



## Academic Teachers Salary Placement Guidelines

All Five Keys teachers, including substitute teachers, must have a teaching credential, verified by Five Keys Human Resource Department, before they can attend training or start working for the agency.

Documents submitted by the 15<sup>th</sup> of the month are typically reflected in the final month's paycheck. Complex verifications or submissions made during peak hiring timeframes may take an additional pay cycle but the compensation increase will be retroactively paid back to the date the submission was received by HR.

All Teachers will have their initial salary placement at Credential BA Step 1.

### Timelines and Deadlines

- Teachers must have their valid teaching credential(s) verified by HR, via the CTC website, before they are eligible to be hired.
- Teachers should submit all verification documentation within 60 days of their start date.
  - If you submit verification documentation BEFORE the 60 day deadline, the increase in retro pay is backdated to the start date.
  - If you submit verification documentation AFTER the 60 day deadline, the increase in retro pay is backdated to the date the documents were received by HR.
- Once the salary calculation is finalized, teachers receive an email notification and payroll is updated.
- Teachers have 30 days from the date of notification to dispute the salary placement. No adjustments will be made after the deadline without CEO approval.

### Salary Schedule Information

- Salary schedules can also be found on the Five Keys website at [www.fivekeys.org/benefits](http://www.fivekeys.org/benefits).
- [Academic Salary Schedule 2020-2021](#)

### Salary Placement Guidelines

- Salary placement is determined by the following 3 factors: credential requirement met, number of semester units completed beyond the BA, years of credentialed teaching experience
- Initial education placement will be at the BA level unless 30 or more additional semester units have been earned
- Initial step placement will be at Step 1 until credentialed teaching experience is confirmed
- 3 education levels are used for salary placements:
  - BA, BA + 30 semester units, BA + 60 semester units
- Per our union contract, the cap for transferable years of teaching experience is 8 years (start at Step 9)



## **Credential Guidelines**

- Teachers only receive credit for years of credentialed teaching experience on the credential salary schedule
- Substitute teaching experience (long and short term, credentialed or not) does not apply towards years of credentialed teaching experience
- Academic Teachers must have a valid K-12 California Teaching Credential before they can attend training or start working for the agency (preliminary or clear), such as:
  - Single Subject K-12 Credential
  - Multiple Subject K-12 Credential
  - Intern Credential
  - NOT ACCEPTABLE: CTE, Emergency, Substitute Credentials/Permits, Adult Education
- If a clear credential is not obtained by the expiration date of the preliminary credential, employment is subject to termination

## **Out-Of-State Credential Guidelines**

- Out-of-state teachers must obtain preliminary or equivalent credential via the California Commission on Teacher Credentialing (CA CTC) and submit to HR before eligible for hire
  - Hard to fill positions will be evaluated on a case by case basis and determinations agreed upon and documented prior to an offer being extended
- Teachers with experience completed outside of California must also submit their:
  - Employment verification letter(s)
  - Out-of-state official teaching certificate/license
  - Must obtain preliminary or equivalent credential via the California Commission on Teacher Credentialing (CA CTC)
  - Information regarding reciprocity with California Commission on Teacher Credentialing (CA CTC) or verification of enrollment to bring their credential in alignment with California standards

## **Credential Renewal Guidelines**

- Teachers are accountable for ensuring their teaching credential(s) are renewed before the expiration date and submitting their updated credential certificate to HR
- Credential Extension Letters from the CTC are acceptable (as long as the credential is still valid) for a teacher to submit to HR while in progress of renewing their cleared credential or extending their preliminary credential (due to expiration)
- Per our union contract, if a teacher fails to renew their credential, they will be given 10 days notice and then placed on unpaid leave for a maximum of two (2) semesters to complete the renewal process



## **Education Guidelines**

- For transcripts, only semester units will be used. All other unit types will be converted into semester units. Quarter units will be converted to semester units: 1.5 quarter units = 1 semester unit.
- CEU's (Continuing Education Units) will be considered for additional units beyond the BA if the units are earned from an authorized provider by the International Association for Continuing Education and Training (IACET) or an accredited university. An official certificate/transcript must also be provided that lists the amount of CEU's earned.
  - 1 CEU = 10 contact hours of participation in organized continuing education classes and/or training conducted by a qualified instructor
  - 1.6 CEUs = 1 semester unit (16 contact hours = 1 semester unit)

