



How Do I Advance on the Salary Schedule?

Information regarding placement on the salary schedule is available through the **Human Resources Office**. Request for advancement on the salary schedule is the responsibility of the Bargaining Unit member.

Bargaining Unit members must file an intent to qualify for a change in salary with the Human Resources Office according to the time lines listed below. In addition official transcripts verifying course work completed by the dates listed below must be filed with the Human Resources Office prior to a change in salary classification. ([Article XII. Section D](#))

In order to be implemented for the first pay warrant - Submit no later than October 1

(Implementation date: August 1 for 12 paychecks, September 1 for 11 paychecks)

In order to be implemented at mid-year - Submit no later than December 31

(Implementation date: February 1 for 12 and 11 paychecks)

Salaries will not be adjusted until Human Resources submitted the change to the Board of Education. Payment will be retroactive if approval occurs after the implementation date.

There are 4 ways to advance on the salary schedule:

- Upper division units that would or could lead to a degree or credential ([Article XII. Section C.10.a](#))
- Professional development units ([Article XII. Section C.10.b](#))
- Lower division units that are aligned to a District approved credential or degree/waiver program (Article XII. Section C.10.c)
- District salary credits. The Committee meets at least twice a year. ([Article XII. Section D.2](#))

College Units: All units earned subsequent to the BA/BS degree that are upper division or graduate level units and would or could lead to a credential or degree, with a grade of "C" and from an accredited institution are **automatically approved**.

District Salary Credit can be earned for staff development activities conducted outside the Board Day and for which the member has not been compensated.

Professional Development Units and Lower Division Units: Course work that does not fit the criteria above for college units may be eligible for professional development units. Course work that enhances a teacher's ability or potential to address identified District needs and/or state mandate(s) in the teacher's current assignment will receive salary credit **if approved by two-thirds of the District Salary Credit Committee**. The course work must be approved and filed with the required documentation with the District Salary Credit Committee within 60 days of completion of the course work. **District Salary Credit can be earned for staff development activities conducted outside the Board Day and for which the member has not been compensated.**

Lower Division Units Toward A Credential or Degree/Waiver: Lower division units from an accredited institution and with a grade of at least a "C" that are aligned to a Bargaining Unit members District-approved credential or degree/waiver plan on file with the District are **automatically approved**. **District Salary Credit can be earned for staff development activities conducted outside the Board Day and for which the member has not been compensated.**

District Salary Credit: These are credits that are unique to the Montebello Unified School District. **District Salary Credit can be earned for staff development activities conducted outside the Board Day and for which the member has not been compensated.** Fifteen hours of staff development equals one district salary credit. A form is available through the Instructional Division. District Salary Credit may be earned by

- Staff development programs developed by the District or the Association (MTA IPD activities.)
- Individual staff development programs **if approved by the District Salary Credit Committee within 60 days of completion of the work.**

Type of Units	Notify Human Resources	Requires DSCC Approval	Limits on Columns
College Units	Yes	No	No
Professional Development/Lower Division	Yes	Yes	No
Lower Division Aligned with District Approved Credential/Induction or Degree/Waiver Plan	Yes	No	No
District Salary Credit MTA or District Offered	Yes	No	Yes
District Salary Credit Individual Staff Development	Yes	Yes	Yes

DSC From MTA Events

Submit verification of MTA preapproved events on montebelloteachers.org. The MTA Office will send the confirmed hours to Human Resources. Please keep in the mind the following information.

1. 15 hours of Professional Learning equals 1 District Salary Credit, which is equal to one semester unit.
2. District Salary Credit may only be used to advance to Class F and Class X on the salary schedule. (See [Article XII. Wages C.1, page 24](#))
3. 10 District Salary Credits (150 hours) may be included in the total of 75 upper division or graduate semester units when advancing from Class E to Class F.
4. 20 District Salary Credits (300 hours) may be included in the total of 90 upper division or graduate semester units when advancing from Class F to Class X.
5. Salary advancement is available twice each year: October 1 (for first semester) and December 31 (for second semester.)
6. You must request advancement through Human Resources. The MTA submission of the DSC hours is the “transcript” for the DSC hours. The MTA Office keeps a record of submissions. You must also keep records of your hours to accurately determine advancement.

District Salary Credit Committee

You may also earn District Salary Credit hours independently of MTA preapproved professional learning programs via submission to the District Salary Credit Committee. Contact Human Resources for submission. (See [Article XII. Wages D.2.b.\(2\), page 25](#))

The District Salary Credit Committee may approve lower division and professional growth college units that would otherwise not be allowed for salary schedule advancement. (See [Article XII. Wages C.10.b & C., page 24](#))