

DIOCESE OF PHOENIX-CATHOLIC SCHOOLS OFFICE
PLACEMENT ON THE SALARY SCHEDULE - 2009-2010

- ✓ Teachers who transfer from one school to another within the Diocese receive credit for each year of service within our system.
- ✓ Teachers coming from schools outside the Diocese will receive one (1) year of credit for each two (2) full years of experience to a maximum of five (5) years. This means that someone with ten (10) or more years of full time teaching experience would start at step six (6).
- ✓ Continuing teachers will move to the next succeeding step in their present lane.
- ✓ Teachers who provide documentation for the proper amount of credits will move to the appropriate lane and to the next succeeding step. These credits must have been completed prior to the time of the signing of the contract.
- ✓ Placement on the salary scale is permanent for that contract year, even if additional units are received.
- ✓ Teachers currently at the last step in a lane will continue to remain at that step on the 2009-2010 scale unless they are moving lanes due to additional credits.

COLLEGE COURSES FOR SALARY SCALE ADVANCEMENT

College courses may be used for salary scale advancement upon approval of the principal. All work done must be on teacher's own time. Documentation of completed class work must be provided for lane movement.

IN-SERVICE FOR SALARY SCALE ADVANCEMENT

Teachers may earn credits towards salary scale advancement for in-service attended according to the guidelines listed below: Fifteen (15) in-service (contact/clock) hours = 1 credit*

Teachers must receive principal approval prior to attending in-services for "clock hour" credits they plan to apply to salary increases.

- In-service hours to be applied for salary advancement must be on the teacher's own time.
- Documentation of clock hours must be provided
- One credit on the salary schedule equates to 15 contact/clock hours.

Excluded from salary scale credit in-service hours are:

- Diocesan sponsored in-services (unless otherwise indicated and approved by the Superintendent)
- School sponsored in-services
- Videotapes for Ministry Formation Certification.

Teachers may apply to use personal leave days for in-service or classes.

*This applies after July 1, 1996

STATE RE-CERTIFICATION:

- A facilitator, not a member of the school faculty, must conduct school sponsored in-services for state re-certification.
- School sponsored in-services, conducted by a school faculty member, must be approved by the Catholic School Office.
- Participants are to receive certificates documenting in-service hours.

SEI (STRUCTURED ENGLISH IMMERSION ENDORSEMENT)

Provisional SEI Endorsement

- Persons certified **before** August 31, 2006 must complete 15 hours (1 credit) of SEI training.
- Persons certified **after** August 31, 2006 must complete 45 hours (3 credits) of SET training.

Full SEI Endorsement

- Within three years of obtaining the Provisional SEI Endorsement, all persons must complete an additional 45 hours (3 credits) of SEI training.

*For more information, please log on to: www.ade.az.gov/certification , see SEI Fast Facts link.

SALARY AND PERSONNEL INFORMATION

Teacher Salary Schedule: This schedule applies to all teachers and counselors.

Personnel Policies and Procedures: The Diocese of Phoenix Personnel Policies and Procedures (adapted for Catholic School Personnel) apply to all elementary and secondary school personnel.

Supplementary Schedule: Supplementary salary is to be paid only for work done outside the ordinary hours of accountability.

Sick Days: As of 07/01/2005, teachers will receive six (6) sick days per contract year. Sick leave time may be used as excused time off with pay for the following reasons:

- a. Personal illness or injury
- b. Illness or injury to person of immediate family (dependent care).

Personal Days: As of 07/01/06 teachers who have previously accumulated 30 sick days may use six (6) of their newly granted (6) annual sick days as personal days. (No teacher may accumulate more than 30 sick days). For teachers who have not accumulated 30 days, two (2) of the six (6) sick days may be used to conduct personal business with prior approval from the principal.