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DIOCESE OF FRESNO  
EDUCATION CORPORATION

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***ELEMENTARY  
LAY TEACHERS  
AND PRINCIPALS’  
SALARY PROGRAM  
& PROCEDURES***

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This program and its procedures have been developed by the Diocese of Fresno to assist Catholic elementary schools to provide its certificated employees a consistent salary program. The “**Elementary Lay Teachers and Principals’ Salary Program & Procedures**” (hereafter referred to as the Salary Program) documents many of the personnel policies, practices and procedures covering transactions between certificated employees, prospective certificated employees, and the Catholic elementary schools in the Diocese relating to salary, contracts, and benefits.

2008 Edition

## TABLE OF CONTENTS

Preamble.....	3
<b>THE LAY ELEMENTARY TEACHER PROGRAM .....</b>	<b>4</b>
The Lay Elementary Teacher Salary Index .....	4
The Lay Elementary Teacher Salary Schedule .....	4
Part-Time or Part-Year Teachers .....	6
Substitute Teachers .....	6
Procedures for Executing a Contract for a New Teacher .....	6
Professional Growth Requirements.....	8
General Salary Provisions.....	9
Frequently Asked Questions .....	9
<b>THE LAY ELEMENTARY PRINCIPAL PROGRAM .....</b>	<b>13</b>
The Lay Elementary Principal Salary Scale/Index.....	13
Procedures for Executing a Contract for New Principals.....	14
General Salary Provisions.....	15
<b>APPENDICES</b>	
<b>FOR LAY TEACHER SALARY PROGRAM</b>	
Lay Elementary Teacher Salary Index .....	A
Request for Contract for a New Teacher.....	B
Professional Qualifications Plan .....	C
Annual Employee Responsibility Form.....	D
<b>FOR LAY PRINCIPAL SALARY PROGRAM</b>	
Request for Contract for a New Principal .....	E
<b>ANNUAL SCALES AND SCHEDULE</b>	
Current Lay Elementary Teacher Salary Schedule .....	F
Current Recommended Substitute Teacher Salary Schedule .....	G
Current Lay Elementary Principal Salary Scale/Index.....	H

## **PREAMBLE**

*The Mission/Vision Statement for the Catholic Schools of the Diocese of Fresno states that Catholic Schools exist in the Diocese of Fresno to provide our students with the best Catholic formation and education possible. Each school accepts the mission of the Church to teach the redeeming message of God's love and to form an active community of believers.*

*To be an effective Catholic school each and every member of the school's staff must strive to foster the spiritual atmosphere of the school in both word and action. This spiritual atmosphere of the school will result from the professional, spiritual, and personal competency of all staff; a climate of respect and evangelical joy; a living Gospel spirit of charity and freedom; and the practice of cooperation, participation, and co-responsibility.*

*Each school must strive to follow the message of Jesus in all aspects of the life of the school including its personnel matters. This means that the school must provide just wages within the financial ability of the school, grant true dignity to each employee, provide just working conditions, and encourage genuine communications and mutual respect. The school administration, especially the principal, must build a faith community of employees and call all members of the staff to mutual responsibility and accountability.*

*With this understanding of the ministry of the Catholic school and the shared ministry of all school employees, the Diocese of Fresno has developed the following "Lay Teachers and Principals' Salary Program & Procedures."*

## LAY ELEMENTARY TEACHER SALARY PROGRAM

### THE LAY ELEMENTARY TEACHER SALARY INDEX

**SALARY INDEX:** The Salary Index is a permanent scale adopted by the Diocese of Fresno that lists the yearly increments for experience, education, and possession of a California credential as a percentage of a base salary (See Appendix A).

**BASE SALARY:** The Base Salary is the actual salary equivalent to the ratio 1.00 (or 100%) on the Salary Index. It is the salary given to a full-time, lay teacher who holds either a valid California teaching credential or a Master's Degree in education or their teaching area and has no previous full-time teaching experience.

**ANNUAL BASE SALARY:** The Annual Base Salary is determined yearly by considering the cost of living, the salaries of public school teachers, and the ability of parishes and schools to pay. In determining an Annual Base Salary, the Diocese of Fresno uses a percentage of the average base salary of four public school salary scales (Bakersfield City School District, Clovis Unified School District, Merced City School District, and Firebaugh Public School District).

