

JEFFERSON UNION HIGH SCHOOL DISTRICT

Unit Submission Frequently Asked Questions



JUHSD employees have the ability to earn Units and/or Continuing Education Units for salary advancement. There are two primary pathways to earn units: Traditional and Alternative.

Traditional Pathway

The Traditional Pathway to earn units is to take in person or online courses at an accredited institution that has the ability to produce an official transcript upon completion of the coursework.

Alternative Pathway

The most common alternative pathway to earn CEU or hours is to attend a workshop or professional learning opportunity and pay for the units.

1. This pathway will generate a certificate indicating CEUs or hours earned. If the District pays for the professional learning opportunity, the District is unable to utilize the CEUs or hours earned for salary advancement.
2. The district will accept up to 15 CEUs or 15 Hours (equivalent to 10 semester units).

**Certificated Day Contract, Article XX; Fringe Benefits, Section E: Increments*

FAQs

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Certificated v. BISS Unit Advancement

Classified and Certificated Employees are eligible to submit units toward salary advancement. However, there are contract differences between the two units.

Certificated Employees

Certificated employees may take additional post BA courses toward salary advancement. Upon completion of coursework, a transcript must be submitted to HR for review. For post BA coursework, any subject of study is allowed, provided a transcript can be produced.

Certificated employees may also attend workshops generally related to their position toward salary advancement. If the district pays for the workshop, attendance at the workshop cannot be used toward salary advancement unless the employee pays for CEUs. A certificate of completion or transcript should be submitted to HR for review.

Certificated Day Contract, Article XIX; Salary, Section K: Credit Computation for Classification Increment

BISS Employees

Classified employees may earn units toward salary advancement. Units may be earned only after the date of hire with the district. Units taken must be related to the current position the employee holds. Employees must submit a unit approval form to HR prior to enrolling in courses. The form may be obtained from HR by contacting Phyllis Mendel at pmendel@jeffersonunion.net or 650-550-7965.

- BISS unit members shall be compensated at a rate of \$4.00/unit up to a maximum of 25 units for a total of up to \$100/month additional compensation.
- In addition, classroom paraprofessionals may earn an additional \$1.00/unit for up to an additional \$100/month compensation beginning with the 26th unit earned.

BISS Contract, Article 11: Staff Development; Subsection C: Career Increment Program

Types of Units Accepted

JUHSD accepts Semester and Quarter Units from Accredited Institutions. JUHSD also accepts up to 15 Continuing Education Units (10 semester units).

Unit Calculations (Semester Unit, Quarter Unit and CEU Conversions)

Units are calculated as compared to semester units. One semester unit equates to one semester unit. One quarter unit is equivalent to $\frac{2}{3}$ of a semester unit. One CEU is equivalent to $\frac{2}{3}$ of a semester unit. 10 hours is the equivalent of one CEU or quarter unit. The chart below provides an equivalency chart for reference.

Semester Unit	Quarter Unit	CEU*	Hours
1	.67 of a semester unit	.67 of a semester unit	15

*The district will accept up to 15 CEUs or 15 Hours (equivalent to 10 semester units).

Certificated Day Contract, Article XX; Fringe Benefits, Section E: Increments

Submission Timeline

For advancement on the salary schedule, units must be completed by September 1 and submitted to the Human Resources Office by October 1 of the current school year. If an employee is eligible for salary advancement, the adjustment will appear on the November paycheck and retroactive to the first day of school.

Who Should I Contact if I Have Questions?

In the event you have any questions, please contact Phyllis Mendel at pmendel@jeffersonunion.net or 650-550-7965.