

REVISED MEMORANDUM OF UNDERSTANDING
BETWEEN THE TEMECULA VALLEY UNIFIED SCHOOL DISTRICT
AND THE TEMECULA VALLEY EDUCATORS ASSOCIATION
CONCERNING CAREER TECHNICAL EDUCATION TEACHERS

WHEREAS, the Temecula Valley Unified School District (“District”) and the Temecula Valley Educators Association (“Association”) are parties to a collective bargaining agreement (“CBA”) that establishes terms and conditions of employment for unit members; and

WHEREAS, the District intends to directly offer Career Technical Education (CTE) courses in its high school curriculum that were previously offered through the Riverside County Office of Education, beginning with the 2019-2020 school year, and to employ one or more appropriately credentialed¹ instructors to teach in the program; and

WHEREAS, the Recognition article of the CBA provides that “the Board recognizes the Association as the exclusive representative of all certificated employees of the District, excluding substitute, management, supervisory, and confidential employees”; and

WHEREAS, the parties have previously negotiated a Certificated Salary Schedule with Columns A-F reflecting levels of education and Steps 1 through 25, reflecting years of teaching experience; and

WHEREAS, the CBA and the parties' previously negotiated Certificated Salary Schedule currently does not provide for the unique qualifications and experience of instructors with CTE Designated Subject Credentials; and

WHEREAS, the District and the Association acknowledge that for most, obtaining a CTE Designated Subject Credential requires fewer years of education (a high school diploma) than does obtaining a preliminary or clear Multiple Subject or Single Subject Teaching Credential. However, the parties also recognize that CTE teachers often bring many years of outside experience/certifications along with their designated subject credential; and

WHEREAS, the parties desire to add a salary schedule that provides for fair, competitive compensation for CTE teachers.

NOW, THEREFORE, the parties agree as follows:

1. The parties recognize that CTE teachers are to be included in the bargaining unit represented by the Association. If necessary, the parties will file all necessary paperwork with the Public Employment Relations Board to effect this unit modification.
2. Effective in the 2019-2020 school year, a CTE Salary Schedule (attached as Exhibit 1) will specifically apply only to individuals hired exclusively to CTE classes. The salary schedule is similar to CBA Salary Schedule A, in that it contains the same steps and columns, but it contains some key additions for each column as follows:

¹ The program requires at least a preliminary Designated Subjects Career Technical Education Teaching Credential (“CTE Credential”) issued by the California Commission on Teacher Credentialing.

Salary Schedule	Column A	Column B	Column C	Column D	Column E	Column F
Schedule A	BA	BA + 15	BA + 30	MA/BA + 45	MA + 15/ BA + 60	MA + 30 / BA + 75 w/MA
CTE Schedule Appendix B-9	Designated Subject Credential (DSC)	DSC + 15	DSC + 30	Master of Field (MoF) or DSC + 45	MoF + 15 or DSC + 60	MoF + 30 or DSC + 75w/MoF

3. **Initial Salary Schedule Placement and Issuance of Initial CTE Credits:**

- a. A Bachelor’s degree, earned prior to obtaining Designated Subject Credential = **10** CTE Credits
- b. One Year (1000 hours) of industry experience = 5 CTE Credits. The District shall credit years of industry experience within the last ten (10) years, equivalent up to 50 CTE units. Verification of industry sector experience will be made in accordance with Appendix Q and/or Appendix R, which are attached.
 - i. If the Designated Subject Credential was earned within the last ten (10) years, two (2) years of industry experience shall not be eligible for CTE Credits.
- c. A Master’s Degree or Master of Field (MoF) may be used for column placement.

4. **Post-Credential Coursework:** Courses used for initial salary schedule placement or advancement shall be college work taken from an accredited institution and completed after the employee completed their DSC (a semester unit shall equal one CTE Credit). A grade of C or higher, or its equivalent (Pass), must be earned for course work to count toward salary advancement.

