

LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
Salary Allocation Unit

Instructions for Education Travel Project – Kit 1

Please read the following instructions and accompanying S23 guide carefully so as to avoid denials of your travel application.

1. Complete the enclosed "**Educational Travel Itinerary**", Form 3141.
2. On the form briefly indicate major points of interest and explain relationship of travel to assigned responsibilities.
3. Sign and date in space designated for employee's signature.
4. Obtain your Principal's signature.
5. Send form immediately to:

Los Angeles Unified School District
Human Resources Division
Salary Allocation Unit, Beaudry Building – 15th Floor
P.O. Box 3307
Los Angeles, CA 90051

If you have supplied all information requested and have met all other requirements, Form 3141 will be returned to you with the Joint Salary Point Committee's approval. Travel Kit 2 will be sent to you at that time.

Note: Pre-approval should be obtained at least two weeks prior to departure date. Without proper approval by BOTH your administrator AND the Joint Salary Point Committee, credit WILL NOT be granted.

LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
Salary Allocation Unit

Educational Travel Itinerary

(Must be completed and approved PRIOR to beginning of travel)

Pers. ID#/Employee No. _____ Last Name _____ First _____ M.I. _____

Street Address _____

City _____ State _____ Zip Code _____

School or Administrative Unit _____ Grade _____ Subject _____

E-Mail Address _____ Area Code _____ Telephone or Cell Phone Number _____

WRITTEN STATEMENT: Explain the specific relationship of the travel and places to be visited to your assigned responsibilities.

REQUEST/CERTIFICATION: I request approval of this travel plan and the written statement above which identifies the major points of interest to be visited and the specific relationship of this trip to my assigned responsibilities.

Employee Signature _____ Date _____

PRE-APPROVAL INSTRUCTIONS: Effective April 26, 2005, the Educational Travel Itinerary must be pre-approved by both the employee's immediate administrator and the Joint Salary Point Credit Committee (All signatures must be secured PRIOR to beginning of travel).

"In my opinion, the above plan is for educational rather than recreational purposes, and is carefully planned so as to result in a significant contribution to this employee's professional growth."

Required Signature _____ Date _____

Head of School or Administrative Unit

Your travel itinerary has been pre-approved based upon the information you have provided. Final approval is contingent upon your completed itinerary, travel report, and compliance with all the requirements as set forth in Policy Guide S23 and the current District/UTLA Agreement (Article XV, Sections 2.a. and 20).

Required Signature _____ Date _____

Authorized Committee Member



SERVICE: Certificated POINT CREDIT
ISSUED BY: Pers. Research (9-5-06) EDUCATIONAL TRAVEL PROJECTS
REPLACES: PG: S 23 (10-24-02)
REFERENCE: Agreement, Article XV, Section 18.0
CHANGES: Updated to Conform with District - UTLA Agreement.

References to “Agreement” or “Article” throughout this guide apply to the District-UTLA Agreement.

1. Definition. Employees will be granted salary points for educational travel projects provided the following requirements are met.
2. Requirements.
 - a. General Requirements.
 - (1) A travel plan must be approved in advance by the employee's immediate administrator and the Joint Salary Point Credit Committee.
 - (2) The travel must be for educational rather than recreational purposes and must be carefully planned in order to result in a significant contribution to the employee's professional growth. Salary point credit will not be allowed for travel to places known primarily for entertainment values.
 - (3) For employees hired effective 7-1-86 or thereafter, travel must be for a minimum of two weeks (fourteen consecutive days) to earn one salary point. For employees hired prior to 7-1-86, a minimum of one week (7 consecutive days) of travel is required to earn one salary point.
 - (4) No credit will be allowed for fractions of a week.
 - (5) Employee must have had status as a certificated employee during the entire period of travel.
 - (6) Travel must not include time during which study points are claimed. (No point credit may be allowed for study begun or completed during the inclusive dates of requested travel points.)
 - (7) Salary point credit shall not be granted for travel undertaken during paid time with the following exception: Employees assigned to a year-round school may receive point credit for travel undertaken during the off-track period, which includes spring recess provided an adjustment is made to exclude credit for the one-week spring recess period (e.g., with a three week off-track period which includes one week spring recess, the maximum allowable credit would be one salary point; for employees hired on-or-after July 1, 1986, the maximum allowable credit for employees hired-on-or-before June 30,1986, in this case, would be two salary points.)

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2. Requirements. (Cont'd)

b. Restrictions. Salary point credit will not be allowed for:

- (1) Travel within a 300-mile radius of Los Angeles.
- (2) Time spent in areas of previous residence.
- (3) Return trips to areas for which credit has already been granted.
- (4) Attendance at conference, workshops, or conventions.
- (5) Prolonged periods in any one area.

c. Requirements Prior to Travel.

The travel plan must include:

- (1) A day-by-day itinerary,
- (2) Major points of interest to be visited, and
- (3) A written statement explaining the specific relationship of the travel and places to be visited to the employee's assigned responsibilities.

d. Requirements After Travel.

The final report, approved by the immediate administrator and forwarded to the Salary Allocation Unit, must include:

- (1) A day-to-day log of the trip,
- (2) A statement of how information and experience gained from the trip will be used specifically in the instructional program or related assignment for which the employee is responsible, and
- (3) A typewritten, comprehensive statement assessing the educational value of the travel for the employee.

3. Salary Points.

- a. The point value shall be one salary point credit for each two weeks of travel for employees hired on-or-after 7-1-86. One salary point shall be allowed for each week of educational travel for employees hired on-or-before 7-1-86.
- b. For employees hired effective 7-1-86 or thereafter, the career maximum accumulation shall be seven salary points. There are no provisions for employees hired on-or-after 7-1-86 to petition for extra points.

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3. Salary Points. (Cont'd)

- c. For employees hired on-or-before July 1, 1986, not more than 14 salary points shall be accumulated for educational travel during the employee's entire District service, except that five years after completion of the maximum accumulation, an employee may petition the Salary Allocation Unit for not more than two additional salary points for educational travel to total 16 salary points.

4. Application Procedure.

a. Prior to the Start of the Educational Travel Project, Employees Must:

- (1) Secure an Educational Travel Project kit by requesting one from the Salary Allocation Unit or by downloading the kit at www.LAUSDsalary.net.
- (2) Complete Educational Travel Plan (Form 3141) and obtain approval and signatures of the immediate administrator and the Joint Salary Point Credit Committee.
- (3) Salary points will not be granted if the Educational Travel Plan has not been approved and signed by both the administrator and the Joint Salary Point Committee prior to the start of travel.

b. After Completion of Educational Travel Project, Employees Must:

- (1) Complete Application for Travel Point Credit (Form 3147).
- (2) Complete Educational Travel Completed (Form 3148) together with required reports.
- (3) Submit Forms 3147 and 3148 together with required reports to the immediate administrator for approval.
- (4) Submit the completed kit (Forms 3141, 3147, and 3148) with required reports and signatures to the Salary Allocation Unit.

5. Effective Date. The filing date of the completion of an Educational Travel Project shall be the date on which the completed kit and report are received in the Salary Allocation Unit or, if sent by United States mail, the date postmarked. (The effective date of any schedule advance resulting from educational travel will be the beginning of the first pay period following receipt of the completed travel materials.)

Note: Employees may send official documents to the Salary Allocation Unit by Certified Mail to insure delivery.

6. Review Process. Any request for review of salary point allowance must be filed with the Salary Allocation Unit, in writing, no later than fifteen days after the date of "receipt of point credit".