensation to unit members who voluntarily participate in additional professional activities. Such compensation shall be determined by the District.

## 7.7 Collaboration Time during the Instructional Day

7.7.1 Commencing with the 2022-2023 school year and continuing through the 2024-2025 school year, the District and association will continue piloting a program to employ personnel to allow first through sixth grade General Education Teachers 90 minutes per week of professional collaboration time (i.e., Professional Learning Community (PLC) meetings) during the instructional day, but such time shall be limited by the availability of individuals to fill these positions or unforeseen circumstances (see Article 7.2.3.4.1).

7.7.1.1 Professional Learning Community (PLC) meetings include engagement with the following four critical questions: 1) What do we want all students to know and be able to do? 2) How will we know if they learn it? 3) How will we respond when some students do not learn? and 4) How will we extend the learning for students who are already proficient? These meetings may include academic, behavioral, social-emotional and/or logistical problems of practice.

7.7.2 Once the positions referenced in 7.7.1 are filled, the District will employ additional personnel to allow first through sixth grade General Education Teachers a minimum of 45 minutes per week of teacher-directed planning and preparation time during the instructional day, but such time shall be limited by the availability of individuals to fill the positions referenced in 7.7.1 or unforeseen circumstances (see Article 7.2.3.4.1).

7.7.3 These 135 minutes may not be provided during: 1) the first week of school; 2) Fall Parent Conferences; 3) Spring Parent Conferences; and/or 4) the last week of school.

7.7.4 The intent of the parties is to continue this program in the 2025-2026 collective bargaining agreement, with changes, if necessary, to make the program a success

7.7.5 This pilot program shall not be subject to the grievance procedure.

7.67.8 The provisions of this Article shall be interpreted and applied in a reasonable and equitable manner.

# 10. Salary

## 10.1 Negotiated Salary Changes July 1, 2022 through June 30, 2025

### 10.1.1 Negotiated Salary Increase for the 2022-2023 school year

10.1.1.1 All unit member salaries shall be retroactively increased by 5% retroactive to July 1, 2022. All certificated salary schedules will reflect this change.

### 10.1.2 Negotiated Salary Increase for the 2023-2024 school year

10.1.2.1 All unit member salaries shall be increased by 2% effective April 1, 2024. All certificated salary schedules will reflect this change.

~~40.1.2~~10.1.3 Steps on the Certificated Salary Schedule effective July 1, 2019 will not correlate to years of service in the Goleta Union School District.

~~40.1.3~~10.1.4 Retroactive increases will only be applied to the pay of unit members employed by the District at the time of ratification.

## 10.2 General Requirements

10.2.1 All bargaining unit members shall be placed on the salary schedule and shall be subject to this salary Article with the following exceptions:

### 10.2.1.1 Doctoral Stipend

An annual stipend of Three Hundred Dollars (\$300) shall be paid to unit members who possess an earned doctorate in the field of education upon approval by the Professional Advancement Committee.

### 10.2.1.2 Speech-Language Pathology Services Credential

An annual stipend of Two Hundred Dollars (\$200) shall be paid to unit members who possess a Speech-Language Pathology Services Credential in the field of education upon approval by the Professional Advancement Committee.

### ~~40.2.1.2~~10.2.1.3 Dual Language Immersion Program Stipend

Effective July 1, 2020, a teacher of record in the Dual Language Immersion program, who is fully certificated to teach in a language other than English, shall receive a stipend of 3% based on their current salary placement per year of such service. The stipend shall be paid monthly during such assignment. The stipend is in recognition of the additional expertise and responsibilities necessary to implement the Dual Language Immersion program. The parties acknowledge that responsibilities associated with the program will change over time; consequently, the parties agree to meet and confer as workload issues occur.

10.2.2 The Academic Year as it applies to bargaining unit members means that portion of the fiscal year adopted by the Board of Trustees during which regular school classes are maintained for students plus additional days of related professional duties as mutually agreed upon through the

negotiation process.

