
SERVICE:	Certificated	DIFFERENTIAL
ISSUED BY:	Pers. Research (9-5-06)	CAREER INCREMENT
REPLACES:	PG: S 27 (10-24-02)	PREPARATION (T and L) TABLES
REFERENCE:	Agreement, Article XIV, Sections 23 and 24; Appendix E.	
CHANGES:	Updated to Conform with District – UTLA Agreement. Two-unit recency requirement eliminated.	

References to “Agreement” or “Article” throughout this guide apply to the District - UTLA Agreement.

1. Definition. A career increment is a salary differential granted to an employee paid on the Preparation Salary (T and L) Tables for longevity of service.
2. Step Advancement. Step Advancement is advancement on the salary table for service and is effective at the beginning of an employee’s regular annual assignment in accordance with the following:
 - a. The employee was paid for service or leave on the employee’s current or higher schedule for the hours corresponding to 130 full-time days during the previous school year, or
 - b. The employee qualifies for aggregation of qualifying experience while paid on the Preparation Salary Tables from any two school years within a period of three consecutive school years equivalent to 130 full-time days of experience; the employee must request aggregation of experience, in writing.
3. Requirements.
 - a. First Career Increment Differential. To be eligible for the first career increment, employees:
 - (1) Must have met step advancement requirements for five years while allocated to the maximum (steps 10 – 14) on Schedule 27 of the Teacher Preparation Salary Tables, (or a higher rate while paid on another salary table).
 - (2) Effective April 26, 2005, the two-unit recency requirement is eliminated on a non-retroactive basis.
 - (3) Must have met the multicultural requirements specified in Article XIV, Section 22.0.
 - b. Second Career Increment Differential. The employee must have been paid on the first career increment for five years while meeting step advancement requirements.
 - c. Third Career Increment Differential. The employee must have been paid on the second career increment for five years while meeting step advancement requirements. (Effective 7-1-95)
 - d. Fourth Career Increment Differential. The employee must have been paid on the third career increment for five years (or a combination of ten years on the second and third career increments for 1998-99 and 1999-2000 only) while meeting step advancement requirements. (Effective 7-1-98)

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3. Requirements. (Cont'd)

- e. An employee receiving a career increment differential who is reduced to a position on a lower salary table (including voluntary reduction) shall be eligible to receive the career increment on the lower table; however, promotion of an employee receiving a career increment differential from a lower to a higher salary table does not automatically constitute eligibility for career increment on the higher table.
- f. In determining whether a rate is higher, the maximum Preparation Salary Table rate does not include degree or other differentials, and the “higher rate” received on another table is not necessarily the maximum rate on that table.
- g. Except for h. below, service rendered prior to a break in service greater than 39 months shall not be considered in computing the five-year requirement.
- h. An exception to g. above, a former employee who returns after a 39-month period effective 7-1-85 or thereafter may, in the discretion of the District, rate-in or have step and schedule restored, but shall not be eligible to have the career increment restored. (Exception: Returning employees formerly paid a career increment may be restored to the First Career Increment after meeting step advancement requirements for one year.)

4. Salary Code.

- a. The first career increment is coded C1 on the employee’s pay warrant (e.g., C1T/L 15-19).
- b. The second career increment is coded C2 on the employee’s pay warrant(e.g., C2T/L 20-24).
- c. The third career increment is coded C3 on the employee’s pay warrant (e.g., C3T/L 25-29).
- d. The fourth career increment is coded C4 on the employee’s pay warrant (e.g., C4T/L 30+).

5. Salary Rate. The career increment differential is folded into the employee’s hourly rate and is coded on the pay warrant as noted below. Rates including the first, second, third and fourth career increments for the Preparation Salary (T and L) Tables are reflected in Appendix E of the District-UTLA Agreement.

Effective 7-1-00, the Preparation Salary (T and L) Table pay period rates for the first, second, third and fourth career increments are no longer reflected as fixed, independent amounts on the T and L Salary Tables, but as combined, total pay period rates because the career increments have been “folded-in” with the maximum schedule and step (i.e., folded-in with 27T/L14). In addition, “frontloading” of a portion of the first career increment, which added Steps 11-14 to Schedule 27 on the T and L Salary Tables in the 1998-99 school year, is no longer considered to be “frontloaded.” Steps 11-14 on Schedule 27 are now considered to be complete amount similar to Steps1-10 on the T and L Salary Tables.

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5. Salary Rate. (Cont'd)

The career increment differential continues to be a part of the employee's pay period salary rate and is included with the base salary in computing retirement benefits and in determining salary allocation upon promotion.

6. Application Procedures.

- a. Employees eligible for the first career increment will be identified through information that is currently on file in the Salary Allocation Unit, Human Resources.

In order to request the aggregation of partial years of service on 27T/L 10-14 to qualify for step advancement, the employee must submit a written request to the Salary Allocation Unit. The request must indicate the applicable partial service years (e.g., 1993-94 and 1994-95).

- b. For the second, third, and fourth career increment differentials, application is not necessary. Eligible employees will be identified through information that is currently on file in the Salary Allocation Unit.

However, employees must submit a written request to the Salary Allocation Unit for aggregation of partial years of service for step advancement. The request must indicate the applicable partial service years (e.g., 1993-94 and 1994-95).

7. Effective Date.

- a. The first career increment differential shall become effective provided the following requirements are met:

(1) Step advancement requirements are met for five years on 27T/L; Steps 10-14.

(2) Multicultural requirements have been met as specified in Article XIV, Section 22.0.

- (a) If the required courses on multicultural understanding are completed and verified during the five-year period as described above, the career increment will be effective at the beginning of the pay period following completion of the five-year service requirement. This effective date will constitute the employee's anniversary pay period.
- (b) If the required courses on multicultural understanding are completed after completion of the five-year period and verification is submitted within four calendar months of the course completion date, the effective date of the career increment will be the beginning of the first pay period following completion of the required points; otherwise, the effective date will be the beginning of the first pay period following the filing date of the salary point application. This effective date will constitute the employee's anniversary pay period.

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7. Effective Date. (Cont'd)

(3) The filing date shall be the date on which the appropriate “U” or “NA” form and all other appropriate verifications are received in the Salary Allocation Unit or, if sent by United States mail, the date postmarked.

Note: Employees may send official documents to the Salary Allocation Unit by Certified Mail to insure delivery.

b. Effective dates for subsequent career increment differentials will be based on the employee’s anniversary pay period as stipulated in (a) and (b), above, provided the requirements in Section 3, above, are met.