

Twain Harte School District
Notification of Additional Coursework

Submit completed form and attachments to the District Office

Complete one form for each course

NAME: _____ DATE: _____

POSITION: _____

COLLEGE/UNIVERSITY: _____

COURSE TITLE: _____

COURSE #: _____ CREDIT HOURS: _____ ☐ Quarter ☐ Semester

DATES(S) COURSE TAUGHT: _____

Please attach documentation of course content and the reason(s) you wish to take the course. Coursework must meet the criteria of the Twain Harte Federation of Teachers Union Contract Article 10 items below in order to qualify for additional salary credit.

10.3 Education Units

10.3.1 \$92.82 per semester unit, 120 units maximum, effective 2015-2016 school year.
\$96.53 per semester unit, 120 units maximum, effective 2016-2017 school year. \$99.43
per semester unit, 120 units maximum, effective 2017-2018 school year, with an
additional two percent (2%) one-time payment. [Modified 3/17/2016]

10.3.2 One quarter unit credit for every twenty (20) non-school hours attendance in
workshops or curriculum committees if other compensation is not given

10.3.3 Proof of units earned must be presented to the District Office by **September 15th**
of each school year for the units to be credited for that school year.

10.3.4 Effective with respect to units taken after July 1, 2004, professional development
that enhances salary on the salary schedule shall consist of the following:

10.3.4.1 College and university work that satisfies one or more of the following:

10.3.4.1.1 Courses that develop increased competence in the present
teaching area, including curriculum development.

10.3.4.1.2 Courses that are preparation for a teacher who changes, or
plans to change, from one curriculum to another.

10.3.4.1.3 Courses that develop competencies in an additional
curriculum area.

10.3.4.1.4 Courses that directly relate to the Board-directed goals of the
District.

Employee Signature

Date