

PROFESSIONAL STAFF SALARY SCHEDULES

Administrators

The Board will enter into an individual contract with each member of the administrative staff commensurate with the requirements of the position. This contract shall describe the general services to be rendered by the employee in return for financial and other considerations. Additionally, the employee's job description, detailing the more specific performance responsibilities of the contracted position and the mode of evaluating performance, shall be incorporated into the contract by reference. All terms and conditions of contracts with administrative staff members are to conform with the requirements of the Arizona Revised Statutes.

Other Certificated Personnel

All staff members shall be issued written contracts pursuant to provisions contained in A.R.S. 15-536, 15-539, and 15-540.

Any part-time teacher employed fifty percent (50%) or more per week, but less than one hundred percent (100%) and who has been employed by the District more than the major portion of six (6) consecutive school years and who is under a contract of employment with the District for the current school year shall be offered a teaching contract for the next ensuing school year unless, on or before April 15, the Governing Board or the Superintendent gives notice to the teacher of the Board's intention not to offer a teaching contract, unless such teacher has been dismissed pursuant to A.R.S. 15-538 or 15-544. Such offer of a teaching contract shall specify that the District is not obligated to provide the same part-time status for the next ensuing school year.

A staff member shall have thirty (30) days after receipt of such contract in which to sign and return the contract or the offer is revoked.

Professional Growth Committee.

Establishment of Professional Growth Committee: The Professional Growth Committee is established to review courses and other training submitted for credit on the district certified salary schedule, either by those wishing to offer such credit or by those wishing to be given credit for purposes of advancement. The professional growth committee is also responsible for making recommendations to the Governing Board regarding the policies pertaining to professional growth of certified staff, as needed. Further reference to the Professional Growth Committee in this section will be denoted by the word "Committee" only.

Membership: The Committee shall consist of:

- The Superintendent or a designee thereof;
- One Governing Board member;
- One high school administrator;*

- One middle school administrator;*
- One elementary school administrator;*
- Coordinator of career ladder program;
- Six members of the Flagstaff Education Association; and
- The president and vice-president of FEA.

* (An administrator is defined as a principal, assistant principal, building coordinator, or administrative assistant.)

Selection of members:

- The Board member shall be designated by the Governing Board.
- Administrative members shall be selected by their respective groups.
- FEA Committee members shall be selected by the Flagstaff Education Association.

Term of office:

- The Board member shall serve at the pleasure of the Governing Board.
- Administrative members shall serve at the pleasure of their respective groups.
- FEA Committee members shall serve in accordance with the provisions of the constitution and bylaws of the FEA.

Selection of officers and meetings:

- Seven (7) members of the Committee shall constitute a quorum for the transaction of business; a majority vote of the quorum will decide all questions.
- The chair shall be chosen by majority vote at the May meeting, shall serve a term of two years, and shall have full voting rights.
- The vice chair shall be chosen by majority vote at the May meeting, shall serve a term of two years, shall have full voting rights, and shall serve as chair in the absence of the duly elected chair.
- The Superintendent shall appoint a member of the District office staff to serve as recording secretary.
- The Committee shall keep a written record of its meetings on file in the Superintendent's office.

- The regular meetings of the Committee shall be held the second week in January, May, and September for the purpose of evaluating requests concerning advancement on the salary schedule. Such requests must be submitted to the chair of the Committee as early as possible prior to the scheduled meeting. An additional meeting will be scheduled after the September meeting prior to October 2 to consider requests that will affect advancement on the salary schedule. Special meetings may be called by the chair. At special meetings, only the business for which the meeting was called will be discussed.
- All meetings of the Committee shall be called by the members and to all schools not less than two weeks before the Committee meets. Notice of special meetings may be issued by telephone, personal contact, written or electronic communication. The notice of two weeks prior to a meeting is waived for special meetings.

General rules:

- The Committee shall submit to the Governing Board in writing all recommendations pertaining to the administration of the provisions of the salary schedule.
- Teachers experiencing problems relating to their placement on the salary schedule and/or other provisions of the salary schedule are encouraged to appear before the Committee.

Amendments, Revisions, and Cancellations

The salary schedule and all provisions may be revoked, altered, or amended by action of the Governing Board, but such proposed changes shall be submitted in writing to the committee for its consideration and recommendation before final action is taken by the Board.

Classification of teachers.

The criteria upon which the classification of teachers is based are:

- Academic and professional preparation.
- Teaching experience.
- Professional in-service growth.

