



Contact

Montebello Teachers Association/California Teachers Association • 918 W. Whittier Blvd. Montebello CA • (323) 722-5005 • montebelloteachers.org



Check Your Pay Stub Unreported Errors Are Costly

We are looking forward to seeing the recently ratified pay increases in our pay checks on the February 1, 2015 warrant. In addition to checking to see if you got the raise, it's a good idea to check and see if you are on the correct step and column according to your personal records. Are you receiving the correct anniversary increment? Also, are you getting the Master's Stipend if you qualify? Contact Human Resources as soon as possible if you believe your placement is incorrect. Remember:

- Each Bargaining Unit member is responsible for applying for advancement on the salary schedule and providing transcripts. (More information is on the reverse side of this *Contact*.)
- If an error occurs and you are not paid the correct amount, the District may only go back 2-3 years depending on the circumstances.

Also, the pay warrant shows you the amount of sick days you have on record. Unused sick leave is added to the State Teachers Retirement (STRS) calculation. Check your pay stub and contact the Payroll Department if you believe an error exists.

Matsuno Honored for Exemplary Teaching in Adult Education

The California Council for Adult Education honored **Deanna Matsumoto** (MOA) with the Excellence in Teaching Award for her amazing ability to connect with students at their knowledge level and use of creative teaching methods which have allowed her to positively affect hundreds of students' lives.



The Council also honored administrators Kathy Brenzal and Craig Lee as well as employee Nancy Martinez.

Association Awards Members Scholarships for Conferences

Congratulations to members who will receive up to \$500 for attending CTA Conferences!

Martha Valdez (RPS)
Adriana Juarez (FPA)
Sandra Yue (WAE)
Tracey Chagolla (BGH)
Amy Wu (BGH)
Xochitl Maldonado (SUI)

In addition, CTA South Eastern Service Center is awarding conference scholarships to Rosann Casalicchio (MHS) and Yvonne Johnson (LME).

Williamson's Students Compete to Create Beverly Hospital's Holiday Card



Jeannie Williamson (MHS) partnered with Beverly Hospital to create an exceptional experience for her art students. The students accepted the assignment of creating the official holiday card for the hospital. A contest was held and the winner's design has been printed and sent out to a 1000 addresses. The winner was given an Ipad Mini and runners-up received gift cards. The winning art is displayed in the hospital lobby.



How Do I Advance on the Salary Schedule?

Information regarding placement on the salary schedule is available through the **Human Resources Office**. Information regarding professional development units and district salary credits is available through the **Instructional Division**.

Bargaining Unit members must file an intent to qualify for a change in salary with the Human Resources Office according to the time lines listed below. In addition, official transcripts verifying course work completed by the dates listed below must be filed with the Human Resources Office prior to a change in salary classification.

In order to be implemented for the first pay warrant - Submit no later than October 1

(Implementation date: August 1 for 12 paychecks and September 1 for 11 paychecks)

In order to be implemented at mid-year - Submit no later than January 31

(Implementation date: February 1 for 12 and 11 paychecks)

There are 4 ways to advance on the salary schedule:

- Upper division units that would or could lead to a degree or credential
- Professional development units
- Lower division units that are aligned to a District approved credential or degree/waiver program
- District salary units

College Units: All units earned subsequent to the BA/BS degree that are upper division or graduate level units and would or could lead to a credential or degree, with a grade of "C" and from an accredited institution are **automatically approved**.

District Salary Credit can be earned for staff development activities conducted outside the Board Day and for which the member has not been compensated.

Professional Development Units and Lower Division Units: Course work that does not fit the criteria above for college units may be eligible for professional development units. Course work that enhances a teacher's ability or potential to address identified District needs and/or state mandate(s) in the teacher's current assignment will receive salary credit **if approved by two-thirds of the District Salary Credit Committee**. The course work must be approved and filed with the required documentation with the District Salary Credit Committee within 60 days of completion of the course work. **District Salary Credit can be earned for staff development activities conducted outside the Board Day and for which the member has not been compensated.**

Lower Division Units Toward A Credential or Degree/Waiver: Lower division units from an accredited institution and with a grade of at least a "C" that are aligned to a Bargaining Unit members District-approved credential or degree/waiver plan on file with the District are **automatically approved**. **District Salary Credit can be earned for staff development activities conducted outside the Board Day and for which the member has not been compensated.**

District Salary Credit: These are credits that are unique to the Montebello Unified School District. **District Salary Credit can be earned for staff development activities conducted outside the Board Day and for which the member has not been compensated.** Fifteen hours of staff development equals one district salary credit. A form is available through the Instructional Division. District Salary Credit may be earned by

- Staff development programs developed by the District or the Association (MTA IPD activities.)
- Individual staff development programs **if approved by the District Salary Credit Committee within 60 days of completion of the work.**

Type of Units	Notify Human Resources	Requires DSCC Approval	Limits on Columns
College Units	Yes	No	No
Professional Development/Lower Division	Yes	Yes	No
Lower Division Aligned with District Approved Credential/Induction or Degree/Waiver Plan	Yes	No	No
District Salary Credit MTA or District Offered	Yes	No	Yes
District Salary Credit Individual Staff Development	Yes	Yes	Yes