



CALSTRS®

EMPLOYER TRAINING SERVICES

CalSTRS Documentation Training Participant Guide

Description

This document includes text, illustrations, and additional training materials for the CalSTRS Documentation Training.

Guidelines

Follow along with the instructor-led training by participating in activities and taking notes.

Table of Contents

Background.....	3
Goals	6
Required Documentation	7
Publicly Available Pay Schedule (PAPS).....	8
Publicly Available Pay Schedule Definition	8
Publicly Available Pay Schedule Components.....	9
Class of Employees.....	10
Class of Employees Definition	10
Documentation for Class of One.....	11
Salary as an Annualized Pay Rate	12
Salary	12
Annualized Pay Rate.....	13
Publicly Available Pay Schedule Example.....	14
Publicly Available Pay Schedule Takeaways	15
Training Materials – PAPS	16
Publicly Available Pay Schedule Example 1.....	16
Publicly Available Pay Schedule Example 2.....	17
Publicly Available Pay Schedule Example 3.....	18
Publicly Available Pay Schedule Example 4.....	19
Publicly Available Pay Schedule Example 5.....	20
Publicly Available Pay Schedule Example 6.....	21
Publicly Available Pay Schedule Example 7.....	22
Publicly Available Pay Schedule – Class of One Employment Agreement	23
Publicly Available Pay Schedule Checklist	24

Publicly Available Agreement (PAA).....	25
Publicly Available Agreement Definition	25
Publicly Available Agreement Components.....	26
Special Pay.....	27
Documentation Requirements of Special Pay	27
Definition of Special Pay	28
Categories of Special Pay.....	29
Special Pay: Education Definition.....	30
Special Pay: Experience Definition.....	31
Special Pay: Education + Experience Combination.....	32
Special Pay: Classification Definition.....	33
Base Days	34
Base Days Definition	34
Position Subject to Membership	35
Position Subject to Membership in CalSTRS.....	35
Position Subject to Membership Resolution	37
Position Subject to Membership Exclusions	38
Publicly Available Agreement Takeaways.....	39
Training Materials – PAA	40
Special Pay – Classification Pay Example 1.....	40
Special Pay – Classification Pay Example 2.....	41
Special Pay – Classification Pay Example 3.....	42
Base Days Example	43
Position Subject to Membership – Resolution Language Example	43
Position Subject to Membership – Recognition Article Example 1	44
Position Subject to Membership – Recognition Article Example 2	45
Position Subject to Membership – Recognition Article Example 3	46
Publicly Available Agreement Checklist.....	47
Things to Remember	48
Resources	49
Next Steps	50

Background



AB 1997 signed by the Governor on September 27, 2024;
effective July 1, 2027



Creditable Compensation Regulations approved by OAL
on April 20, 2026; effective July 1, 2027



This training is specific to new documentation requirements

NOTES:

- Document types:
 - Publicly available pay schedule (PAPS)
 - Publicly available agreement (PAA)

- Three pay types:
 - Salary
 - Special pay
(previously known as remuneration that is paid in addition to salary)
 - Supplemental pay

NOTES:

Excluded Types of Pay:

- Fringe Benefits
- Relinquishment of unused sick leave
- Expenses paid or reimbursed
- Severance pay
- Employer-provided allowances
- Compensatory damages or compromise settlements paid in excess of base pay
- Compensation determined to have been paid to enhance a member's benefit
- Compensation paid in lieu of benefits provided by the employer

Salary:

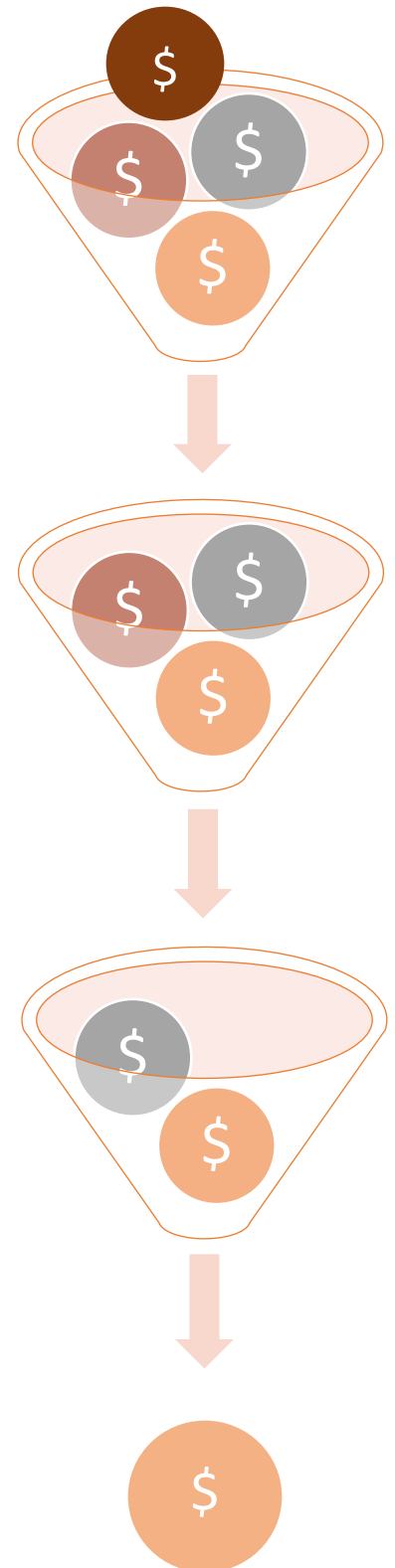
- Paid for being employed in a position subject to membership
- Paid as a single amount either separately or within a table
- Paid in accordance with a publicly available pay schedule
- Paid to everyone in the class of employees

