

CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-4140
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TEACHER/COUNSELOR SALARY SCHEDULE

General Guidelines

1. Salaries of individual teachers/counselors will be established in accordance with the salary schedule and all the provisions governing its use.
2. Units counted toward advancement on the salary schedule must be graduate units earned at an institution accredited by one of the regional associations. Undergraduate units which have been given prior approval by the Dean of Instruction, may also be counted toward advancement. Graduate units earned at foreign colleges or universities must be approved by the Dean of Instruction.
3. Teachers who plan to advance from one salary classification to another must fill out, in duplicate, and submit to the Personnel Office form 4141-a, "Application for Advanced Column of the Salary Schedule." Applications shall be received in the Personnel Office prior to July 1 of the year in which advancement is to become effective. A statement from the institution of "work in progress" or verification of credits earned must be in the Personnel Office by September 1 of the year in which advancement is to become effective. The salary will not be changed until all units needed for advancement are officially verified.
4. A valid California credential is the teacher's license to teach. The teacher is personally responsible for renewing the credential on or before expiration, for securing the proper credential for the subjects taught, and filing the credential with the Office of the County Superintendent of Schools.
5. It is the responsibility of the individual to notify the Personnel Office of any error in placement on the salary schedule.
6. Each certificated employee shall be granted one increment or step on the salary schedule for each year of satisfactory service until the maximum is reached. (See Board Policy 4114 and Administrative Regulation 4114 for evaluation procedure.)
7. Whenever, for any cause, the work of a teacher/counselor is adjudged unsatisfactory, class or step increments may be withheld until improvement is effected.

8. In moving from any salary column to another a teacher may not advance more than one increment step each year.
9. Teachers/counselors shall make satisfactory professional growth in order to advance orderly on the salary schedule. Evaluation shall be made in accordance with Administrative Regulation 4131. Teachers/counselors who do not meet satisfactory professional growth shall be given one year in which to show improvement. Failure to make satisfactory improvement after notification shall result in no salary advancement.
10. When regular day teachers/counselors reach Class IV - Step 14 of the salary schedule, they become eligible subject to the recommendation of the Superintendent/President, to receive three anniversary increments for professional growth (5.8% of Class I - Step 1). The first anniversary increment will be granted after the individual has been on Class IV - Step 14 for a period of 4 years (18th step). The other two anniversary increments will be spaced four (4) years apart and will be granted on the 22nd and 26th steps. (For clarification purposes, the first anniversary increment received is considered that person's 18th step on Column IV.)

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