- a. Courses taken for salary placement and advancement must relate to the education of the students of the District, recognizing that expanding a unit member's area of expertise will benefit the student body. Courses taken may include:
 - i. **Content Areas** - should include all subjects taught in the District or being considered for inclusion in the District curriculum.
 - ii. **Enrichment Areas** - should include courses in subject areas taught within the District as enrichment and/or elective classes, or subjects that could be considered for future curriculum enrichment.
 - iii. **Methodological Areas** - should include courses in teaching techniques, motivation, classroom management, school and district administration, etc.

iv. **Effective Areas Of Interpersonal Relations** - of students and faculty, pupil growth and development, staff communication, problem solving, decision making, etc.

b. A Master’s degree and/or a Master of Field (MoF) may be used for column placement advancement.

i. An earned Master’s degree shall also constitute an MOF in the particular Industry Sector.

ii. The parties have identified the following additional examples of Master of Field:

Industry Sector	Subset	MoF Equivalent
Hospitality, Tourism, and Recreation	Hospitality, Tourism, and Recreation	Completion of a Culinary Arts Program Accredited by the <u>Accrediting Commission of Career Schools and Colleges</u>
Transportation	System, Diagnostics Service, and Repair	Valid ASE Master Mechanic Certification
Information, Communication Technologies	Information Support and Services	Valid Cisco Certified Internetwork Expert (CCIE) Certification

iii. The parties agree that the criteria for earning CTE Credits and a Master of Field designation listed above are not exclusive, and there may be circumstances not contemplated between the parties where certain certifications, accreditations, coursework, or achievements/contributions to the industry should translate into CTE Credits or a Master of Field designation. As a result, the District and TVEA agree to form an Equivalency Committee as needed to review those certifications, accreditations, coursework, or achievements and determine whether CTE Credits or a Master of Field should be awarded. The committee shall be comprised of two members from TVEA and two from the District, and shall meet, prepare a written recommendation concerning whether CTE Credits or a Master of Field should be awarded and commit to writing any recommendations extending therefrom. The written recommendations will be presented to the bargaining teams, who will collaboratively reach a decision concerning the criteria. CTE teachers will be placed on the appropriate step as determined by prior teaching experience. Column placement will be based upon CTE Credits, as outlined herein and by the Equivalency Committee.

5. The District may offer a CTE position to an employee who instructed District students while employed with the Riverside County Office of Education, without having to fly the position.
6. Step placement shall be determined by the number of years teaching. A CTE teacher who instructed District students while employed by the Riverside County Office of Education can count their time instructing District students as internal experience toward initial step placement but these years do not count towards qualifying for longevity steps as internal years of service.
7. In all respects other than salary as described in this Memorandum of Understanding (MOU), and except where otherwise indicated in the CBA, CTE teachers are entitled to the rights and benefits described in the CBA as they apply to all bargaining unit members.
8. The District reserves the right to continue to contract CTE services through the Riverside County Office of Education or a similar provider.
9. This MOU shall not affect any other provision of the CBA, nor shall any other subject or matter covered by the CBA become open to negotiation as a result of this MOU.
10. This MOU shall not establish a precedent for negotiation of any other policy or subject.
11. This MOU shall expire June 30, 2021. CTE teachers hired during the term of this MOU shall continue to be paid in accordance with this MOU until it is renewed or another structure is negotiated.
12. This MOU is subject to District Governing Board approval.


IN WITNESS WHEREOF, the parties duly executed this MOU on May 1, 2019.