Special Pay:

- Not paid a limited number of times
- Paid for Education, Experience or Classification
- Paid in accordance with a publicly available agreement
- Paid to everyone in the class of employees

Supplemental Pay:

- Any other pay that is not salary, special pay or an excluded pay type
- No documentation required except to prove the pay is not excluded
- May not be paid to everyone in the class of employees



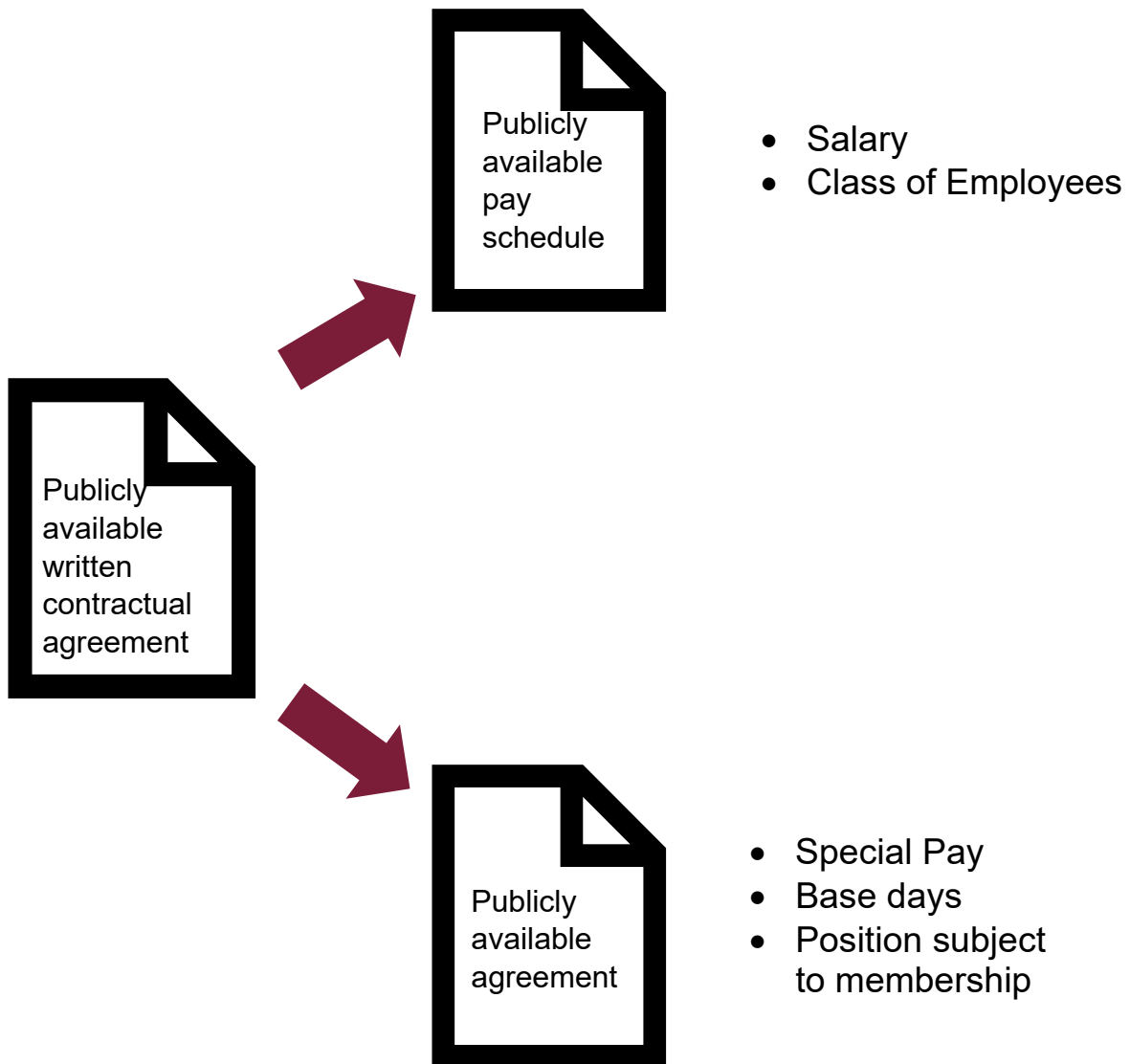
Goals

- Understand the components of:
 - Publicly available pay schedule (PAPS)
 - ☐ Class of employees
 - ☐ Salary as an annualized pay rate
 - Publicly available agreement (PAA)
 - ☐ Special pay
 - ☐ Base days
 - ☐ Position subject to membership
- Update documents to align with new laws

Questions or concerns about documentation requirements or need help?
Please reach out to us at PAA-PAPSreview@CalSTRS.com.

