

T.A. Chitt
2/13/16

TA 2.3.16
B. Kayser

**HUSD - HTA Tentative Agreement
Revised 2-3-16**

Article 7

7.8.3 Instructional Assistance. Assignments of TK/kindergarten teachers to instructional assistance shall be with other TK/kindergarten teachers if at all possible. In any event, such assignments shall be limited to primary grade instructional programs.

7.8.3.1 In the case of an odd number of TK/kindergarten teachers at any given school site, the TK/kindergarten teacher without a partner shall provide instructional assistance to other TK/kindergarten teachers or primary grade teachers. Administration shall ensure instructional assistance is given and received in an equitable manner with regard to time.

7.11.1 Grade Submission. Grades shall be submitted on or before the completion of the third business day (business day is defined as not a holiday on the district's adopted calendar) following the end of the grading period. A non-student day shall be calendared at the end of the first semester and that day is for finalizing student grades and preparing for second semester.

Article 14

14.6 Advisory Periods at Middle Schools. An advisory period is a daily period of fifteen (15) minutes. This period shall not require preparation nor shall it require grading. Students shall receive pass/fail. This shall not be counted toward student contacts.

ARTICLE 9: SALARIES

9.1.1 Retroactive to July 1, 2015, certificated bargaining unit member salary schedules shall be increased by 1.5%.

9.3 Salary Schedule Advancement.

9.3.2 Course Work. To qualify for advancement to a higher salary classification, the following must apply:

- Course work must be taken from an accredited institution.
- Prior approval by the Superintendent or designee shall be required for all course work taken by bargaining unit members for the purpose of column advancement on the District Salary Schedule.
- Bargaining unit members with prior approval of course work [as in 9.3.2.1] must provide the District with official transcripts that show a grade “C” or better, or “Pass” in a Pass/Fail system, or “Credit” in a Credit/No Credit system, earned in these courses.
- Courses shall be of upper division or graduate standing. No lower division course will count toward advancement on the salary schedule, unless it is one necessary to meet requirements for a credential in an area of district need, or unless the course provides knowledge and skill in a language other than English that can be used in carrying out assigned duties and responsibilities.
- Audit courses do not count towards advancement on the salary schedule. Course work must be in a subject directly and specifically related to subjects taught within the district with prior approval by site administrator.

9.3.2.1 Course Work Approval. Requests for course work approval shall be submitted to the site administrator. Unit members may submit requests for approval of entire programs (e.g., a Master's program or a program for a particular credential), and have the program approved in the same manner; however, such requests must list and have approved each course in the program.

9.3.2.2 Filing Credits. Unit members may advance to the higher classification effective August 1 or February 1 of any school year, upon completion of the required course work. This course work must have been completed outside the regular workday. The submission of the proper paperwork verifying completion is required. The proper paperwork must be filed by the first of August or February to be reflected in the warrants for that pay period. It is the responsibility of the unit member to provide proof of eligibility for advancement to Column G on or before May 1, 2016. After said date, unit members may submit proof of eligibility to move to Column G in accordance with Article 9.3.2.2.

9.3.2.3 Unit members may advance on the salary schedule if they are eligible on the first day of the new contract year or on February 1 of any school year. Retroactive credit will be granted if course work has been completed and transcripts or verification has been delayed.

9.3.2.4 Unit members must complete the required semester units of credit for column advancement on the salary schedule.

Upon completion of the required units, unit members may turn in evidence of completion to the Personnel Office. This means that the unit member may accumulate (“personally bank”) the units of credit for future advancement upon acquiring the necessary years of comparable experience, provided all other criteria as outlined in this article have been met.

9.3.2.5

Effective January 1, 2016, Column G shall be added to the salary schedule (Appendix A). Column G shall be obtained after the unit member has obtained B.A.+90 units including Master's Degree, M.A.+45 units, or Doctorate Degree. Column G steps 16, 18, 20, and 22 shall reflect a 2% increase from Column F.

Delete current 9.4, replace with the following:

9.4 Longevity.

Effective January 1, 2016, the requirements to attain advancement on Column F steps 16, 18, 20, and 22 shall be changed. These steps shall be received as longevity steps and require no additional course work.

Effective January 1, 2016, the requirements to attain advancement on Column G steps 16, 18, 20, and 22 shall be received as longevity steps and require no additional course work.