

# Fremont Unified School District

## Request for Units

*Return form to Human Resources*

***These requested units will apply to Fremont Unified School District's guidelines ONLY.***

***They will not be transferable to another district.***

**DIRECTIONS:** Read completely the information on the back of this form before completing this request. Submit completed form to the Unit Credit Committee at Human Resources Department, within one calendar year from the date of completion. Do not complete this form if you were paid a stipend, if hours were used as Staff Development, or if hours were used as part of your additional 40 hour requirement.

***Failure to fully complete this form will deny applicant consideration by the committee.***

The Unit Credit Committee meets twice a year to consider requests for units. Deadline for requests are May 15 and/or September 15. If you received college/university units, send your transcript to Certificated Personnel to receive credit.

Applicant's Name	School	Date
Workshop/Conference/Seminar/Committee/Travel	Location of workshop/conference	
Date of workshop/conference(s): _____	Total number of actual hours _____	
Time of day: From _____ To _____	Name of Presenter/District Committee Chairperson	
Description of workshop, conference, seminar, committee, or travel, include major objectives.		

Did you pay your own registration fees? ☐ Yes ☐ No ☐ No Fee

If no, please explain. \_\_\_\_\_

If a substitute was required, which category did you check on the Request for Leave form?

\_\_\_\_\_

***If requesting credit for subcommittee, ad hoc committee, or district standing committee hours such as: District Technology Committee; Elem. P.E. Committee; Kindergarten Mentor Teacher Committee; etc., these hours cannot be part of your additional 40 hour requirement***

Principal's Signature required: \_\_\_\_\_ Date: \_\_\_\_\_

***By signing you verify that these hour(s) are not part of the additional 40 hours requirement.***

The District Presenter or the District Committee Chairperson's must sign below. Please attach all documentation of participation (*certificate of completion or proof of attendance*).

Presenter's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **ADMINISTRATIVE GUIDELINES FOR REQUESTING WORKSHOP/CONFERENCE/SEMINAR/COMMITTEE/TRAVEL UNITS**

The following guidelines are provided to assist you in determining eligibility and completing this application. Reference: FUDTA/FUSD Agreement signed 7/1/07 - 6/30/08, Article 21.5.

### **DEFINITION OF UNITS**

Attendance at workshops, conference, seminars, participation on district standing committees, sub-committees or ad hoc committees; or travel credit as described below shall be equivalent to a semester unit of academic credit that may qualify teachers for advancement on the pay scale column. Approved hours will be converted in 1/2 unit increments. Eight approved hours shall be converted to 0.5 unit, and approved sixteen hours shall be converted to 1.0 unit, etc.

### **TIMELINE**

The completed REQUEST FOR UNITS form must be received by the Unit Credit Committee (UCC) within one calendar year from the date of completion. The UCC meets twice a year (once in Spring and once in Fall) to consider requests for units.

***Deadline for requests will be May 15 and/or September 15.***

### **GENERAL GUIDELINES**

- In order to receive credit, hours cannot be used to meet your hours of staff development requirement.
- In order to receive credit, hours cannot be part of your 40 hours of Additional Required Time.
- In order to receive credit, you cannot be paid a stipend.
- If university/senior college credits are granted, district credit is automatically granted upon presentation of proof of completion. Community college credits require prior approval from the immediate supervisor.
- Hours of attendance must be held outside the school day.
- Credit may be granted for workshops, conferences, and seminars offered by recognized professional institutions, under the direction of someone who has expertise in that particular area, and which provide instruction for professional growth rather than social interaction.
- In order to get credit, you must pay your own fees and not be sent by the district on school business.
- Applications must be submitted within one calendar year from date of completion.
- Any request not falling into the above categories will be considered by the UCC on a case-by-case basis.
- Appeals should be directed to the Unit Credit Committee.
- There will be no limit for carryover hours.
- Unit credit will only apply if you are a FUSD employee and will not be carried over to another district.

### **WORKSHOPS, CONFERENCES, SEMINARS**

Credit may be granted at the rate of 1/2 unit for 8 hours of attendance for those taken outside of school hours while the employee is not receiving pay for participation. Approved workshops taken through a university or college, but not for credit, will qualify for staff development credit hours.

### **COMMITTEE WORK**

Credit may be granted at the rate of 1/2 unit for 8 hours of participation on district sub-committees (i.e. a committee working on a board policy) and/or ad hoc committees and for members of district standing committees (i.e. District Technology Committee) may earn up to 2 units per year. Chairpersons of such committees may receive one (1) additional unit for salary placement. Unit credit may be earned only for committee work outside of school hours while the employee is not receiving pay. The committee must be district-sponsored or district-approved. Units are not granted automatically. Request for units need to be requested and applied for via this form. **Your principal must verify that the hours are not part of your 40 hours of Additional Required Time in order for the hours to be counted.**

### **TRAVEL**

You may earn up to two (2) units for travel related to an employee's teaching assignment. Requests for such credit must be made to the UCC **in advance**, and a report must be submitted to the UCC upon completion of the travel.

**If you have any questions or if your individual request does not fit the stated criteria, call or fax the information to Human Resources or call the FUDTA Office in advance of enrollment. A UCC ad hoc committee of two (one FUDTA and one from FUSD) will confer and render an immediate decision.**