

NORTH COUNTY JOINT UNION SCHOOL DISTRICT

“NOTICE OF INTENT TO CHANGE COLUMN CLASSIFICATION”

To advance to a new column for the 2024/2025 school year, this form must be completed and submitted to Human Resources **BEFORE JUNE 30, 2024**

APPROVAL OF COURSES PRIOR TO ENROLLMENT IS REQUIRED

by submitting an APPROVAL OF COLLEGE UNITS FOR SALARY ADVANCEMENT
(Please see NCTA Agreement language on the reverse of this form)

Upon completion of the coursework, submit **OFFICIAL** transcripts to Human Resources.

Coursework must be completed by June 30th to apply to the following school year.

OFFICIAL transcripts must be submitted no later than December 1st.

Salary advancement credit WILL NOT be granted for coursework paid for by the District.

Employee Name:		Date:	
Current Step / Column:	/	# of units I plan to submit:	
I plan to advance to STEP:		I plan to advance to COLUMN:	
I plan to receive my Master's Degree by:			

Employee Signature: _____

-----DISTRICT OFFICE USE ONLY-----

DATE RECEIVED: _____

Superintendent's

Signature: _____

Date: _____

Requestor Notified by: _____

Date: _____

ARTICLE X – SALARY AND STIPENDS

5. Educational Classification: The District encourages all staff to continue with their professional growth. Column classifications are based on semester units, one (1) quarter unit equals two-thirds (2/3) semester unit. Units of credits to advance on the column classification may be gained by one or more of the following with approval of the District.

A. Any upper division college units taken from an accredited and approved institution.

B. Special programs and/or projects approved by the District for unit credit.

C. Private lessons (e.g., music, foreign language) which relate directly to unit member's classroom responsibilities.

D. Any unit member employed under an emergency credential granted on the basis of a statement of need signed by the District may receive up to thirty (30) units of credit on the column classification if those units were taken to satisfy the basic requirements of a regular credential and, not part of a regular bachelor's degree program, through a commission approved teacher preparation agency.

6. Reclassification

A. When a unit member plans to advance to a higher column classification for the succeeding year, the unit member shall file with the District by June 30th a "Notice of Intent to Change Column Classification" form obtained from the District Office.

B. Verification of credits earned shall be in the form of official transcripts from the accredited university, a contract for private lessons for services to an employee, or a written agreement between the District and the employee for how many credits a project or special program shall be awarded.

C. In the event of late verification from a college or university, the granting of credit shall be made on the basis of a grade card, except that column change shall be revoked if official transcripts are not presented by the employee to the District by December 1st. Any earned increases to the employee based upon the reclassification shall be remitted back to the District within 90 calendar days of written notification by the District to the employee.

D. Prior to reclassification of the employee, and possible remittance by the employee to the District, the employee and the District shall meet and confer about the reclassification problem.