### THE LAY ELEMENTARY TEACHER SALARY SCHEDULE

**SALARY SCHEDULE:** The Salary Schedule is the actual diocesan annual listing of teacher salaries formulated by applying the Annual Base Salary to the Salary Index (See Appendix F for current Salary Schedule) and approved by the Bishop. The Salary Schedule is valid for only one academic/contract year. The Bishop reserves the right to approve a different salary scale for individual schools on a year-to-year basis.

**DEFINITIONS & APPLICATIONS:** The following definition explains the terms used on the Salary Index and Salary Schedule:

- Level = Level indicates a teacher's recognized years of prior teaching experience.
- Prior Teaching Experience = The Diocese of Fresno gives new teachers one year of teaching experience for each year of prior elementary and/or secondary teaching experience equivalent to 75% of a full-time, full-year teaching contract completed before hire. The maximum allowable prior professional experience is six (6) years. Before granting prior professional experience, the Diocese of Fresno shall verify prior teaching experience. No previous experience is granted for student teaching or teaching in a non-traditional K-12 setting.

- Annual Salary Level Advancement = To qualify for the annual salary level increment, a teacher is required to serve as a teacher in the Diocese of Fresno for at least the equivalency of 75% of a full-time, full-year contract. The Superintendent may grant an exception to this procedure upon receiving a written request from the school principal to do so.
- Placement Frozen on the Index/Schedule = At the end of certain classes on the Index/Schedule, annual level increments are ended (i.e. a teacher on Class X at the end of Level 5 and a teacher on Class A at the end of Level 10). A teacher who has advanced as far as classes X and A allow is frozen at that level. No level advancement is gained by a teacher while frozen in Classes X and A. See "Question 4" on page 10.
- Longevity Increments = At levels 18, 21, and 24 of Classes B through E, teachers are awarded additional compensation for longevity.
- Class Placement = Class placement on the Salary Index/Schedule indicates a teacher's professional educational development after completion of a bachelors degree. Teachers who do not hold a valid California Preliminary, Professional Clear, Life Credential, or a Master's Degree in education or their teaching area are placed in Class X. Teachers who hold valid California Preliminary, Clear, Life Credential, or a Master's Degree in education or their teaching area are placed on Classes A through E based upon the number of upper division or graduate level semester units gained after obtaining their BA or BS degree. For detailed explanation of what courses will count for educational placement on the Salary Index/Schedule, see "Question 5" on page 10 and following.

Official college or university transcripts and original California credential documents (or verification from the California Commission on Teacher Credentialing) must be submitted to verify class placement.

- Out-of-State Teaching Credentials = New teachers who hold a current teaching credential from another state and who have successfully passed the CBEST exam will be placed on the credentialed class of the salary scale for three years so as to allow adequate time for these teachers to obtain a California teaching credential (see policy 3252).
- Advancement to the Next Class = Official transcripts and original California credential documents (or verification from the California Commission on Teacher Credentialing) must be submitted by the teacher to the Diocese of Fresno on or before August 31 to be used for Advancement to the next class for that academic year. Earned units, degrees, and credentials submitted after August 31 may only be used for salary advancement in following years. See "Question 5" on page 10 and following.
- Graduate Degree Increment = Teachers who gain a master or doctorate degree from an accredited college or university are given an additional \$500.00 to their placement level on the Salary Schedule. Official college or university transcripts must be presented to the Diocese of Fresno by the teacher.

### **PART-TIME OR PART-YEAR TEACHERS**

To be a contracted part-time or part-year teacher, a teacher must hold a bachelor's degree, have passed the CBEST exam, and be paid over \$2,774 per month. Contracted part-time and part-year teachers shall be paid on the basis of a percentage of their appropriate annual gross salary. To qualify for the annual salary level increment advancement, a part-time and/or part-year teacher is required to teach for the equivalency of at least 75% of a full-time, full-year contract.

**NON-CONTRACTED TEACHERS:** Part-time or part-year teachers who are not paid at least \$2,774 per month shall be classified as non-exempt "Non-Contracted Teachers." Diocesan policy on this employment relationship is contained in the "Non-Contracted Teacher Manual."

### **SUBSTITUTE TEACHERS**

Each Catholic elementary school in the Diocese of Fresno shall annually establish and publish its Substitute Teacher Salary Schedule. The diocese has developed an annual recommended salary scale for substitutes (See Appendix G).

### **PROCEDURE FOR EXECUTING A CONTRACT FOR NEW TEACHERS**

**APPLICATION FILE:** A teacher seeking employment must complete a "Diocese of Fresno, Teacher and Substitute Application." The applicant must submit transcripts, recommendations, credentials, a passing CBEST score, and other information requested in the application. No contract shall be executed by the Superintendent of Catholic Schools until the applicant's file is complete including the fingerprinting requirements.

