

APPLICATION FOR STEP ADVANCEMENT

Los Angeles Unified School District
Division of Adult and Career Education
Adult & Career Personnel Services - Adult & Career Salary Allocation Unit



(Please print)

Use Black Ink Only

Employee Number _____ Last _____ First _____ Initial _____
Home Address _____ City _____ Zip Code _____ Home Telephone Number _____
E - Mail Address _____ Subject Area/s _____

- 1. I request Step Advancement for the next school year. I was paid 734 hours or more on the Teacher's Hourly Rate (THR) Salary Table during the current school year and have completed the required 30 hours of Staff Development.
 I am submitting the following additional study and forms today: _____
Received By: _____ (staff initials)
- 2. I request the two (2) year option for Step Advancement. Indicated below are the two (2) consecutive school years to be aggregated for this purpose: 1st Year _____ 2nd Year _____
 I will be paid for 734 hours or more on the Teacher Hourly Rate (THR) Salary Table and will complete the required 30 hours of Staff Development activities during the two (2) consecutive school years as indicated above.
 Additional study will be submitted by the Professional Support Branch.
Receipt Information and/or comments: _____
 I am submitting the following additional study and/or forms today: _____
Received By: _____ staff initials)
- 3. I request Step Advancement for the next school year. I was paid 734 hours or more on the Teacher Hourly Rate (THR) Salary Table during the current school year and completed 30 hours of Staff Development through the Professional Support Branch Office. The Staff Development Branch will submit the required support document/s for Step Advancement on my behalf by June 15.
 Receipt Information and/or comments: _____

Signature Date

Do Not Write Below This Line - For Office Use Only

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Visit Our Web Page at www.adultinstruction.org to Obtain Forms and Information

<input type="checkbox"/> New					
<input type="checkbox"/> Current	THR _____			31 - _____	
<input type="checkbox"/> Substitute	Current Schedule/Step	Current Status	Active Class Codes	School or Center	
<input type="checkbox"/> Former					
Comments: _____					
<input type="checkbox"/> Staff Development Requirement Met	_____		Schedule THR _____	Effective _____	
<input type="checkbox"/> Working Requirement Met	_____		Is now being processed to Payroll		
<input type="checkbox"/> 10 Years of Service Requirement Met	_____				

POLICY AND PROCEDURE REGARDING STEP ADVANCEMENT CREDIT

1. **Requirements** - Effective with the 2003/2004 school year, an employee paid on the Teacher Hourly Rate Salary Table (THR) must be paid for 734 hours and complete 30 hours of Staff Development activities or complete the required hours and Staff Development during the current school year or two consecutive school years to be eligible to Step Advance.
2. **Definition** - For the purpose of Step Advancement on the THR salary table, Step Advancement credit shall be granted equivalent to (a) a semester unit as defined by the University of California (UC) as a unit of measurement established by the District and deemed the equivalent of the UC standard; (b) A quarter unit awarded by some institutions of higher education in place of semester units shall be computed as the equivalent of two-thirds of a semester unit; or (c) Continuing Education Units offered by the Extension Divisions and Schools of Continuing Education or some institutions of higher learning will be computed at the rate of two Continuing Education Units for one quarter unit or three Continuing Education Units for one semester unit. One semester unit is equivalent to 30 hours of Step Advancement credit; one quarter unit is equivalent to 20 hours of Step Advancement credit; one semester continuing education unit is equivalent to 10 hours of Step Advancement credit and one quarter continuing education unit is equivalent to 6.67 hours of Step Advancement credit. Other non-preparation type courses and workshops may be considered for credit on the basis of hours of attendance.
3. **Study in Institutions of Higher Learning** - An accredited institution of higher learning is a college or university accredited by a regional accrediting commission and listed in the current edition of Accredited Institutions of Higher Learning published by the American Council on Education. Step Advancement credit shall be allowed provided that it is directly related to a field in which the employee is currently serving and is of such nature as to provide (a) a substantial increase in the employee's skills; (b) an increase in the employee's knowledge; and (c) an increase in understanding of his/her assignment. The employee's current site administrator approves that the course meets these standards **prior to** enrollment.
4. **Study in Non-Accredited Institutions** - Step Advancement credit may be granted for study in schools other than accredited institutions provided that such study (a) shall be undertaken subsequent to high school graduation, (b) is of a quality and advanced nature comparable to that taken in an accredited institution of higher learning; and (c) is directly related to the current assignment and to the curriculum/subjects commonly taught in the Division of Adult and Career Education. The coursework must also enhance the employee's knowledge of the subject/s taught as well as increase the methodology, skills associated with teaching these subjects. Appropriateness of the study must be recommended by the current site administrator and pre-approved by LAUSD's Professional Support Branch. Such approvals are based on a certification by the administrator and the Professional Support Branch that the study meets the criteria in a, b, and c above. The study for which pre-approval is granted must be completed and submitted to the Adult & Career Salary Allocation Unit during the same school year but no later than June 15th. Documents must be in English.
5. **Step Advancement Credit** - Step Advancement credit shall be granted based on completion of 734 hours during a school year together with completion of 30 hours of Staff Development activities OR complete the required hours and Staff Development in two consecutive school years. Staff Development includes but is not limited to the following activities: (a) attendance at conferences, workshops, or seminars; (b) development of course outlines, (c) evaluation of educational materials, (d) presentation of a demonstration lesson for new teachers, (e) peer observations and (f) presentation or co-presentation of a workshop. The maximum is five presenters at one presentation. One presentation, regardless of length, is equivalent to ten hours of Step Advancement credit.
6. **Effective Date** – The Adult & Career Salary Allocation Unit must receive all requests and required documents for Step Advancement no later than **JUNE 15** each year to be eligible. Requests for the two consecutive year option must be received by the Adult and Career Salary Allocation Unit no later than April 15 of year one to be eligible. The original official documents verifying the required 30 hours of staff development must be received by June 15 of year two. If the claim merits a Step Advance, the effective date of the Step Advance will be July 1 following satisfactory completion of requirements.
7. **Protest Period** - A protest of any Step Advance credit must be filed in writing with the Adult & Career Salary Allocation Unit no later than 30 days from the date on the Step Advance receipt. Failure to file such a protest will constitute acceptance or lack of the Step Advance credit for the year.
8. **No Credit During Paid Time** - Step Advancement credit shall not be granted for any observations or study undertaken during paid time or for those which the **employee** received tuition, compensation or other reimbursement from the District. **EXCEPTION:** Step Advancement credit may be granted for study undertaken during a paid holiday or during the winter/spring recess periods only. **Note: Teachers being observed by other teachers may receive Step Advance credit during paid time.**
9. **Submit this Application** for Step Advance with official transcripts and/or original documents attached in person, via school mail or via U.S. mail to: **Los Angeles Unified School District, Adult & Career Personnel Services, Adult & Career Salary Allocation Unit, 333 South Beaudry Avenue, 18th Floor, P. O. Box 3307, Los Angeles, California 90051**