

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE ASSOCIATION OF ROWLAND EDUCATORS  
AND  
THE ROWLAND UNIFIED SCHOOL DISTRICT**

**Agreed to**

**November 7, 2017**

**Regarding Horizontal Movement on the Salary Schedule**

This Memorandum of Understanding (MOU) is executed by and between the Board of Education of the Rowland Unified School District (District) and the Association of Rowland Educators.

Both parties wish to establish a process for Horizontal Movement on the Salary Schedule which supports employees and establishes specific protocols and timelines.

The parties agree to implement the following which will pertain solely to the 2017-18 school year

**Horizontal Movement**

Upon Board approval:

- ARE and Human Resources will electronically inform employees of the procedures for Horizontal Movement within 5 working days of Governing Board approval;
  
- Course credit for salary placement and movement shall be given only for post graduate, upper division, or graduate course work taken from an accredited institution as listed in the US Department of Education Database of Accredited Postsecondary Institutions and Programs. The course work and/or degree is expected to be within, or closely related to, the field of education and to subjects commonly taught in public schools. Semester hours (units) as defined by the particular accredited college or university will be acceptable for placement on the salary schedule. Quarter hour (units) shall be converted to semester hours (units) by multiplying the total of such hours (units) by two-thirds.
  
- Bargaining Unit members may submit official transcripts for salary schedule consideration not later than January 12, 2018 with no limit as to the number of units that may be submitted. Upon receipt in Human Resources of the petition and official transcripts showing the required number of acceptable semester hours (units) for advancement on the salary schedule, compensation changes for such

coursework shall be provided retroactive to the first day of the Bargaining Unit member's paid status for the 2017-18 school year. Transcripts will not be accepted at any other time with exception of:

- Bargaining Unit members who complete a graduate degree during the 2017-18 school year may submit official transcripts at any time during the year. Compensation changes for such coursework shall become effective on the first of the month following receipt of the petition and official transcripts showing the conferral of a new graduate degree and the required number of acceptable semester hours (units) in the Human Resources office.
- If a Bargaining Unit member believes that participation in a lower division course will be of direct benefit to the Board, and that a similar benefit is not available at an upper division or graduate course level, such Bargaining Unit member may petition the Board for a waiver prior to the date of enrollment in the lower division course. Such waiver, if granted, allows the units so approved to be counted for advancement on the salary schedule.

This Memorandum of Understanding will sunset on June 30, 2018 or upon ratification and approval of an agreement to amend the Horizontal Leave article in the collective bargaining agreement which whichever comes first.