

**DATE:** May 2, 2016  
**TO:** All Licensed Employees  
**FROM:** Joyce Herreria  
**SUBJECT:** Educational Salary Advancement for the 2016-2017 School Year

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Educational salary advancement for the 2016-2017 school year is available to all active licensed employees who meet the terms of the following documents:

- Memorandum of Agreement (MOA) on the Transition of Current Licensed Staff to the New Professional Salary Table signed on April 14, 2016, provides for the recognition of a Masters or Doctorate degree completed during the 2015-2016 school year for column movement during the 2016-2017 school year utilizing the methodology provided in the MOA.
- Summary of Superintendent/CCEA Agreement: Column Movement Conversion dated April 12, 2016, provides a maximum credit of 128 contact units (CUs) towards future CU accrual for licensed employees who do not complete a Masters or Doctorate degree but would have achieved column movement credits during the 2015-2016 school year for implementation during the 2016-2017 school year.

Two District forms are required to be submitted to Employee Contracts and Compensation in the Human Resources Unit by the timelines indicated below.

1. The CCF-139, Request for Educational Salary Advancement Licensed Employee, is due June 1, 2016. The form requires a signature and may be submitted via the following methods:
  - School mail to Employee Contracts and Compensation #032
  - E-mail a scanned copy to [teachersalaryadv@interact.ccsd.net](mailto:teachersalaryadv@interact.ccsd.net)
  - Fax to (702) 387-0632
  - In person at the Employee Contracts office on 2832 East Flamingo, room 111

To cancel or change the CCF-139, send an e-mail to [teachersalaryadv@interact.ccsd.net](mailto:teachersalaryadv@interact.ccsd.net) no later than August 1, 2016.

2. The CCF-138, Degree and/or Credit Tracking Form Educational Salary Advancement Licensed Employee, is due November 1, 2016. A completed CCF-138 listing the degree or courses earned must be accompanied by official transcripts. All degree/course requirements must be completed by September 30, 2016.

*Those who completed appropriate column credits covered under the Column Movement Conversion Agreement dated April 12, 2016 will receive a Certificate of Completion of 128 Contact Units to be applied towards a future Professional Growth Plan.*

It is the responsibility of the employee to ensure the degree and/or course credits must be in compliance with Article 26 (Professional Compensation) of the Negotiated Agreement in effect at the beginning of the 2015-2016 school year as well as CCSD Regulation 4292 (Placement and Advancement on the Teacher Salary Schedule).

The CCF-139 and CCF-138 forms are fully accessible on InterAct or directly through the Graphic Arts Web site at <http://graphics.ccsd.net/>.

If you have any questions regarding this process, please send an e-mail to [teachersalaryadv@interact.ccsd.net](mailto:teachersalaryadv@interact.ccsd.net) or call (702) 799-2812 Option 1.

Thank you.