NOTES:

Required Documentation



Publicly Available Pay Schedule (PAPS)

Publicly Available Pay Schedule Definition

- Known as a salary schedule
- Must be approved by the employer's governing body
- Is posted on the employer's website or immediately accessible and available for public review when requested
- Indicates an effective date and the date of any revisions
- Does not reference another document in lieu of disclosing the annualized pay rate

5 Code of Regulations 27251

NOTES:

Publicly Available Pay Schedule Components

- Unique title for each *Class of Employees*
- *Salary as an Annualized Pay Rate* for each identified class of employees

5 Code of Regulations 27251

NOTES:

Class of Employees

Class of Employees Definition



Same or similar duties, program, or nature of work



Class of one



Prohibited classes

Each unique class of employees must be identified on a publicly available pay schedule

Education Code 22112.5

5 Code of Regulations 27300

NOTES:

Documentation for Class of One

Publicly available agreement may also meet the definition of publicly available pay schedule if the agreement meets all the requirements of a publicly available pay schedule.

5 Code of Regulations 27251

NOTES:

Salary as an Annualized Pay Rate

Salary

- Pay for someone's position subject to membership
- Changed the regulations
 - Must be identified on a publicly available pay schedule
 - Paid for being employed up to the full-time equivalent
 - Paid to all in the class of employees
 - Paid in amount that is proportional to Annualized Pay Rate

Education Code 22119.3

5 Code of Regulations 27400

NOTES:

Annualized Pay Rate

- The salary for each identified class of employees must be associated with an annualized pay rate on a publicly available pay schedule
- The annualized pay rate must be either:
 - Explicitly itemized as a single amount, either separately or within a table.
 - Derived from an explicit hourly, daily or monthly rate multiplied by the total hours, days or months required to be employed full-time in the position.

Education Code 22104.8

5 Code of Regulations 27400

NOTES:

Publicly Available Pay Schedule Example

ABC123 Charter School				
Teacher				
Salary Schedule Effective 7/1/2027-6/30/2029				
Step	Credential + BA	Credential BA + 45	Credential & Masters or BA + 60	Credential & Doctorate or BA + 75
1	\$60,135	\$61,564	\$65,019	\$66,969
2	\$61,564	\$64,429	\$67,458	\$69,647
3	\$64,429	\$68,009	\$69,963	\$72,877
4	\$68,009	\$70,873	\$72,877	\$75,792
5	\$71,587	\$73,165	\$75,792	\$78,706
6	\$73,165	\$74,595	\$78,706	\$81,622
7	\$74,595	\$77,316	\$81,622	\$86,177
8	\$77,316	\$80,179	\$86,177	\$90,548
9	\$78,861	\$83,079	\$90,548	\$92,553
10	\$80,439	\$89,293	\$92,553	\$96,925
Board Approved: July 1, 2027				

The PAPS identifies each unique position title for every established class of employees.

The PAPS indicates an effective date.

- The annualized pay rate is represented for each position title.
- The annualized pay rate states the annual rate of pay for the position.

The PAPS is approved and adopted by the governing body.

Publicly Available Pay Schedule Takeaways

When paying groups differently make sure each *class of employees* is identified on a pay schedule



Annualized pay rate must be listed on a pay schedule for each class of employees

If there is no annualized pay rate for the class of employees, the pay earned will be supplemental pay

Education Code 22112.5

5 Code of Regulations 27300

NOTES:

Training Materials – PAPS

Publicly Available Pay Schedule Example 1

ABC123 Charter School
Teachers
Pay Schedule Effective 7/1/2027-6/30/2029

Step	Credential + BA	Credential BA + 45	Credential & Masters or BA + 60	Credential & Doctorate or BA + 75
1	\$60,135	\$61,564	\$65,019	\$66,969
2	\$61,564	\$64,429	\$67,458	\$69,647
3	\$64,429	\$68,009	\$69,963	\$72,877
4	\$68,009	\$70,873	\$72,877	\$75,792
5	\$71,587	\$73,165	\$75,792	\$78,706
6	\$73,165	\$74,595	\$78,706	\$81,622
7	\$74,595	\$77,316	\$81,622	\$86,177
8	\$77,316	\$80,179	\$86,177	\$90,548
9	\$78,861	\$83,079	\$90,548	\$92,553
10	\$80,439	\$89,293	\$92,553	\$96,925