Certificated teachers shall be placed in one of the following classes:

Class	Degree/Units
III	Bachelor's
IV	Bachelor's + 15
V	Bachelor's + 40 or Master's
VI	Master's + 15
VII	Master's + 30 Master's of Fine Arts Educational Specialist
VIII	Master's + 45
IX	Master's + 60, PhD, or EdD

- The term unit refers to a semester hour or the equivalent.
- Unless requested by the Superintendent, courses taken to remove deficiencies in qualifying employees for their first regular* Arizona certificate, or for the renewal of certificates that have lapsed shall not be accepted for advancement on the salary schedule.

* (Regular, in this instance, excludes certificates classified as temporary, provisional, and the like.)

- Units for Class IV must have been earned after the completion of the requirements for the bachelor's degree or earned concurrently during the last term of work on the bachelor's degree. Units applied toward the bachelor's degree may not be used for advancement to Classes IV, V, VI, VII, VIII, or IX.
- A maximum of 15 units earned after completion of the bachelor's degree and prior to or concurrently during work toward a master's degree, but not required for the master's degree, may be applied toward advancement on the salary schedule for Classes VI, VII, VIII, and IX unless more than 15 units are earned for a District Initiative as certified in writing by the Superintendent (such as an English as a Second Language endorsement) or for coursework taken to move between disciplines at the request of the District as certified in writing by the Superintendent. Only units earned beyond the 15 units for the District initiative or District requested discipline change will be accepted.

Employees will apply through the Professional Growth Committee to obtain credit for units earned to meet a District initiative as described above. Employees will present to the Certified Professional Growth Committee the letter of certification from the Superintendent's office, a letter explaining the circumstances of the request for credit, and proper transcripts/documentation of the professional growth activities.

Schedule of salaries

Placement on the salary schedule: Each teacher shall receive a salary based on training and experience as of October 1 of the year of employment in accordance with the provisions set forth in this schedule. No provisions contained in this agreement concerning placement on the salary schedule shall be applied retroactively.

Credit for military service: Beginning with the 1995-96 school year—NOT RETROACTIVE. Prior military service concluding with honorable discharge shall be credited on the basis of one half (1/2) year's credit for each full year served with the military. Beginning with the 1999-2000 school year, should the total number of years of credit end in a half year, the number of half years of credit shall be rounded up to the next whole step. Credit for such service shall not exceed two and one-half (2-1/2) steps, rounded up to three, for five (5) years of experience.

Credit for teaching experience:

- Beginning with the 1995-96 school year—NOT RETROACTIVE. Prior certificated teaching experience shall be evaluated and awarded on the basis of one-half (1/2) year's credit for each allowable year of full-time service in other school districts. Credit for such

service experience shall not exceed a total of five (5) steps for ten (10) years of previous allowable certificated school experience; i.e., placed on step 5.0 of the salary schedule. Beginning with the 1999-2000 school year, should the total number of years of credit end in a half year, the number of credited years shall be rounded up to next whole step. For example, a person with five years prior certificated teaching experience divided in half equals 2 1/2 years that would be rounded to 3.

- The combination of allowable military/teaching experience will be given maximum credit for ten (10) years; i.e. placed on step 5.0 of the salary schedule.
- Credit will be awarded only for increments of a full year or full-year equivalents. Initial placement on the salary schedule shall follow the above standards in all cases for teachers as defined in Policy H-100 H*(1) Article 1, definition of terms contained in agreement, 111 Definitions H.

Advancement on the salary schedule.

Step movement: A staff member, except for previous teaching experience or military service, shall be advanced through the vertical steps of the salary schedule at the rate of one step per year of service to the District, subject to satisfactory teaching performance as defined under Teacher Observation and Evaluation in this section. If any conditions preclude advancement in any given year, rights to advancement are forfeited and shall not be granted retroactively.

- Change of class: Salary increases for change in class will not be considered after October 1 of the school year for which a teacher signs a contract. Following the submission of a request for advancement, salary increases for a change of class will become effective after October 1.
- A teacher shall be advanced through the horizontal steps of the salary schedule by completing academic credit.
- Teachers qualifying for a change in class will move to the new class following initial placement on the schedule as outlined above providing a Declaration of Class Advancement is submitted to the employee's site administrator by March 29 for notification to the superintendent so that provision for salary advancement can be included in the budget for class advancement.
- Advancement in class must be substantiated by transcript or other written proof of work completed before salary changes can be made. Such verification must be filed in the Superintendent's office by October 1 of the school year for which the teacher is employed. Application for class advancement on the salary schedule must be completed and filed in the Superintendent's office before a contract addendum is prepared.

