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SERVICE:	Certificated	DIFFERENTIAL
ISSUED BY:	Pers. Research (9-5-06)	CAREER INCREMENT
REPLACES:	PG: S27c (10-24-02)	EARLY EDUCATION CENTER SALARY TABLE
REFERENCE:	Agreement, Article XIV, Sections 16, 23, and 24; Appendix E.	DEVELOPMENT CENTER SALARY TABLE
CHANGES:	Updated to Conform with District – UTLA Agreement.	

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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 Early Education Center (C) or Development Center (V) Salary Table, 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:

The employee was paid for service or leave of absence on the employee’s current or higher schedule for the hours corresponding to 130 full-time days during the previous school year.

3. Requirements.

Employee must have met step advancement requirements for five years while allocated to Steps 5 through 9 on Schedule 19 of the Early Education Center Salary Table or Schedule 15, Step 5 (maximum step/schedule) of the Development Center Salary Table, or to a higher rate while not paid on the subject salary tables. (In determining whether another rate is higher, the maximum of the Early Education or Development Center Salary Table does not include degree or other differentials. The “higher rate” is the rate received on another table, not the maximum rate on that table.)

- a. The maximum schedule and step for the Development Center Salary Table (V Table) is Schedule 15, Step 5.
  - b. The maximum schedule and step for career increment purposes for the Early Education Center Salary Table (C), effective 7-1-00, is Schedule 19, Steps 5-9. Prior to 7-1-00, the maximum rate was Schedule 19, Step 5. Employees who were paid on Schedule 19, Step 5 during the 1999-2000 school year and who met step advancement requirements were advanced to Step 6 on 7-1-00; Step 7 on 7-1-01; Step 8 on 7-1-02; Step 9 on 7-1-03; and Step 10 on 7-1-04. Employees initially paid on Step 5 during the 1999-2000 school year became eligible for the career increment at the beginning of the 2004-2005 school year if all requirements were met (19C60 was reflected on the employee’s pay warrant).
- (1) Employees may qualify for the career increment on the Early Education Center (C) Salary Table when multicultural requirements have been met and step advancement requirements have been satisfied for each of the five years while allocated to 19C05 through 19C09, or a combination of Steps 5-9 on Schedule 19 for 5 years.

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3. Requirements. (Cont'd)

(2) All Early Education Center employees who were receiving the career increment (19C55) during the 1999-2000 school year were advanced to Step 56 on 7-1-00 (on Step 6 and receiving career increment); Step 57 on 7-1-01 (on Step 7 and receiving career increment); and Step 58 on 7-1-02 (on Step 8 and receiving career increment), provided step requirements were met each year. Step advancement will continue annually to Step 60 (on Step 10 and receiving career increment), provided step advancement requirements continue to be satisfied for each of the years until Step 60.

- c. Service rendered prior to a break in service that was greater than 39 months shall not be considered in computing the five-year requirement.
- d. Multicultural Requirement. If the employee did not complete the four salary points of study on multicultural understanding to qualify for schedule advancement (Article XIV, Section 22) prior to reaching the maximum step on Schedule 19C or the maximum step on Schedule 15V, the employee must meet the two salary points of multicultural requirement by completing an approved multicultural Professional Development class or equivalent study.
- 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.

4. Salary Code.

- a. Early Education Center Table. The career increment differential is coded 19C60 on the employee's pay warrant.
- b. Development Center Salary Table. The career increment differential is coded 15V50 on the employee's pay warrant.

5. Salary Rate. The career increment differential is folded into the employee's hourly rate. Rates for the Early Education Center and Development Center Salary Tables are reflected in Appendix E.

Effective 7-1-00. Pay period rates for the career increments are no longer reflected as fixed independent amounts, 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 15V05 or 19C05-9).

The career increment differential is \$81 per pay period, effective 7-1-02.

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.

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6. Application Procedures.

- a. Effective April 26, 2005, employees eligible for the career increments will be identified through information that is currently on file in the Salary Allocation Unit.

7. Effective Date.

- a. If the required multicultural understanding is 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.
- b. If the required multicultural understanding is 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.