Board approved: July 1, 2027

Publicly Available Pay Schedule Example 2

ABC123 Unified School District Pay Schedule Effective 7/1/2027-6/30/2029

Position	Days	1	2	3	4	5
Assistant Superintendent of Education Services	248	\$174,100	\$182,798	\$191,964	\$204,560	\$211,637
Intermediate Principal	217	\$154,099	\$156,487	\$158,868	\$161,256	\$163,640
Elementary Principal	200	\$138,557	\$140,736	\$142,917	\$145,098	\$147,274
Assistant Principal	204	\$129,932	\$132,393	\$134,607	\$136,822	\$139,283
Director of Special Education	217	\$164,640	\$167,194	\$169,740	\$172,288	\$174,839
Director of Education Services	217	\$164,640	\$167,194	\$169,740	\$172,288	\$174,839

Board approved: July 1, 2027

Publicly Available Pay Schedule Example 3

ABC123 Unified School District
Pay Schedule Effective 7/1/2027-6/30/2029

Step	A	B	C	D
------	---	---	---	---

Teacher (185 Days)

1	\$81,666	\$81,668	\$ -	\$ -
2	\$81,668	\$85,212	\$ -	\$ -
3	\$83,492	\$87,239	\$90,993	\$ -
4	\$86,366	\$90,286	\$94,215	\$98,138
5	\$89,235	\$93,496	\$97,426	\$101,541

Psychologist (197 Days)

1	\$117,796
2	\$122,775
3	\$128,018
4	\$133,508
5	\$139,267

Nurse (196 Days)

1	\$85,220
2	\$89,130
3	\$93,039
4	\$96,950
5	\$100,858

Board approved: July 1, 2027

Publicly Available Pay Schedule Example 4

ABC123 Community College District Pay Schedule Effective 7/1/2027-6/30/2029

Step					
Range	1	2	3	4	5
1	\$112,034	\$119,036	\$126,039	\$133,041	\$140,043

Director, Disabled
Student Programs
Director, Faculty
Mentor Program
Director, Student
Resources

2	\$126,039	\$133,041	\$140,043	\$147,045	\$154,047
---	-----------	-----------	-----------	-----------	-----------

Manager, Career and
Technical Education
Program Director, Child
Development Center

Board approved: July 1, 2027

Publicly Available Pay Schedule Example 5

ABC123 Community College District
Pay Schedule Effective 7/1/2027-6/30/2029

Range	Step 1	Step 2	Step 3	Step 4
10	\$60,135	\$61,564	\$65,019	\$66,969
11	\$61,564	\$64,429	\$67,458	\$69,647
12	\$64,429	\$68,009	\$69,963	\$72,877
13	\$68,009	\$70,873	\$72,877	\$75,792
14	\$71,587	\$73,165	\$75,792	\$78,706
15	\$73,165	\$74,595	\$78,706	\$81,622
16	\$74,595	\$77,316	\$81,622	\$86,177

Classification Title	Range
Part-time Faculty	10
Full-time Faculty	12
Lead Teacher	13
Full-time Counselor	15
Part-time Counselor	12
Librarian	15

Board approved: July 1, 2027

Publicly Available Pay Schedule Example 6

ABC123 Community College District
Hourly Salary Schedule
Effective 7/1/2027-6/30/2029

Range	Step 1	Step 2	Step 3	Step 4
10	\$60.13	\$61.64	\$65.19	\$66.69
11	\$61.64	\$64.29	\$67.58	\$69.47
12	\$64.29	\$68.09	\$69.63	\$72.77
13	\$68.09	\$70.73	\$72.77	\$75.92
14	\$71.87	\$73.65	\$75.92	\$78.06
15	\$73.65	\$74.95	\$78.06	\$81.22
16	\$74.95	\$77.16	\$81.22	\$86.77

Classification Title	Range	FT Hours
Adjunct/Part-time Faculty	10	525
Full-time Faculty	12	1050
Department Chair	13	1050
Full-time Counselor	15	1050
Librarian	15	1050

