

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7226

PAGE: 1 OF 2

EFFECTIVE: 10-28-69

REVISED: 2-17-93

a

CATEGORY: Personnel, Certificated Staff

SUBJECT: Certificated Salary Evaluating Committee

A. PURPOSE AND SCOPE

1. To outline responsibilities and membership of the district's Certificated Salary Evaluating Committee.
2. For **specific** rules concerning salary class placement, see Collective Negotiations Contract for the current year.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy, I-1000, I-1020, I-1150; Board minutes, 10-28-69; Collective Negotiations Contract, Appendix A.
2. This procedure pertains to matters within the scope of collective bargaining. Contract language within **specific** collective bargaining agreements on this topic shall prevail over any language to the contrary in this procedure.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Classification and Compensation Department, Human Resource Services Division.
2. **Purpose of Committee.** Certificated Salary Evaluating Committee reviews salary-related matters as **specified** in C.5. below and submits recommendations to the Classification and Compensation director.
3. **Committee Membership.** Members are appointed by the assistant superintendent, Human Resource Services Division:
 - a. **Two or more management employees** from the School Services Division. A majority of the management employees shall be school site administrators.
 - b. **An equal number of certificated** employees nominated by the bargaining unit. A majority of the **certificated** employees shall be classroom teachers.
 - c. **The Classification and Compensation Department director** or salary administration supervisor (ex-officio, **non-voting** except in cases of ties).
4. **Term of Appointment.** **There** is no prescribed term of service on Certificated Salary Evaluating Committee; when a vacancy occurs, the appropriate division head or the **bargaining** unit is asked to recommend a replacement.

5. **Responsibilities.** The committee may review written requests and make recommendations to the Classification and Compensation Department director regarding salary column advancement credit for:
- a. Courses not in the institution's basic upper division or graduate categories (e.g., lower division, professional, continuing education).
 - b. Courses and degrees outside the field of education.
 - c. Courses posted in Continuing Education Units (CPU) or Professional Development Units (**PDU**) for eligible job titles **identified** in the collective bargaining agreement.
 - d. Study-travel courses and summer work experience.
 - e. Other **certificated** salary-related matters referred to the committee by the Classification and Compensation department.

D. IMPLEMENTATION

1. **Classification and Compensation Department**

- a. Coordinates submission of matters to **Certificated** Salary Evaluating Committee.
- b. Maintains minutes of committee meetings and processes committee recommendations to **Classification** and Compensation Department director.
- c. Submits salary class advancements on personnel action forms for board approval.

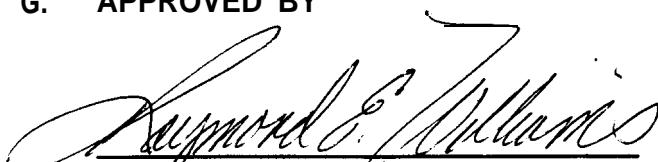
E. FORMS AND AUXILIARY REFERENCES

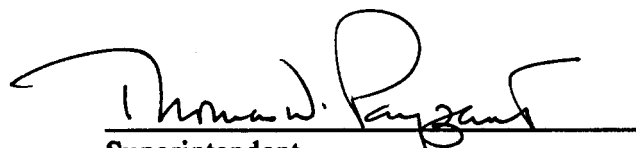
- 1. Request for Salary Credit, available from **Classification** and Compensation Department.

F. REPORTS AND RECORDS

- 1. Committee minutes.
- 2. Official transcripts and documents issued by accredited institutions.

G. APPROVED BY


Assistant Superintendent
Human Resource Services


Superintendent