**CONTRACTING A TEACHER:** An applicant may only be offered a teaching position if his/her fingerprints have been cleared by the California Department of Justice and the school has been formally notified by the Diocese of Fresno Fingerprint Coordinator that the applicant may be employed. When a school decides to hire an applicant, the school's principal shall petition the Office of Catholic Education using the "Request for Contract for a New Teacher" form to request that an Introductory Year contract be issued (See Appendix B). The decision as to which level and class the teacher shall be placed on the Salary Index/Schedule is the sole decision of the Superintendent of Catholic Schools.

**TEACHING CREDENTIAL, MA, or PROFESSIONAL QUALIFICATIONS**

**PLAN:** All teachers are required as a condition of employment to possess a valid California teaching credential with a degree in a field relevant to education or a Master's Degree in education or their teaching area. Exceptions to this policy may be made by the Superintendent of Catholic Schools on a case by case basis (See diocesan policy 3252 titled "Professional Qualifications for Teaching Personnel").

To gain an exception for a teacher applicant who does not hold a valid California teaching credential or a Master's Degree in education or their teaching area, the principal shall attach to the "Request for Contract for a New Teacher" form (Appendix B) the "Professional Qualifications Plan" (Appendix C). No exception will be granted if the teacher applicant does not hold a BA or BS degree.

If an exception is granted by the Superintendent, the applicant is required as a condition of employment to:

- Obtain an approved "Professional Qualifications Plan" (See Appendix C). This plan shall clearly outline how the non-credentialed teacher will gain his/her teaching credential within six (6) years. The Superintendent of Catholic Schools, in consultation with the local principal, has the sole right to approve or disapprove a teacher's proposed "Professional Qualifications Plan." A teacher who fails to meet the requirements of his/her "Professional Qualifications Plan" or fails to gain a California teaching credential within six years of first employment shall become ineligible for further employment with the Diocese of Fresno. A teacher's approved "Professional Qualifications Plan" may be amended, extended beyond six years, or waived for special circumstances on a case by case basis by the Superintendent of Catholic Schools in consultation with the principal.
- Provide the school a clear Criminal History Record as required by California law
- Provide a passing score on the California CBEST examination.

Exception for teachers who only teach Religion: If the teacher will be assigned to teach only Religion, he/she is not required to hold or gain a California teaching credential, but must obtain a Master's Degree in Theology or other appropriate ministry area. The teacher must also obtain a clear Criminal History Record, gain a California Catechist Certificate, and have passed the CBEST exam.

**FORMATION IN THE CATHOLIC FAITH:** All full- or part-time teachers of religion are required, as a condition of employment, to gain and hold a current Diocese of Fresno Catechist Certificate within four years of first hire (see policy 3272). All full-or part-time teachers who do not teach religion, as a condition of employment, must gain and hold a Diocese of Fresno Certificate in the Catholic Faith within four years of first hire (see policy 3272).

**SAFETY, HARASSMENT, AND CHILD ABUSE STATEMENT:** Prior to beginning employment and as a condition of employment, all school employees must sign the diocesan approved “Employee Responsibility Form” (See Appendix D) attesting to their knowledge and commitment to comply with:

- The diocesan policy against harassment; and
- The provisions of Section 11166 of the California Child Abuse Reporting Law.
- The school’s injury and illness prevention program

## **PROFESSIONAL GROWTH REQUIREMENTS**

**TEACHERS WITH CALIFORNIA TEACHING CREDENTIALS:** Teachers who hold valid California teaching credentials are responsible for taking the necessary steps to keep their credentials current and to provide their schools copies of their current teaching credentials.

Teachers who fail to maintain a valid California credential shall as a condition of employment:

- Be placed in Class X on the Salary Index/Schedule.
- Be required to obtain an approved Diocese of Fresno “Professional Qualifications Plan” that clearly outlines how the teacher shall regain his/her teaching credential (See Appendix C).
- Normally, a “Professional Qualification Plan” to regain an expired California credential shall not exceed a two (2) year period of time. A teacher who fails to meet the requirements of his/her “Professional Qualifications Plan” or obtain a California credential within two years shall not be eligible for further employment with the Diocese of Fresno.

When a teacher regains his/her California Credential and submits the necessary documentation before August 31 of a current contract year, he/she shall be returned to his/her actual class and level on the Salary Index/Schedule.