Course work for advancement on the district salary schedule may consist of upper- or lower-division or graduate work in an accredited institution or District-sponsored courses or workshops/professional training with a duration of at least three (3) hours including those offered through the Career Ladder Professional Growth Academy. However, such work must contribute directly to the staff member's proficiency in the classroom or promote professional growth.

- Courses taken to remove deficiencies in qualifying a staff member for the first regular* Arizona certificate, or for the renewal of certificates that have lapsed, shall not be accepted for advancement on the salary schedule.

* (Regular, in this instance, excludes certificates classified as temporary, provisional, and the like.)

- Units taken beyond the master's degree for advancement to Class VI, VII, VIII, or IX must be at least forty percent (40%) accredited college/university graduate units. Sixty percent (60%) may be a combination of credits as described above.
- All units taken through the Career Ladder Professional Growth Academy will be considered graduate units.
- The District Professional Growth Committee is authorized to offer a master's equivalency to FUSD employees.

* The 40–60% rule will be implemented as follows:

Class	Undergraduate credit hours	Graduate credit hours
MA + 15	9 or fewer	6 or more
MA + 30	18 or fewer	12 or more
MA + 45	27 or fewer	18 or more
MA + 60	36 or fewer	24 or more

- No unit of work past the master's degree will be acceptable with a grade of less than C or equivalent, and the grade average of units taken for advancement to Class VI, VII, VIII, or IX must be at least a B or equivalent.
- Units to be taken to advance on the salary schedule must be submitted to the Committee on District form #10A. Staff members who take units that have not been given prior approval by the Committee may jeopardize their attempt to advance on the salary schedule.
- Committee recommendations are forwarded to the Governing Board for final action. The Board makes the final decisions, and staff members will be notified as to whether their requests have been approved or denied.
- Effective January 1, 1993, teachers may receive professional growth credit for ECI 593 (Block Program), in accordance with the policy rules and regulations, not more than two times. The first time that credit is sought, it will be handled in a routine request manner. The second time that credit is sought a letter of justification must accompany the request and the request must be made prior to taking the class. The justification letter must include how the course content will change from the course content of the previous course for which credit was given.

- Certificated staff members who take adult course work from the Arizona School for the Deaf and Blind shall receive in-service training credit based upon guidelines for District-sponsored courses and workshops.
- Course work taken from a university in a foreign country must be submitted to a private company for evaluation of equivalency of foreign credit hours to US credit hours, unless this can be determined from the transcript (the Federal Department of Education no longer evaluates foreign credit). The staff member is responsible for requesting this evaluation and then is required to submit it to the Committee for approval.
- Continuing education units from accredited institutions. Credit shall be awarded at the rate of 1/4 credit for each 3 hours of seat time, awarded in increments of only 1/4, 1/2, 3/4, or 1 credit or multiples thereof.
- All District-required courses and/or District-offered courses shall be honored for advancement on the salary schedule.
- Workshops/professional training (with a duration of at least 3 hours) must be offered for credit by an accredited institution or accepted by any state department of education within the United States. Accredited shall mean that an institution or program must have full accreditation or candidacy (pre-accreditation) status granted by an accrediting body recognized by the U.S. Department of Education or the Council on Post-secondary Accreditation, a nongovernmental organization concerned with accrediting standards and practices. If the participant chooses to take the workshop but not obtain college credit, he must provide the Professional Growth Committee with an affidavit from the instructor that states that all requirements for credit have been fulfilled with the exception of tuition.

Master's Equivalency Guidelines

Credit Hours: Employees who are applying for a Master's Equivalency must first have been placed on the BA+40/MA column on the current salary schedule. Additionally, 15 credit hours must have been earned after the date of initial placement. However, if an employee had more than 40 credit hours at the time of initial placement on the BA+40/MA column, the unused hours (remaining hours) may be applied toward the 15 credit hours required for the Master's Equivalency provided that the hours submitted satisfy the 40% graduate/60% undergraduate ratio. Credit hours are accepted from accredited universities and 40% of the university credit hours submitted for the Master's Equivalency must be graduate level. Credits awarded through the FUSD Professional Growth Academy (15 seat hours = 1 credit hour) are also acceptable in the application. Neither university credits nor Professional Growth Academy credits shall be subject to an expiration date, regardless of when they were taken.

Once an employee has made a lane change to the MA+15 column, any remaining credit that was not applied to the lane change is not eligible for further advancement (lane change) on the salary schedule. Employees must earn the proper number of additional hours after the date of initial placement on the MA+15 to advance any further on the salary schedule.