- 10.2.3 Bargaining unit members who are required by the District to perform professional services in excess of the 185-day contract year shall be compensated one pro-rata per diem of their regular salary. The Superintendent or designee prior to the performance of service shall approve all service in excess of the 185-day contract year, in order to qualify for compensation.
- 10.2.4 All bargaining unit members shall place with the Human Resources Department verification of training and experience.
- 10.2.5 Verification of college training shall be in the form of official college transcripts.
- 10.2.6 Verification of experience shall be in any form acceptable to the Superintendent or designee.
- 10.2.7 All bargaining unit members with only a provisional credential (e.g., Short Term Staff Permit, Provisional Intern Permit, Emergency Permit) or internship credential shall be placed at Step 1, in Column C of the Certificated Salary Schedule until such time as the unit member earns a preliminary or clear credential.
- 10.2.8 All bargaining unit members with preliminary or clear credentials shall be placed at the initial Step and Column of the salary schedule associated with that unit member's position, with the following exceptions:
  - 10.2.8.1 Certificated personnel who are qualified for vertical advancement by reason of experience.
  - 10.2.8.2 Certificated personnel who are qualified for horizontal advancement by reason of advanced education. Only upper division and graduate units are applicable for original placement.

### **10.3 Previous Experience**

- 10.3.1 For initial placement of newly hired teachers, teaching experience in any public-school system in the United States of America shall be applicable providing the unit member held a Bachelor's Degree from a regionally accredited institution and a valid Credential to provide the services issued by the state in which the teaching occurred during the entire period of time covered by such experience.
- 10.3.2 For initial placement of all other newly hired unit members (nurses, psychologists, speech language pathologists), licensed professional services rendered in the United States of America shall be applicable providing the unit member held a Bachelor's Degree from a regionally accredited institution and a valid credential/license required to provide the services issued by the state in which the professional services occurred during the entire period of time covered by such experience.
- 10.3.3 The Assistant Superintendent of Human Resources shall review and evaluate any corresponding professional experiences, such as private school teaching or teaching in foreign countries, and submit a recommendation to the Superintendent for any credit to be allowed applicants for such experience.

10.3.4 Bargaining unit members shall be granted one vertical step for each year of experience prior to employment by the District up to a maximum of six (6) years. Initial placement shall not be beyond Step 7.

**10.4 Vertical Advancement**

10.4.1 After initial placement, a bargaining unit member shall be granted one vertical step for each year of service to Goleta Union School District, provided the unit member works at least fifty percent (50%) time and for at least seventy-five percent (75%) of each established school year. Time spent on sick leave, bereavement leave, and industrial accident or illness leave, or other leaves for which salary benefits are provided by the District, and for military leave during the period of employment by Goleta Union School District shall count as service for purposes of vertical advancement.

10.4.2 A person who is reinstated as a certificated employee on a regularly employed basis in a qualifying position within thirty-nine (39) months after the unit member's last day of paid service shall be restored to the unit member's former placement on the salary schedule.

**10.5 Horizontal Advancement**

10.5.1 After initial placement, advancement horizontally from column to column is based on semester units of upper division or graduate college credits earned from accredited institutions after the granting of the Bachelor's Degree.

10.5.2 Quarter units of college credit shall have two-thirds (2/3) of the value of semester units of college credit.

10.5.3 Bargaining unit members shall move horizontally in accordance with the requirements of the then existing salary schedule.

10.5.4 Course work taken for horizontal movement must be submitted to the Professional Advancement Committee for approval.

**10.6 Other Advancement**

10.6.1 Bargaining unit members may be granted credit towards advancement on the salary schedule for planned travel in lieu of college credit under the following conditions:

10.6.2 For purposes of salary credit, planned travel shall be approved in advance by the Professional Advancement Committee.

10.6.3 Bargaining unit members may be granted credit towards advancement on the salary schedule for research work. To be granted salary credit, all research shall be approved in advance by the Professional Advancement Committee.

10.6.4 Bargaining unit members shall be placed on the appropriate step in Column D or E upon verification of a Master's Degree or appropriate units from an accredited institution.

10.6.5 Column D requires at least forty-five (45) semester units of college credit after receipt of a Bachelor's Degree; or a Master's Degree.

10.6.6 Column E requires at least sixty (60) semester units of college credit after receipt of a Bachelor's Degree; or a Master's Degree and an additional fifteen (15) semester units beyond this degree.

## **10.7 Professional Advancement Committee**

### 10.7.1 Committee Membership

The Committee will be composed of certificated employees of the District selected as follows: three (3) members of the bargaining unit designated by the Association, two (2) management employees designated by the Superintendent, and the Assistant Superintendent of Human Resources who shall coordinate the work of the Committee.