**FORMATION IN THE CATHOLIC FAITH:** All full-time teachers are required to meet the professional growth requirement established by the Diocese of Fresno to maintain their Diocese of Fresno Catechist Certification or Diocese of Fresno Certificate in the Catholic Faith.

For the first four years of employment, Diocese of Fresno Catechist Certification or Diocese of Fresno Certificate in the Catholic Faith is not a condition of employment. After the fourth year, a teacher must have a valid Diocese of Fresno Catechist Certification or Diocese of Fresno Certificate in the Catholic Faith.

Teachers who will only teach religion are encouraged to have a valid California teaching credential, but are not required to do so as a condition of employment.

## **GENERAL SALARY PROVISIONS**

- All elementary lay teachers are employed subject to the Salary Schedule adopted by the Diocese of Fresno for each academic year.
- The Bishop may approve an amended Salary Schedule for a particular school for a period of one academic year.
- Changes in the Diocese of Fresno salary policies or procedures are not retroactive.
- Teachers who would be placed in a lower salary bracket due to a change of the Diocese of Fresno Salary Index/Schedule shall not receive a cut in pay. They shall remain at their present level of salary until they qualify for advancement.
- All changes in salary placement on the Salary Index/Schedule shall only be allowed at the beginning of the school year. No advancement shall be granted after August 31 of the current contract year unless the Superintendent receives and approves a written petition from the school principal. No advancement will be allowed without the documentation needed to verify the advancement. See "Question 5" on page 10.
- All full-year teachers are paid in 20 semi-monthly salary payments over ten months or they may elect to be paid in 24 semi-monthly salary payments over 12 months. The annual teacher salary amount as given in the Salary Schedule is based on a work year of 185 days. Failure to work 185 days shall result in a per diem deduction from the teacher's salary at the rate of 1/185 of his/her annual salary for each day of unpaid absence.
- Teachers are required to attend those inservice programs required by the Diocese of Fresno or the local school.

## **FREQUENTLY ASKED QUESTIONS**

**Question 1:** *Besides my annual teaching duties I perform extra responsibilities at my school. How is my compensation determined?*

Answer: Each school sets its own compensation for additional responsibilities. Schools shall add the compensation for additional annual responsibilities to a teacher's annual salary. These additional responsibilities shall be listed on the front cover of the contract or on a signed addendum to the contract. Compensation for additional responsibilities is paid over the term of the contract.

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**Question 2:** *What is the usual compensation for being a school's Vice Principal (VP)?*

Answer: Each school shall set its own compensation for a VP based on the particular tasks assigned to the VP and the ability of the school to compensate a VP.

The Diocese suggests that if a VP has substantial administrative responsibilities, the school should give the VP an increment of his/her annual teaching salary as follows: for the first year as VP, add 0.14 increment to salary on the Salary Index; for the second year as VP, add 0.16 increment; for the third year as VP, add 0.18 increment; and for the fourth year as VP and following, add an additional .20 increment.

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**Question 3: *What is the usual compensation for a school's Religion Coordinator (RC)?***

Answer: Just like a VP's compensation, each school determines what tasks and compensation it will give to the school's RC. For the normal responsibilities of an RC, the Diocese suggests that schools give RC's an additional 0.10 increment of their annual teaching salary on the Salary Index.

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**Question 4: *I have been on level X/5 for three years and have just gained my California credential or Master's Degree. Which level will I be on the Salary Index/Schedule next year?***

Answer: No level advancement is gained by a teacher while that teacher is frozen at X/5 or A/10. If you submit your official California credential (or verification from the California Commission on Teacher Credentialing) or verification of a Master's Degree before August 31, your contract will be reissued and you would be moved from X/5 to A-E/6. For a teacher frozen at level A/10, if he/she submits an official transcript with the necessary units before August 31, his/her contract will be reissued and the class and level will become B-E/11.

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**Question 5: *What courses will count for educational placement and advancement on the Salary Index/Schedule?***

Answer: There is no simple answer to this question. There are a number of issues that need to be considered:

- Source of Credits: All semester or quarter units must be from an accredited college or university.
- Value of Credits: Advancement is computed in semester units. Each quarter unit is worth 2/3 of a semester unit. Continuing Equivalency Units (CEU's) cannot be used for advancement on the Salary Index/Schedule.
- Content Area of Credits: All professional development courses must be in content areas appropriate to the teacher's position and assignment as judged by the school's principal.