Example: An employee has a baccalaureate degree and 60 credit hours earned after the awarding of the degree. The employee is placed on column V (BA+40/MA) of the salary

schedule. Only 40 credit hours of the 60 credit hours are used for the placement. The employee then applies for the Master's Equivalency. The remaining 20 credit hours may be used to advance to column VI (MA+15). In this example the remaining credit hours satisfy the 40%/60% ratio. However, now that the employee has made the advancement through the Master's Equivalency, the remaining 5 credit hours MAY NOT be used for further advancement on the salary schedule. Any further advancement by this employee must be through entirely new credit hours earned after the initial placement on column VI (MA+15).

Relationship of Credit Hours: All credit hours submitted for the Master's Equivalency should be related to the classroom and/or profession and/or the Arizona Teaching Standards. The applicant must submit a paragraph relating each course to the classroom, profession, or Arizona Teaching Standards or submit the course syllabus and highlight the course objectives that satisfy the relationship criterion.

Advancement on the Salary Schedule: The awarding of a certificate of Master's Equivalency shall be an internal award, which is confined to FUSD salary purposes only. This award shall allow the applicant to make a lateral move on the salary schedule to the MA+15 column only. Those persons currently on a BA+40/MA column need to have at least an additional 15 credit hours, which meet the 40% graduate credit/60% undergraduate ratio, to apply for the Master's Equivalency. The first year that this move may be awarded is the 2005-06 School Year. Any further advancement on the FUSD Salary Schedule is at the sole responsibility of the applicant. Advancement beyond the MA+15 column shall be of entirely new credit hours. Applicants must notify FUSD Human Resources Department of their intent to apply for the Master's Equivalency by 10/31/04 for the first year of the inception of the Master's Equivalency. Thereafter, starting with the 2005-06 SY, applicants must notify Human Resources of their intent to apply for the Master's Equivalency by -01 March previous to the school year in which the Master's Equivalency is to be effective. Forms for the Master's Equivalency may be obtained through the Human Resources Department or at each site.

Workshops/professional training

- Workshops /professional training (with a duration of at least 3 hours) offered by private institutions that are not accredited or accepted by the Department of Education may be granted prior approval on a case-by-case evaluation by the certificated professional growth committee. These are considered undergraduate hours. If these workshops/professional training are not submitted for prior approval or not submitted within twelve (12) months of completion they will not be approved. If the Committee is not familiar with the nature of the workshop/professional training or the institution providing the training, the applicant may be required to submit a letter in addition to Form #10 (Request for Course Approval form) stating the following:
 - How the workshops will help the applicant in the classroom or profession.
 - Information on the workshop.
 - Credentials of the sponsoring organization.
 - Instructor's credentials.

- Certificate or letter of successful completion signed by the instructor, with contact hours verified.
- It is strongly recommended that the applicant attend the professional growth committee meeting to offer any additional information and be required to attend if prior approval is not obtained by the professional growth committee. This is not retroactive and does not begin until June 4, 1996.

Travel / Work Experience Credit

One hour of credit will be granted for two (2) weeks (*minimum*) travel that is not taken for university credit but contributes directly to the professional growth of a staff member, to be used for advancement on the salary schedule. An itinerary and *prior approval* are required.

Vocational education teachers must apply to the vocational education supervisor (and subsequently the Committee) for work experience credit for summer work experience relating to their teaching area. Credit will be granted only for work experience that is unpaid and supervised. Credit will be granted at a rate of one (1) hour of credit per 12 clock hours of work; 12 credit hours maximum per summer. A letter of verification from the on-the-job supervisor as to the number of hours worked must accompany their request for District approval.

Guidelines for District sponsored courses and workshops.

Instructional time:

Course Credit	Minimum Hours of Instruction
1	12
2	24
3	36

District-sponsored courses offered for less than 12 hours will be credited as follows:

Course Credit	Minimum Hours of Instruction
$\frac{1}{4}$	3 - 5
$\frac{1}{2}$	6 - 8
$\frac{3}{4}$	9 - 11

Instructor – qualifications:

- Personnel who are graduated from an accredited college or university or who function as representatives of a corporation in a trainer capacity.
- All instructors under the preceding paragraph must be qualified in the subject related to the course.

- Personnel who have not been graduated from an accredited college or university may be used as resource people provided they qualify as experts or are well versed or experienced in the subject to be taught. Personnel in this category may not be used for more than one-third of the total instruction.

