

**STEP ADVANCEMENT AND DISTRICT SPONSORED TRAINING RATE  
FACT SHEET FOR TEACHERS PARTICIPATING IN DACE PROFESSIONAL DEVELOPMENT ACTIVITIES  
2013-2014**

As a participant in DACE's professional development activities, you may choose between receiving Step Advancement credit or District Sponsored Training Rate (DSTR) as compensation for the hours of the training.

You are not eligible for either DSTR or credit for Step Advancement if you are on paid status during the time of the activity unless it takes place during a paid holiday or winter/spring recess.

Please read this information carefully before deciding whether to request District Sponsored Training Rate or Step Advancement credit. Making changes after the fact may delay payment and can cause bookkeeping problems.

**DISTRICT SPONSORED TRAINING RATE**

Teachers and classified employees who participate on a voluntary basis in District sponsored training projects, without salary point credit, may be paid the District Sponsored Training Rate.

The Training Rate for teachers is \$25 per hour. The Training Rate for classified employees is \$10 per hour.

In order to ensure that you will be paid on time, you must fill out the information requested on the training project sign-in sheet completely. Missing employee numbers and unreadable signatures can delay payment.

Payment for the training will appear on your regular paycheck.

For more information see LAUSD Reference Guide REF-2062, District Sponsored Training Rate.

## **STEP ADVANCEMENT**

### Advancing through the Seven (7) Salary Steps

There are seven salary steps: A, B, C, 1, 2, 3 and 4. Teachers may advance no more than one salary step per year. To advance from Step A to Step B, the teacher must be paid for 734 hours at the teacher hourly rate (THR) and complete 30 hours of professional development in that same year (or 2 years). The same requirement holds for moving up each of the subsequent steps until the teacher reaches Step 3.

To advance from Step 3 to Step 4, the teacher must have been paid on the (THR) salary table for 734 hours in each year of ten consecutive years and completed 30 hours of Professional Development within the five (5) years immediately preceding the tenth year.

### One-Year Option

Division of Adult and Career Education teachers must be paid for 734 hours on the Teacher Hourly Rate (THR) in one school year and complete 30 hours of professional development within the current year of application to be eligible for step advancement. Summer school hours do not count.

### Two-Year Option

Teachers who do not fulfill the 734 hours in one school year may aggregate two (2) consecutive school years. For example, hours accrued during 2013/14 school year may be used in combination with hours accrued from 2014/15 in order to meet the required 734 hours for Step Advancement. Eligibility for Step Advancement is determined based on the teacher having been paid for the required number of hours (734) and completing 30 hours of professional development in the two (2) consecutive years. Teachers who want the two-year option must complete the application and submit it to the Human Relations Unit. The deadline for declaring the “two-year” option and submitting the application is April 15<sup>th</sup> in year one of the two (2) consecutive school years.

### Deadline for Submitting Professional Development Documents

The application for Step Advancement and all original documents verifying completion of 30 hours of Staff Development must be submitted no later than June 15<sup>th</sup> for Step Advance to go into effect on the following July 1. We request that best efforts are made so that all documents verifying completion of 30 hours are submitted in one packet by June 15<sup>th</sup>.

For more information see the DACE Professional Development for Salary Step Advancement Guide available on the DACE Human Resources page at <https://adulthood-laUSD-ca.schoolloop.com>. If you have questions regarding Step Advancement, please contact Elizabeth Mendoza at 213-241-4923 or [elizabeth.mendoza@lausd.net](mailto:elizabeth.mendoza@lausd.net).