- Level of Credits: Only units gained after the teacher's BA or BS degree is granted are acceptable.
- Validation of Units: After completing the course(s), the teacher is responsible to:
  - a. Present his/her official report card or other official document to his/her principal by August 31; and
  - b. Request that an official transcript be sent to the Office of Catholic Education.

The school principal shall request in writing that the Diocese of Fresno grant or not grant class advancement on the Salary Index/Schedule

- Submission Deadline: As mentioned earlier, to gain advancement to the next class, a teacher must submit official transcripts and/or California credentials (or verification from the California Commission on Teacher Credentialing) on or before August 31, to be used for the current contract year. A report card or other official college or university document received on or before August 31 will partially meet this requirement -- the advancement will be given on the contract, but will only be formally approved upon receipt of an official transcript.
- Exceptions: No exception to these procedures will be made with regard to "Source of Credits", "Value of Credits", "Validation of Units", and "Submission Deadline". Some exceptions are allowed in regard to "Content Areas of Credit" and "Level of Credits". A teacher should request written permission from his/her principal before registering for any course that does not strictly meet the criteria for "Content Areas" or "Level of Credits"

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**Question 6: *What should I do if I am unsure of whether or not a course's content and level will be accepted for educational advancement by my school?***

Answer: You should present the course description to your principal requesting prior written permission to take the course for advancement.

**Question 7: *Why do CEU's not count toward my educational advancement on the Salary Index/Schedule***

Answer: CEU's are non-credit units given for participation in seminars or workshops that are not taken for semester or quarter credit. Only official semester and quarter units from an accredited college or university may be used to gain advancement. See "Question 5" on page 10.

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**Question 8: *If I am not sure that I have been placed correctly on the Salary Index/Schedule, what should I do?***

Answer: The first step you should take is to meet with your principal to discuss the matter. If you are not satisfied with the results of this meeting, write to the Superintendent of Catholic Schools and outline the problem as you see it and how you believe it should be resolved. If you are dissatisfied with the results of your letter to the Superintendent, you may use the "Due Process" means provided by the Diocese of Fresno.

## LAY PRINCIPAL SALARY PROGRAM

### THE LAY ELEMENTARY PRINCIPAL SALARY SCALE/INDEX

**SALARY INDEX:** The Salary Index is a permanent scale adopted by the Diocese of Fresno that lists the yearly increments for experience and possession of a California Administrative Services Credential as a percentage of a base salary.

**BASE SALARY:** The Base Salary is the actual salary equivalent to 100% on the Salary Index. It is the salary given to a full-time lay principal who has no previous full-time principal experience in the Diocese of Fresno.

**ANNUAL BASE SALARY:** The Annual Base Salary is determined by multiplying the Lay Elementary Teacher Salary at "E/15" level of the identical year by 1.25.

**PRORATED SALARY:** The Salary Scale is the actual listing of salaries formulated by applying the Annual Base Salary to the Salary Index (See Appendix N). The Salary Scale is valid for only one academic year.

**MINIMUM SALARY:** The Salary Scale/Index is based on a contract length of 215 days. The principal's salary shall be prorated if the principal is actually contracted for more than 215 days per contract year. The normal work year begins in August and ends in July.

**LEVEL:** Level on the Salary Scale/Index gives a principal's years of full-time principal experience in the Diocese of Fresno. No previous experience as a principal outside of the Diocese of Fresno is normally given.

Exceptions to this procedure may be made on a case by case basis by the Superintendent of Catholic Schools in consultation with the school's pastor. To gain an exception for a particular principal, the school's pastor shall request an exception from the Superintendent of Catholic Schools (See Appendix L).

**ANNUAL SALARY LEVEL ADVANCEMENT:** To qualify for the annual salary level increment, a principal is required to serve as a principal in the Diocese of Fresno for at least the equivalency of 75% of a full-year contract

**PLACEMENT FROZEN ON THE SCALE/INDEX:** A principal who has advanced as far as the Scale/Index lists shall be frozen at that last level on the Salary Scale/Index. No level advancement is gained by a principal while frozen on the Scale/Index.

**CREDENTIAL STATUS:** Credential Status placement on the Salary Scale/Index indicates a principal's professional educational development. Principals who do not hold a valid California Administrative Services Credential are placed in the left hand column. Principals who hold valid California Administrative Services Credentials are placed in the right hand column. Administrative credentials from states other than California do not qualify a principal to be placed in the right hand column. Official transcripts and original California credential documents (or verification from the California Commission on Teacher Credentialing) must be presented by the principal to the Diocese of Fresno on or before August 31 to be used for advancement to the right hand column for that academic year. Credentials submitted after August 31 may only be used for salary advancement in the following year. Pastors may request an exception to this rule from the Superintendent of Catholic Schools.