Presentation of course for approval:

- The department, organization, or person requesting a District-sponsored course or workshop shall appear before the Committee and ask for approval of the course. The following information shall be submitted to the Committee in writing:
 - Title of course and number, if any.
 - Complete outline of the course and schedule.
 - Duration of course in clock hours.
 - Number of credits or units to be earned.
 - Teachers qualified to attend the course for credit, either by department, subject matter, and/or grade level.
 - Purpose of the course. Instructors, when submitting a course for approval, will include a written statement in the course description that will clearly indicate how the course content will assist the enrollees with their teaching or administrative assignment.
 - List of materials, training aids, books, A-V materials, and facilities to be used for the course.
 - Approval of building principal for use of the facilities. If the course is not to be conducted within the facilities of the District schools, then furnish approval of the person responsible for said building.
 - Cost to staff members, if any, and reason for charging.
 - If applicable, list of supplies and/or materials that staff members are required to furnish on their own.
 - Names of all instructors meeting the requirements outlined above in the first two paragraphs under the heading “Instructors-qualifications.”
 - The names of all instructors and guest speakers who come under the third paragraph above under the heading “Instructors—qualifications”; their place of employment; qualifications and experience related to the subject; and specifically what they expect to cover in this course. If the person is well known to the community, the state of Arizona, or the nation, all that is required is the name of the individual.

- At the end of every course or workshop, instructors will conduct a postcourse evaluation, allowing each enrollee to provide a written evaluation of the course or workshop. These evaluations are to be collected and filed in the office of the supervisor of media-library at the same time the list of enrollees completing the course or workshop is filed with the District office.
- A District employee who teaches an in-service class for the first time will receive participant credit according to the following guidelines: Teachers of academic in-District classes with 8 to 30 participants will receive 1 credit for preparation and 1 credit for teaching; and teachers of academic in-District classes with classes over 30 participants will receive 1 credit for preparation and 1.5 credits for teaching; all of which shall be considered equivalent to accredited college/university graduate units. A District employee who teaches the same in-service class a second time will receive only participant credit, to be considered equal to accredited college/university graduate units.
- Any class with fewer than 8 participants may be canceled unless deemed necessary by an assistant superintendent.
- In-service classes may not be offered more than twice for instructor credit unless requested by District administration. Credit or remuneration to District employees teaching a class more than twice will be acted upon by the Professional Growth Committee based on an assessment of District needs.
- Graduate credits earned by teaching District in-service classes after August 27, 1984, may not exceed eighty percent (80%) of the required credits for advancement on the salary schedule from one class to another. In this case at least twenty percent (20%) of credits earned for advancement shall be accredited college/university units.

The Professional Growth Committee shall have the authority to make decisions for approval or denial of approval of courses with respect to the above criteria. The Committee may, at its discretion, refer to the Superintendent and the Governing Board any request that it feels is controversial. In such cases, the Superintendent and the Governing Board may approve or deny approval of the course or refer it back to the Committee for approval or denial of approval. It will be the responsibility of the Superintendent to assign the number of personnel he deems necessary to supervise the course and any other duties the Superintendent wishes to delegate. One specific duty shall be supervision of attendance. Staff members who enroll in District-sponsored courses are expected to attend all class meetings. All work missed because of absence may be made up, at the discretion of the sponsors.

Advancement on the Salary Schedule – Other Certified Staff

Coursework shall consist of upper or lower division or graduate work from:

- An accredited institution,
- District-sponsored courses, or workshops/professional training (with duration of at least 3 hours)

- Organizations authorized to grant continuing education units (CEUs), or
- The FUSD Career Ladder Professional Growth Academy.

Credit for approved workshops/training will be granted at the rate of one (1) hour per 12 contact hours of attendance during personal leave time. No credit will be granted for courses attended on district (including professional leave) time. Workshops taken during the past ten years will be approved for initial placement on the salary schedule with proper affidavit of attendance.

Master's-level criteria shall be defined to mean at least 40 percent graduate work with up to 60 percent undergraduate, district-sponsored, or approved workshops/professional training.

Courses taken to remove deficiencies in qualifying a staff member for the first regular Arizona certificate or license, or for the renewal of certificates or licenses that have lapsed, shall not be accepted for advancement on the salary schedule. First certification or license shall be defined to mean the professional credential required for initial employment with the district. Credit shall be granted for hours taken for additional certification, providing all other criteria have been met as outlined in the preceding section, *Advancement on the Salary Schedule*.