

INTER-OFFICE CORRESPONDENCE
Los Angeles Unified School District

TO: Teachers, Principals,
& School Administrative Assistants
Assigned to Adult School Sites

DATE: March 22, 2013

FROM: Alonzo Cienfuegos, Coordinator
Human Resources

SUBJECT: 2013 STEP ADVANCEMENT

This correspondence serves as our yearly reminder for Adult and Career Education teachers assigned to adult school sites of step advancement requests submission due and other related information. It is imperative that you share this information with all certificated staff.

All employees paid on the Teachers Hourly Rate (THR) Salary Table are eligible to apply for step advancement. Those who are interested are required to apply; work 734 hours a school year; and complete 30 hours of verifiable staff development activities. All requirements may be met in one or two consecutive school years and must be satisfied to coincide with the dates on the application. Step advancement becomes effective July 1 following completion of all requirements.

The 734 working hours include regular and substitute hours but exclude summer assignments (i.e. Z time). Additionally; Level I and Level II coursework undertaken to fulfill the credential renewal requirement will satisfy the 30-hours staff development requirement provided it is at least 1 semester unit or 1½ quarter units and has a passing grade of "C" or better. Please note that online courses must meet the required amount of teacher contact hours as referenced in Article XV, Section 3.1, of the UTLA Collective Bargaining Agreement.

Adult and Career Education teachers whose salary is currently at **THR03** requesting to advance to THR04 must first meet progressive advancement with LAUSD for each of the **10 consecutive school years**. Any years of service that previously met progressive advancement with LAUSD prior to July 1, 2001 will be included, provided there are no breaks in service. However, this only applies for teachers with current regular adult assignments. Additionally, the 30-hours staff development requirement for eligible teachers to advance from **THR03 to THR04** can be fulfilled during the five school years immediately preceding the tenth consecutive school year.

One-Year Option:

Teachers who will meet 734 hours and 30 hours of staff development in **one school year** from July 1, 2012 to June 30, 2013, must submit **Application for Step Advancement** form with original supporting documents of 30 hours staff development by **June 15, 2013** for possible step advance **effective July 1, 2013** to the DACE Salary Allocation Unit.

Two-Year Option:

Teachers who will not meet 734 hours may aggregate two (2) consecutive school years for Step Advancement. Hours accrued during **2012/2013** school year may be used in combination with hours accrued from **2013/2014** school year for possible step advance **effective July 1, 2014**. The candidate must declare by **April 15th** of 2012/2013 school year by submitting the **Application for Step Advancement ONLY** to the DACE Salary Allocation Unit. Teachers must complete 30 hours of staff development and submit original supporting documents to the DACE Salary Allocation Unit by **June 15, 2014**, the second year of the two consecutive school years.

Acceptable verifiable documents used to satisfy the 30-hour staff development requirement include but are not limited to official transcripts, certificates of completion, letter written on official letterhead stationery from various professional development organizations agencies including LAUSD adult school principals. Copies of documents will not be accepted.

Our school mailing address is: **DACE Salary Allocation Unit**, Beaudry Building, 15th floor, Attention: Elizabeth Mendoza. The U.S. Mailing Address is: **LAUSD/DACE Salary Allocation Unit**, 333 South Beaudry Avenue, 15th Floor, Los Angeles, CA 90017.

Contact the Adult and Career Salary Allocation Unit office directly with any questions regarding this correspondence or the step advancement process at (213) 241-4952 or email elizabeth.mendoza@lausd.net. You may also visit our webpage at http://www.teachinla.com/hr_forms.html#salary to obtain forms. Thank you for your continued support and cooperation.