



## Lateral Moves

### HR PROCESS FOR LATERAL SALARY MOVEMENT

Steps completed by Employee:

1. A completed Request for Lateral Salary Movement form is turned into HR with transcripts attached. The form can be found by going to [www.svvsd.org](http://www.svvsd.org) > Human Resources > Forms > Request for Lateral Salary Movement.
2. We recommend employees hand-deliver packets to HR and not send them through District mail.
3. Deadlines are strictly enforced and no late packets will be considered. If the deadline falls on a Saturday or Sunday, it will be due the preceding Friday.
4. HR will accept only official transcripts from accredited universities and St. Vrain Professional Development, and Certificates of Completion (contingent on approval from HR). Electronic transcripts (eScript) are only accepted if the original link to the eScript is forwarded to HR personnel. **Responsibility to provide official transcripts or certificates of completion rests with the employee.**
5. Teachers may review their personnel file in Human Resources to determine what hours were used for prior lateral movements. See page 2 for process and hours.

### CALCULATING CREDIT – Salary lanes are semester hours.

- » 1 semester credit = 15 clock hours
- » 1 CEU = 10 clock hours
- » 1.5 CEUs = 15 clock hours = 1 semester credit
- » Quarter credit to Semester credit – Quarter credit divided by 1.5 (30 quarter/1.5 = 20 semester hours)

Credits that count for lateral movement:

1. Official Transcripts with Graduate Level Courses related to the teaching assignment at the time of enrollment in the course.
  - The only undergraduate credit SVVSD that will count is for Spanish classes taken after the teaching credential is earned.
  - Pre-approved classes towards HQ will be counted if pre-approved in writing by Human Resources.
2. Classes taken for **Salary Credit** through SVVSD Professional Development are accepted. (PD from other school districts will not be accepted). These hours can be applied to a lateral movement at any time. (eg: Credits acquired prior to a master's program being completed can be used to move laterally after the master's as long as the credits have not been used prior.)

3. Certificates of Completion for pre-approved classes/conferences. (Must have prior approval from an HR Administrator. Email correspondence for approval is adequate.) 15 clock hours = 1 semester hour graduate credit.
4. Vocational Educational Non-Degree Teachers must complete a minimum of 10 hours of education/vocational education courses in each block of 20 hours. See SVVEA Agreement 34.2.4.
5. Vocational Educational Degree Teachers are allowed a maximum of 20 approved hours. See SVVEA Agreement 34.1.4 & 34.3.3.
6. Prior written approvals for credit from an HR Administrator will be honored.
7. Any hours recognized by the provisions set forth in Article 32, above a teaching credential, which have not been used in obtaining an M.A. or have not been previously applied to a horizontal increment on the salary schedule may be applied to horizontal increments.
8. Individuals who have received their Ed.S will be placed on the salary schedule at MA 40.
9. An employee who has an M.A. in Secondary Education then completes an M.A. in Educational Leadership, will be granted lateral credit for the number of hours in their second master's program. Credits will only be granted in this case if they are related to your teaching position.

#### ADDITIONAL INFORMATION

HR General Hours: Teachers can review their personnel files Monday through Friday between 7:30-4:00. **Teachers must arrive by 4:00 to allow time to complete the file review by 4:30 (close of business hours).**

Summer Hours: June through July, Human Resources is open to the public Monday through Thursday from 7:30-4:30 pm. HR is closed on Fridays during summer hours. **Teachers must arrive by 4:00 to allow time to complete their file review by 4:30 (close of business hours).**

Teachers need to bring in a photo ID and stay in the HR office while reviewing their personnel file. We encourage teachers to call or email ahead so their file is ready for them to review upon arrival.

Please see Master Agreement, Article 32.6 for current deadlines for lateral movement and start dates of new salary placement.

**HR will accept lateral packets during a limited window.**

» **First semester: Packets will be accepted beginning August 1**

» **Second semester: Packets will be accepted beginning January 2.**

**Packets will not be accepted after the deadline.**