**DOCTORATE IN EDUCATIONAL ADMINISTRATION INCREMENT:** Principals who gain a doctoral degree in Educational Administration from an accredited university are given an additional \$1,000.00. An official transcript must be presented by the principal to the Diocese of Fresno.

**PART-YEAR PRINCIPALS:** Part-year principals shall be paid on the basis of a proportionate percentage of the appropriate annual gross salary. To qualify for the annual salary level increment advancement, a principal is required to be the school's administrator for the equivalency of at least 75% of a full-year contract.

### **PROCEDURE FOR EXECUTING A CONTRACT FOR NEW PRINCIPALS**

**APPLICATION FILE:** A person seeking employment as a principal in the Diocese of Fresno must complete a "School Administrator Application." The applicant must submit the transcripts, recommendations, credentials, and other information requested in the application. No contract will be fully executed until the applicant's file is complete including the fingerprinting requirements.

**MINIMUM REQUIREMENTS:** Applicants for a principal's position in the Diocese of Fresno are required to meet the following minimum requirements:

- Have a BA or BS degree from an accredited college or university;
- Have successfully passed the CBEST examination;
- Have a clear criminal history as required by law;
- Be an active and practicing Roman Catholic;
- Have at least four (4) years of successful teaching experience, preferably in a Catholic school; and
- Be committed to the ministry, philosophy, and goals of Catholic school education.

Exceptions to this policy may be made on a case by case basis by the Superintendent of Catholic Schools in consultation with the school's pastor. To gain an exception for a particular principal, the school's pastor shall make a written request to the Superintendent of Catholic Schools briefly stating the reasons for such an exception.

**PREFERENCE IN HIRING:** Preference in hiring is normally given to candidates who possess in addition to the minimum requirements the following:

- Proven administrative experience and leadership skills;
- California teaching credential or equivalent;
- A masters degree or doctorate in education; and
- California Administrative Services Credential or equivalency.

**CONTRACTING A PRINCIPAL:** An applicant may only be offered an administrative position if his/her fingerprints have been cleared by California Department of Justice and the school has been formally notified by the Diocese of Fresno Fingerprint Coordinator that the applicant may be employed. When a pastor decides, with the approval of the Superintendent of Schools, to hire an applicant, the pastor shall notify the Office of Catholic Education and request that an introductory contract be issued (See Appendix E). The decision as to which level and class the principal shall be placed on the Salary Scale/Index is the sole decision of the Superintendent of Catholic Schools.

**CALIFORNIA CATECHIST CERTIFICATE:** All full-time school administrators are required as a condition of employment to possess a current Diocese of Fresno Catechist Certificate within four years of first employment (see policy 3272).

**SAFETY, HARASSMENT, AND CHILD ABUSE STATEMENT:** Prior to beginning employment and as a condition of employment, all school employees must sign the diocesan approved "Employee Responsibility Form" (See Appendix D) attesting to their knowledge and commitment to comply with:

- The diocesan policy against harassment; and
- The provisions of Section 11166 of the California Child Abuse Reporting Law.
- The school's injury and illness prevention program

### **GENERAL SALARY PROVISIONS**

- All elementary lay principals are employed subject to the Salary Scale adopted by the Diocese of Fresno for each academic year.
- A pastor may petition the Superintendent to place his principal at any level in the Salary Scale

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- Changes in the Diocese of Fresno salary policies or procedures are not retroactive.
  - Principals who are placed in a lower salary bracket due to a change of the Diocese of Fresno Elementary Principal Salary Scale/Index shall remain at their present level of salary until they qualify for advancement.
  - Changes in salary placement on the Salary Scale/Index shall only be made at the beginning of the school year. No advancement shall be granted after August 31 of the current contract year. No advancement will be allowed without the documentation needed to verify the advancement.
  - All full-year principals shall be paid in 22 semi-monthly salary payments over eleven months or 24 semi-monthly salary payments over 12 months. The annual principal salary amount as given in the Salary Scale is based on a maximum work year of 215 days. Failure to work 215 days shall result in a per diem deduction from the principal's salary at the rate of 1/215 of his/her annual salary for each day of unpaid absence. Normally this deduction is taken from the last paycheck of the contract.