Board approved: July 1, 2027

Publicly Available Pay Schedule Example 7

Salary Schedule Effective January 1, 2027 Tenure/Tenure-Track Faculty

	Arts & Science Placement	Masters	45 Units w/MA	60 Units w/MA
STEP	Class 0 Non-Credit	Class 1	Class 2	Class 3
A	Monthly: \$6,420.68 *Annual: \$64,206.80 +Annual: \$70,627.48	Monthly: \$6,747.88 *Annual: \$67,478.80 +Annual: \$74,226.68	Monthly: \$7,085.27 *Annual: \$70,852.70 +Annual: \$77,937.97	Monthly: \$7,439.53 *Annual: \$74,395.30 +Annual: \$81,834.83
B	Monthly: \$6,597.26 *Annual: \$65,972.60 +Annual: \$72,569.86	Monthly: \$6,933.44 *Annual: \$69,334.40 +Annual: \$76,267.84	Monthly: \$7,280.12 *Annual: \$72,801.20 +Annual: \$80,081.32	Monthly: \$7,644.12 *Annual: \$76,441.20 +Annual: \$84,085.32
C	Monthly: \$6,778.70 *Annual: \$67,787 +Annual: \$74,565.70	Monthly: \$7,124.11 *Annual: \$71,241.10 +Annual: \$78,365.21	Monthly: \$7,480.32 *Annual: \$74,803.20 +Annual: \$82,283.52	Monthly: \$7,854.34 *Annual: \$78,543.40 +Annual: \$86,397.74
D	Monthly: \$6,965.11 *Annual: \$69,651.10 +Annual: \$76,616.21	Monthly: \$7,320.03 *Annual: \$73,200.30 +Annual: \$80,520.33	Monthly: \$7,686.03 *Annual: \$76,860.30 +Annual: \$84,546.33	Monthly: \$8,070.33 *Annual: \$80,703.30 +Annual: \$88,773.63
E	Monthly: \$7,156.65 *Annual: \$71,566.50 +Annual: \$78,723.15	Monthly: \$7,521.33 *Annual: \$75,213.30 +Annual: \$82,734.63	Monthly: \$7,897.39 *Annual: \$78,973.90 +Annual: \$86,871.29	Monthly: \$8,292.26 *Annual: \$82,922.60 +Annual: \$91,214.86
F	Monthly: \$7,353.46 *Annual: \$73,534.60 +Annual: \$80,888.06	Monthly: \$7,728.16 *Annual: \$77,281.60 +Annual: \$85,009.76	Monthly: \$8,114.57 *Annual: \$81,145.70 +Annual: \$89,260.27	Monthly: \$8,520.30 *Annual: \$85,203 +Annual: \$93,723.30

Effective 1/1/24: 4.22% Across the Board Increase

*Full-Time Faculty 175 day academic year paid over 10 months

+Department Chair 185 day academic year paid over 11 months

Publicly Available Pay Schedule – Class of One Employment Agreement**XYZ UNIFIED SCHOOL DISTRICT****CONTRACT OF EMPLOYMENT FOR SUPERINTENDENT**

This Employment Contract ("Contract") is by and between Jane Smith ("Superintendent") and the Governing Board ("Board") of the XYZ UNIFIED SCHOOL DISTRICT ("District"). NOW, THEREFORE, Board offers, and Superintendent accepts, employment as District Superintendent.

FURTHERMORE, in consideration of the foregoing and of the terms and conditions set forth herein, Board and Superintendent hereto agree as follows:

Contract Term

1. Board employs Superintendent commencing on July 1, 2027, and ending on June 30, 2030, unless such employment is terminated earlier pursuant to the provisions of the Contract or extended as otherwise provided herein or by law. Upon receipt of a meets expectations or better evaluation, the term of this Agreement shall be extended by Board action by one (1) year.

Work Year and Hours of Work

2. Except as provided herein, the Superintendent shall be required to render twelve (12) months of full and regular service to the District during each annual period covered by this Agreement. The number of days the Superintendent is required to work shall be two hundred ten (210) days. It is understood that the demands of the position of Superintendent will require more than eight (8) hours a day and/or forty (40) hours per workweek. Superintendent is not entitled to receive overtime compensation.

Compensation

3. Superintendent is employed as a full-time employee of District with an annual salary of Two Hundred Eighty-Two Thousand, Three Hundred Fifty Dollars (\$282,350.00). The annual salary shall be payable on the last day of each month in installments of one-twelfth (1/12) of the annual salary for services rendered during the preceding month, with proration for a period of less than a full year of service. The daily rate for the purpose of prorating the annual salary provided for in the Contract shall be the current annual salary divided by the number of required workdays.

Publicly Available Pay Schedule Checklist

Use this checklist as a guide to help you develop a new Publicly Available Pay Schedule (PAPS). Verify each condition on this checklist is met to create a PAPS in compliance under California Code of Regulations section 27251.

- ☐ The PAPS identifies each unique position title for every established class of employees.
 - If the position is a class of one, a Publicly Available Agreement that satisfies all the requirements of a PAPS may also be used.
- ☐ The annualized pay rate is represented for each position title.
 - If derived from a monthly, hourly or daily rate, the annualized pay rate must be multiplied by the total months, hours or days required to be employed in the position on a full-time basis.
- ☐ The annualized pay rate states the annual rate of pay for the position.
 - The annualized pay rate cannot include additional compensation.
 - Any additional compensation that meets the definition of special pay should be reported separately as special pay.
 - Any additional compensation that does not meet the definition of salary or special and is not explicitly excluded should be reported separately as supplemental pay.
 - The schedule will not be compliant if it references another document.
 - Example: For a contracted position the schedule cannot say “See contract or agreement.” The rate of pay must be indicated on the schedule.
- ☐ The PAPS indicates an effective date.
- ☐ If the PAPS is being amended, the revision date is indicated.
- ☐ The PAPS is approved and adopted by the governing body.
 - For a County Office of Education – an elected superintendent can serve as the governing body for approval purposes.
- ☐ The PAPS is immediately accessible for public review or posted on the employer’s website.
- ☐ The PAPS will be retained for public inspection.