## **Teaching Experience Guidelines**

- Verification of Employment letters with qualifying experience will determine teaching experience.
- One year of teaching experience must include a minimum of 7 months, full-time teaching experience.
- You must obtain verification of employment letters. There is no provided form for this. Please work directly with your previous employers.
- If a previous school or district is no longer in business, teachers can submit reference/recommendation letters from that school's administration and/or leadership team to be considered for verification. The years of prior teaching experience must be verifiable through CalSTRS.
- Letters must include the following:
  - On original stationery or letterhead
  - Prepared by previous employer's HR department (or equivalent)
  - Signed by the appropriate official, including their title
  - Employment letters must include:
    1. Position title
    2. Beginning and ending dates (month and year)
    3. Employment status (full-time, part-time, seasonal, on call)
    4. Total number of hours worked per school year



## **Documentation Submission**

- Please submit multiple documents together when possible
- Upload documents into the on-boarding “Education and Employment Verification Checklist”
- If additional transcripts or new documents need to be submitted in the future, contact HR for instructions at [HR@fivekeys.org](mailto:HR@fivekeys.org)

## **Transcript Submission**

- Please have the education institution send official etranscripts to [jasons2@fivekeys.org](mailto:jasons2@fivekeys.org).
- Mail hard copy official transcripts (must be in original sealed envelope) to:
  - Payroll Dept, Five Keys Schools and Programs, 320 13th Street, 2nd Floor, Oakland CA 94612
- These are NOT official transcripts (original or not):
  - Grade reports, degree certificates or printed electronic transcripts (although the content of an electronically transmitted academic transcript is identical to a traditional printed official academic transcript, the printed PDF copy is not an official academic transcript and will not be accepted for salary placement purposes)



## CREDENTIAL VERIFICATION

*This information will be used to verify your credentials and experience, in order to place you at the correct level on the salary schedule.*

Please obtain the following information from the [CTC website](#). Only teaching credentials are required for this section. Please do not include CTE, emergency or substitute credential or permit information.

DOCUMENT #	DOCUMENT TITLE	STATUS	ISSUE DATE	EXP DATE	STATE (ex: CA)

**SAMPLE**

**FORMS PROVIDED DURING ONLINE EMPLOYMENT APPLICATION PROCESS**

I verify that the information above is true to the best of my knowledge, and I understand that my prior schools may be contacted for verification of teaching experience. I also understand that official college transcripts and must be submitted to be considered in the salary placement process.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed First and Last Name



## TEACHING EMPLOYMENT VERIFICATION

Please note that per our union contract, the cap for transferable years of service is 8 years.

***Teachers should ONLY provide credentialed experience.***

Total years of full-time, credentialed experience: \_\_\_\_\_

SCHOOL	POSITION HELD	PART-TIME, FULL-TIME or ON CALL <small>(select one)</small>	START DATE	END DATE	CREDENTIALLED or NON- CREDENTIALLED <small>(select one)</small>

SAMPLE

FORMS PROVIDED DURING  
ONLINE EMPLOYMENT APPLICATION PROCESS

I verify that the information above is true to the best of my knowledge, and I understand that my prior schools may be contacted for verification of teaching experience. I also understand that official college transcripts and must be submitted to be considered in the salary placement process.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed First and Last Name



## TRANSCRIPT VERIFICATION

TOTAL SEMESTER UNITS BEYOND BACHELOR'S DEGREE: \_\_\_\_\_

BACHELOR'S DEGREE CONFER DATE: \_\_\_\_\_

INSTITUTION	DATES ATTENDED <i>(month/year)</i>	DEGREE TYPE	SEMESTER, TRIMESTER or QUARTER <i>(select one)</i>	COMPLETED UNITS

SAMPLE  
FORMS PROVIDED DURING  
ONLINE EMPLOYMENT APPLICATION PROCESS

- Quarter units will be converted to semester units:  $\text{quarter unit} / 1.5 = \text{semester unit}$

I verify that the information above is true to the best of my knowledge, and I understand that my prior schools may be contacted for verification of teaching experience. I also understand that official college transcripts and must be submitted to be considered in the salary placement process.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed First and Last Name