

This form must be turned in as soon as possible – within 60 days of completion.

Montebello Unified School District  
Petition to District Salary Credit Committee for  
**District Salary Credit Hours**

**Name:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Teaching Assignment:** \_\_\_\_\_ **Tel. Ext.** \_\_\_\_\_ **Number of Hours requested:** \_\_\_\_\_

Per the Agreement between the Board of Education of the Montebello Unified School District and the Montebello Teachers' Association this form must be completed for any staff development activity for which you are seeking **District Salary Credit** and submitted **within 60 days of the completion of the activity for which you are seeking credit**. Eligible programs are those for which you are not compensated in any manner and that enhance your abilities to educate students. For contract language and directions on how to fill out this form, please see the reverse side. If you have any questions, please call the English Learner Programs/Curriculum & Instruction K-8 (ELP/C & I K-8) office at (323)-887-7900 ext. 2288.

**Name of Activity (no initials):** \_\_\_\_\_

**Location of Activity (city & state):** \_\_\_\_\_

**Date(s) of Activity:** \_\_\_\_\_

**Sponsoring Organization:** \_\_\_\_\_

*(Please include the original flyer/brochure, or a good copy of one, which includes the date(s), name and location of activity, sponsoring organization, and number of hours.)*

**How will your attendance improve your abilities as a classroom teacher?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This section of the form is to be completed AFTER attendance.**

**Describe what you learned from your participation and how you will use this new knowledge in your classroom:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

=====

**For Office Use Only**

DSC Approved

DSC Not Approved

Number of Salary Hours Approved: \_\_\_\_\_

Verification of ATTENDANCE received: \_\_\_\_\_

Signature of Committee Chair

Date

## Per MTA/MUSD Agreement

### D. Salary Placement and Qualification

#### **District Salary Credit Hours approved for attendance at Staff Development Activities**

14. a. District Salary Credits shall be afforded for staff development activities conducted outside of the Board Day and for which the Bargaining Unit member has not been compensated. Fifteen (15) hours of staff development equals one (1) District Salary Credit, which is equal to one (1) semester unit.
- b. District Salary Credits may be earned in two ways:
  - (1) Staff development programs developed or designated by the Instructional Division and completed by the Bargaining Unit member.
  - (2) Staff development programs submitted by the Bargaining Unit member to a committee composed of four (4) members selected by the District and four (4) members selected by the Association. This committee shall meet at least two (2) times a year to review plans and approve District Salary Credits. Approval shall be by consensus or not less than a two-thirds (2/3) majority of the committee.

**The work must be approved and filed, with required documentation, with the District within 60 days of completion.**

#### **Directions for requesting District Salary Credit Hours**

1. Please complete the form and send it to the English Learner Programs/Curriculum & Instruction K-8 (ELP/C & I K-8) office at the District Office – TRC along with a flyer or brochure about the activity including dates **and documented proof of your attendance**. Forms of proof include canceled checks (original or copies of both sides), or authorized receipts for attendance fees indicating who paid. **Credit will not be granted if verification does not accompany the request form.** Copies of agendas of the meetings/workshops attended are suggested as additional verification of your attendance.
2. Your request form will be reviewed and returned to you indicating approval or non-approval.
3. If your request is not approved, you need not take further action.
4. If approved, you will receive a letter, the original form with the number of hours of credit that was granted, and attachments. You may take these to Human Resources.

If you have any questions, please call the ELP/C & I K-8 office at (323)-887-7900 ext. 2288.

**Committee Meetings are scheduled regularly from September to June.**