Publicly Available Agreement (PAA)

Publicly Available Agreement Definition

- Must be approved by the governing body
- Is posted on the employer's website or immediately accessible and available for public review when requested
- Indicates an effective date and the date of any revisions
- May be a collective bargaining agreement, a board policy, board approved employment agreements, board resolutions, or board minutes.

5 Code of Regulations 27250

NOTES:

Publicly Available Agreement Components

- Eligibility and amount of each *special pay* item
- Number of *base days*
- Title of each *position subject to membership* included in specific types of Publicly Available Agreements

5 Code of Regulations 27250

Special Pay

Documentation Requirements of Special Pay

- ✓ The agreement must indicate the requirements of special pay, including:
 - Who is eligible
 - The class of employees
 - The criteria that employees must meet
 - The amount or percentage of each item

Education Code 22119.3

5 Code of Regulations 27401

NOTES:

Definition of Special Pay

- ✓ Paid in accordance with a publicly available agreement
- ✓ Paid up to the full-time equivalent in a position subject to membership
- ✓ Paid for the same position subject to membership for which the member is paid salary
- ✓ Paid in the same amount, same percentage of salary, or in the same proportional amount to all in the same class of employees and not available in an alternative form
- ✓ **Not paid a limited number of times**

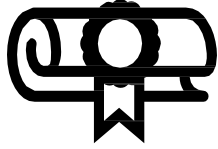
IMPORTANT: If any of the requirements are not met then the compensation item **cannot** be reported as Special Pay.

Education Code 22119.3

5 Code of Regulations 27401

NOTES:

Categories of Special Pay



Education



Experience



Classification

5 Code of Regulations 27401

NOTES:

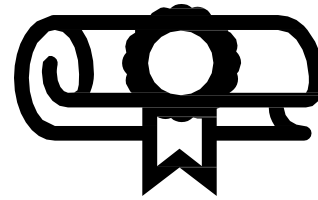
Special Pay: Education Definition

Compensation paid in addition to salary for completing or possessing educational credits or units, certificates, licenses, credentials, or degrees.

Must be paid to each person who is in the same class of employees who meets this criteria.

Special Pay: Education Examples:

- Masters Degree/PhD
- National Board Certification
- Bilingual Certification
- 16 units toward Masters Degree



5 Code of Regulations 27401

NOTES:

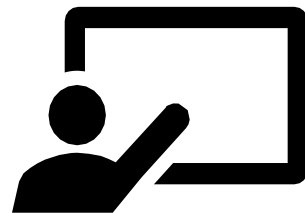
Special Pay: Experience Definition

Compensation paid in addition to salary for being employed for a certain period of time within a class of employees, for an employer, or over a career, sometimes called career or service longevity.

Must be paid to each person who is in the same class of employees who meets this criteria.

Special Pay: Experience Examples:

- 15 years of service with the district
- 20 years of experience as a teacher
- 25 years of experience in education



5 Code of Regulations 27401

NOTES:

Special Pay: Education + Experience Combination

Compensation paid in addition to salary for a combination of Education and Experience that is paid to everyone in the same class of employees who meets this criteria.

Special Pay: Education + Experience Combination Example:

- Teachers with Master's degree + 10 years or more of experience at the district

5 Code of Regulations 27401

NOTES:

Special Pay: Classification Definition

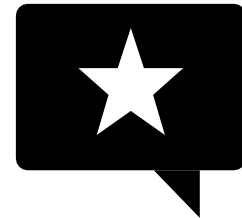
Any other compensation paid in addition to salary where the *only* criteria for receiving the compensation is belonging to the class of employees.

No other criteria shall be used to identify or define this type of special pay.

- Who is eligible
 - The class of employees
 - ~~▪ The criteria that employees must meet~~

Special Pay: Classification Examples:

- Counselor on teacher pay schedule
- Agriculture teacher responsibility pay



5 Code of Regulations 27401

NOTES:

Base Days

Base Days Definition

Specify the number of days or hours of creditable service the employer requires the class of employees to perform in a school year to earn the annualized pay rate.

Used to verify the annualized pay rate for each class of employees meets the requirements of full-time.

Base Days Example:

Collective Bargaining Agreement Between XYZ Unified School District and XYZ Teachers Association Effective July 1, 2027 – June 30, 2029

Article 8:

8.01 Length of Work Year

8.01.01 The length of the work year for members of the unit shall be 186 days, of which 180 shall be teaching days, two (2) shall be workdays, two (2) shall be staff development days, and two (2) shall be for teacher collaboration as determined by the Site Leadership Team.

