

Tulare County Office of Education

Jim Vidak, County Superintendent of Schools

To: Classified Employee

From: C.S.E.A., Chapter 428
Tulare County Office of Education

RE: Salary Enhancement Application

If the nature of your duties has not changed, but you feel the position needs to be reviewed for salary adjustment, please complete the attached application and return it to the C.S.E.A. President during the month of February. Applications will be researched for possible inclusion during regular contract re-openers.

Salary enhancement may be made in order to bring a job position in line with the job equivalent in other districts/county offices. Applicants for a salary enhancement will be required to attach job descriptions for equivalent positions and salary schedules from other school districts/county offices to substantiate the request for a salary enhancement.

Employees need to know that applications for salary enhancements are not “automatically” granted; they are subject to the negotiations process. C.S.E.A. negotiations team will first meet to review and research the applications. The application may then be taken to the negotiating table as part of contract re-openers. Applicants will receive written notification of when and where to attend the ratification meeting for the contract.

10. Indicate how you receive the majority of your work assignments.
- a. _____ Work is assigned by supervisor who tells me how it is to be done.
 - b. _____ Work is assigned by supervisor, but I decide how to complete it.
 - c. _____ I have responsibility for certain duties, and I know when/how to do them.
 - d. _____ I develop projects as needed and decide when/how to do them.
11. Are there others working under this job description? Yes _____ No _____
12. Will or should this salary enhancement affect them? Yes _____ No _____

If you have completed each applicable question, please sign and date the application in the spaces provided. Make a copy of your application for yourself and send the original plus one copy to Jeanne Nava, Assistant Superintendent, Human Resources (P.O. Box 5091, Visalia, CA 93278-5091). The original will be forwarded to the appropriate C.S.E.A. representative.

Employee's Signature

Date