### 10.7.2 Committee Guidelines

10.7.2.1 The Committee shall grant automatic approval for:

- a) Upper-division or graduate courses, which clearly benefit the students in the applicant's classroom, or contribute to the applicant's assignment in the District;
- b) A university extension course in the field of elementary education;
- c) A graduate or upper-division course in the field of elementary education;
- d) Continuing Education Units (CEU's) granted through professional organizations such as the American Psychological Association, American Speech & Hearing Association, California Speech & Hearing Association, California State Nursing Association, granted to their members for updating their skills;
- e) A course taken to fulfill requirements of a program leading to an advanced degree or credential in the field of elementary education.

10.7.2.2 The following must be submitted to the Committee for approval:

- a) Any course not listed in Section A above;
- b) Proposals for research and curriculum development projects that would be beneficial to the education of the children of Goleta Union School District;
- c) Travel, which would enhance the education of the children of Goleta Union School District;
- d) Any approved District in-service or approved professional meeting on a ratio of forty-five (45) cumulative hours of instruction and/or outside preparation to one (1) semester unit.

### 10.7.3 Timeline

Accumulated course credit, not immediately applicable for

horizontal movement on the salary schedule:

Submit Application for Salary Schedule Credit to Committee. It is recommended, but not required, that this be done prior to taking the course in order that the employee may be assured that the course will be approved for eventual salary credit. The Committee shall respond to an application by the 15th of each month on those applications submitted by the 1st of the month. For those applications submitted after the 1st of the month, the Committee shall respond by the 1st of the next month. Exceptions to this rule may be granted by the Committee. If applicant does not accept the decision of the Committee, the unit member may appeal to the Superintendent or designee.

10.7.3.1 Course work which will result in horizontal movement on the salary schedule for the coming school year:

- a) Submit Application for Salary Schedule Credit and Application for Salary Advancement to Committee by May 15<sup>th</sup>. Tentative plans for completing the required number of units must be included. No exceptions to the May 15<sup>th</sup> deadline will be made.
- b) All course work must be verified by September 1<sup>st</sup> submitting official transcripts or grade records to the Human Resources Department.

## **10.8 Method of Payment**

Bargaining unit members employed for a complete school year shall have the option to receive their annual salary in ten (10) equal payments or have summer pay withheld and receive twelve (12) payments.

## **10.9 Voluntary Reduced Workload/Pre-Retirement program**

10.9.1 Under the terms and conditions of this Article, qualified certificated employees may reduce their workload from full-time to part-time duties.

10.9.2 Application for participation in this program shall be made through the Human Resources Department by March 1<sup>st</sup> of each year. No more than three percent (3%) of the certificated staff may participate in this program in any one school year.

### **10.9.3 Eligibility**

10.9.3.1 In order to apply for participation in this program, a certificated employee must meet the following criteria:

10.9.3.2 Attainment of age fifty-five (55) prior to commencement of the reduction in workload;

10.9.3.3 Employment in a full-time certificated position for at least ten (10) years in the District, including the immediately preceding five (5) years;

10.9.3.4 Employment in a position with a salary no higher than that of a

school principal.

#### 10.9.4 Conditions

- 10.9.4.1 Their quest for a reduced workload must be initiated in writing by the employee and formalized by a written agreement prior to commencement of the period of reduced service.
- 10.9.4.2 Once commencing participation in this program, an individual may not return to full-time employment in the District without the express consent of the District.
- 10.9.4.3 Assignment of duties in the program shall be made by the District to meet the needs of students and programs.
- 10.9.4.4 Approval of an application for reduced workload will be based upon District needs. In the event of a denial, the applicant shall have the right to reapply for entry into the program at a later date.
- 10.9.4.5 Participation in this program is limited to a maximum of five years.
- 10.9.4.6 The minimum part-time employment shall be the equivalent of one-half of the number of days of service required by the employee's Offer of Employment during the final year of service in a full-time position.
- 10.9.4.7 The employee and employer will contribute to the State Teachers' Retirement System in the same amount as they would under full-time employment, based on the compensation, which would have been earned for full-time employment, and the employee shall receive retirement credit for a full year of service.

#### 10.9.5 Benefits

- 10.9.5.1 The unit member shall be paid a salary and shall earn sick leave, which are the pro-rata share of the salary and sick leave benefits, which the unit member would be earning in full-time employment.
- 10.9.5.2 The employee shall receive health benefits in the same manner as a full-time employee.
- 10.9.5.3 Employee's salary shall be determined according to the unit member's regular placement on the District salary schedule. Increments and other increases shall be applied in the same manner as if the employee were working full time, except that the salary shall be on a pro-rata basis.
- 10.9.5.4 Enrollment in this program does not preclude the employee's option of retirement at any time if the unit member is otherwise eligible.