Approved at XYZ USD Education Committee Meeting: June 30, 2026

Education Code 22156.07

Education Code 22138.5

5 Code of Regs 27250

Position Subject to Membership

Position Subject to Membership in CalSTRS

This component of a Publicly Available Agreement is about which positions should be reported to CalSTRS

- Generally understood to be certificated positions
- Only compensation paid for being in a position subject to membership is creditable compensation to CalSTRS
- Creditable service is service performed in a position subject to membership

For position subject to membership, no other types of PAAs are valid besides:

- Certificated Collective Bargaining Agreement
- Public Employee Relations Board decision
- Governing body resolution (COE and preK-12 employers only)

5 Code of Regulations 27250

NOTES:

Publicly Available Agreements

Employer	CBA Recognition	PERB Decision	Gov Body Resolution	EDC 47605	Min Quals Handbook
School District	✓	✓	✓		
County Offices of Education	✓	✓	✓		
Charter Schools	✓	✓		✓	
Community College District					✓

Education Code 22156.07

NOTES:

Position Subject to Membership Resolution

The governing body of a county office of education or school district, not including a charter school, may pass a resolution identifying each position subject to membership not included in a Collective Bargaining Agreement.

The resolution must certify that the employer requires the holding of a valid credential, license, or certificate authorized by the Commission on Teacher Credentialing or the State Department of Health Care Services.

IMPORTANT: If you don't specify the positions subject to membership in the documentation, then **none** of those positions can be positions subject to membership. Consequently, **none** of those positions can be reported to CalSTRS.

Education Code 22156.07

NOTES:

Position Subject to Membership Exclusions

- A position subject to membership that is creditable to another system through a retirement system election
- A position where the person is not employed by a CalSTRS employer
- A position included in a noncertificated collective bargaining agreement in effect on the date of hire
- A position the Public Employment Relations Board has deemed noncertificated

Education Code 22156.07

NOTES:

Publicly Available Agreement Takeaways

- ✓ When paying special pay remember to include the eligibility and compensation paid for each item.
- ✓ Document the number of base days.
- ✓ Remember to identify your positions subject to membership in a Publicly Available Agreement, specifically in:

CBA

COE
Pre K-12 District
Charter



PERB

COE
Pre K-12 District
Charter



Resolution

COE
Pre K-12 District



Notes:

Training Materials – PAA

Special Pay – Classification Pay Example 1

Collective Bargaining Agreement Between XYZ Unified School District and XYZ Teachers Association Effective July 1, 2027 – June 30, 2029

Article 10: Additional Compensation

10.1 Speech-Language Pathologists and School Psychologists shall receive a flat rate annual stipend in the amount of \$3,300.

Approved at XYZ USD Education Committee Meeting: June 30, 2026

Special Pay – Classification Pay Example 2

Certificated Pay Schedule Effective 7/1/2027-6/30/2029

Step	Credential + BA	Credential BA + 45	Credential & Masters or BA + 60	Credential & Doctorate or BA + 75
1	\$60,135	\$61,564	\$65,019	\$66,969
2	\$61,564	\$64,429	\$67,458	\$69,647
3	\$64,429	\$68,009	\$69,963	\$72,877
4	\$68,009	\$70,873	\$72,877	\$75,792
5	\$71,587	\$73,165	\$75,792	\$78,706
6	\$73,165	\$74,595	\$78,706	\$81,622
7	\$74,595	\$77,316	\$81,622	\$86,177
8	\$77,316	\$80,179	\$86,177	\$90,548
9	\$78,861	\$83,079	\$90,548	\$92,553
10	\$80,439	\$89,293	\$92,553	\$96,925

District-wide percentage increases

Resource Specialists = 1%

Nurses = 3%

Counselors = 2%

Board Approved: July 1, 2027

Special Pay – Classification Pay Example 3

ABC123 Unified School District
Teacher Salary Schedule - 185 days
Effective 7/1/2027-6/30/2029

Range	Step 1	Step 2	Step 3	Step 4
10	\$60,135	\$61,564	\$65,019	\$66,969
11	\$61,564	\$64,429	\$67,458	\$69,647
12	\$64,429	\$68,009	\$69,963	\$72,877
13	\$68,009	\$70,873	\$72,877	\$75,792
14	\$71,587	\$73,165	\$75,792	\$78,706
15	\$73,165	\$74,595	\$78,706	\$81,622
16	\$74,595	\$77,316	\$81,622	\$86,177

Classification Title	Salary Factor
Lead Teacher – 185 days	1.05
Psychologist – 190 days	1.3
Counselor – 190 days	1.3
Librarian – 185 days	1.2

Board approved: July 1, 2027

Base Days Example

The Employee Handbook Board Approved June 13, 2028 2028-2030

Section VII. HOURS AND WORK YEAR

A. WORK YEAR

A full time Teacher is expected to work at least six (6) hours per days, for 185 workdays, for a minimum of 1,110 hours per year.