For the District:

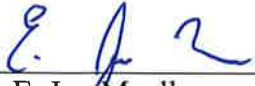

Raymond R. Johnson
Assistant Superintendent
Human Resources Development

5-1-19
Date

For the Association:


Brian Balaris
Lead Negotiator
Temecula Valley Educators Association

5/1/19
Date


E. Joe Mueller
Director
Human Resources Development

5/1/19
Date

Self-Verification of Industry Experience

For self-employed or for a former employer not available (or job duties not listed), you must submit the following items:

- a. A notarized self-verification letter from you in the format below that ends with the following statement: "I certify under penalty of perjury that the contents of this letter are true and correct to the best of my knowledge."
- b. Five documents as back up to your notarized self-verification letter, which may include:
 - Copy of tax form statement, business cards, advertising flyers, etc.
 - Current/former business license(s) or permit(s) within dates on letter.
 - Letters from former customers. The letter must state the jobs done and the length of the jobs.
 - Letters from suppliers, or other business associates (such as your accountant, lawyer), who can verify your occupation.

	Name
	425 Main Street
	Temecula, CA 90000
Date (month/day/year)	
To Whom It May Concern:	
<p>This letter is to verify my employment, (YOUR NAME HERE), as a full-time Office Worker with (NAME OF COMPANY). (NAME OF COMPANY) was closed and is no longer in business. I worked from 2011 to 2015, full-time, at least 1,000 hours per year.</p>	
<p>As an Office Worker, my duties were:</p> <ul style="list-style-type: none"> • Filing, customer service, answering phones • Data entry • Completing reports, memos and letters using Microsoft Word • Processing account payables and receivables • Provided other duties as necessary 	
<p>Please call me at (xxx) xxx-xxxx should you have any further questions.</p>	
<p>I certify under penalty of perjury that the contents of this letter are true and correct to the best of my knowledge.</p>	
<p>Sincerely, (YOUR NAME HERE)</p>	

Employer Verification of Industry Experience

Request current/former employers to write a letter verifying hours worked in your occupation (not teaching). Each letter must state your name, position, title, job duties, dates of employment within the last ten (10) years, and full or part-time status, including the number of hours worked per year.

Letters must be on company letterhead, **signed** by your current/former supervisor or personnel office, and verifiable by telephone. Submit originals ONLY – no copies.

(On Employer Letterhead)
Essential Automotive Supplies
425 Main Street
Temecula, CA 90000

Date (month/day/year)

Temecula Valley Unified School District
Temecula, CA

To Whom It May Concern:

This letter is to verify the employment of John Doe, who worked for Essential Automotive Company as an Automotive Mechanic from February 6, 2010, until April 15, 2018. He was a mechanic working full-time, at least 1,000 hours per year.

As an Automotive Mechanic, his duties were:

- General automotive repair
- Diagnose defective engines
- Replace defective parts
- Tune-up engines
- Replace brakes

Please contact me at (xxx) xxx-xxxx if you have any questions.

Sincerely,

Robert Richmond (Name of Supervisor)
Owner (Position/Title)

CAREER TECHNICAL EDUCATION SALARY SCHEDULE
184 Day Work Year
2018-2019

	A	B	C	D	E	F
STEP	Designated Subject Credential (DSC)	DSC + 15	DSC + 30	Master of Field (MoF) or DSC + 45	Master of Field (MoF) + 15 or DSC + 60	MoF + 30 or DSC + 75 w/MoF
1	48,943	48,943	50,830	53,252	55,673	58,096
2	48,943	48,943	53,374	55,917	58,456	60,995
3	48,943	48,943	55,917	58,576	61,237	63,905
4	48,943	50,830	58,456	61,237	64,021	66,809
5		53,374	60,994	63,900	66,804	69,715
6		56,042	63,538	66,563	69,587	72,620
7		58,845	66,080	69,224	72,370	75,529
8		61,789	68,619	71,885	75,151	78,431
9			71,162	74,550	77,936	81,337
10			73,702	77,209	80,717	84,244
11					83,501	87,150
12					86,283	90,052
13						92,958
16*						95,979
19*						99,098
22*						102,319
25*						105,644

A maximum of 7 years experience may be granted for previous full-time experience outside the Temecula Valley Unified School District.

*These longevity steps are available to those unit members who fulfill the longevity criteria listed in the collective bargaining agreement per Article 9.4.