Position Subject to Membership – Resolution Language Example

EDC section 22156.07 (a)(1) Resolution Example

A resolution adopted by the governing board of a county office of education or school district, not including a charter school, resolving to designate the following positions as positions subject to membership in accordance with Section 22156.07 and certifying each of the following:

- (A) “[County Office/District] certifies that the employer requires the holding of a valid credential, license, or certificate authorized by the Commission on Teacher Credentialing or the State Department of Health Care Services and hereby designates the following positions as positions subject to membership in the California State Teachers' Retirement System, effective [effective date].”
- (i) The County Office/District will list each position title designated as a position subject to membership.

[Position Title]
[Position Title]
[Position Title]

Position Subject to Membership – Recognition Article Example 1

Collective Bargaining Agreement Between XYZ Unified School District and XYZ Teachers Association Effective July 1, 2027 – June 30, 2029

ARTICLE 1

RECOGNITION

Article 1. Recognition. The Board recognizes the Association as the exclusive representative of and limited to the following certificated unit members:

1. General Education Classroom Teachers employed on a contractual basis
2. Special Education Teachers
3. Language, Speech and Hearing Specialists
4. Teacher(s) on Special Assignment

Approved at XYZ USD Education Committee Meeting: June 30, 2026

Position Subject to Membership – Recognition Article Example 2

Collective Bargaining Agreement Between XYZ Unified School District and XYZ Teachers Association Effective July 1, 2027 – June 30, 2029

ARTICLE 1

RECOGNITION

1.01 The Superintendent recognizes the Association as the exclusive representative of all certificated employees of the Superintendent, which includes: librarians, counselors, teachers, nurses, speech and language teachers, English Language Learner teachers, TOSAs, but excluding all the following: management, confidential, and supervisory employees as defined in the Act; those persons paid on the management salary schedules and substitute, summer school, and hourly employees.

Approved at XYZ USD Education Committee Meeting: June 30, 2026

Position Subject to Membership – Recognition Article Example 3

Collective Bargaining Agreement Between XYZ Unified School District and XYZ Teachers Association Effective July 1, 2027 – June 30, 2029

ARTICLE 1**RECOGNITION**

1.01 The District recognizes the Association as the exclusive representative for employees in the Certificated Unit. The Certificated Unit consists of employees as stated in the listing of positions set forth in Exhibit "A" of this Agreement.

EXHIBIT A - RECOGNITION

The District recognizes the Association as the exclusive representation of certificated employees in the unit. The Certificated Bargaining Unit covered by this Agreement is comprised of the following positions:

Unit members: TK-12

Unit members: Children's Center

Specialists:

- Resource Specialists
- Physical Education Specialists
- Reading Specialists
- Nurses
- Speech and Language Specialists
- Librarians
- E.S.L. Unit members
- Counselors
- School Psychologists

Approved at XYZ USD Education Committee Meeting: June 30, 2026

Publicly Available Agreement Checklist

Use this checklist as a guide to help you develop a new Publicly Available Agreement (PAA). Verify each condition on this checklist is met to create a PAA in compliance under California Code of Regulations section 27250.

- ☐ The PAA lists the position titles for each position the Association is the exclusive representative of. (Usually found in the Recognition article)
 - Each of these positions are positions subject to membership in CalSTRS.
- ☐ The number of base days is clearly identified for each class of employees.
- ☐ The PAA indicates the criteria for all special pay items paid to each class of employees, including the eligibility for the special pay and the amount or percentage of the compensation paid.
 - Special Pay must be paid in the same amount or percentage of salary and not paid a limited number of times.
- ☐ The PAA indicates an effective date.
- ☐ If the PAA is being amended, the revision date is indicated.
- ☐ The PAA is approved and adopted by the governing body.
 - For a County Office of Education – an elected superintendent can serve as the governing body for approval purposes.
- ☐ The PAA is immediately accessible for public review or posted on the employer's website.
- ☐ The PAA will be retained for public inspection.

Things to Remember

- Publicly available pay schedule (PAPS)
 - ✓ Class of employees
 - ✓ Salary as an annualized pay rate
- Publicly available agreement (PAA)
 - ✓ Special pay
 - ✓ Base days
 - ✓ Position subject to membership

Resources

NEW Documentation Compliance Webpage

calstrs.com/documentation-compliance

Publicly Available Pay Schedule Examples

calstrs.com/publicly-available-pay-schedule

Publicly Available Agreement Examples

calstrs.com/publicly-available-agreement

Resolution and Recognition Examples

calstrs.com/position-subject-to-membership

Document Checklists

PAPS Checklist - calstrs.com/publicly-available-pay-schedule-checklist

PAA Checklist - calstrs.com/publicly-available-agreement-checklist

Questions? Contact CalSTRS

PAA-PAPSreview@CalSTRS.com

Next Steps

- Evaluate your PAA and PAPS documents using the Documentation Compliance webpage
- COE and K-12 school district not including charter schools, adopt a resolution to identify all positions subject to membership not included in your CBA.
- Contact PAA-PAPSreview@CalSTRS.com for any questions or help with these documents
- AB 1997 and the corresponding Regs go into effect July 1, 2027