

Certified staff members may submit requests of Lateral Salary Movement in accordance with the provisions of Article 32 of the Agreement. Requirements for non-degree vocational teachers are in accordance with the provisions of Article 34 of the Agreement.

Process for Lateral Salary Movement requests:

1. Enter Contact Phone Number and desired step moving to (example: BA+20 to BA+40) in the drop down menu.
2. Submit all **required** documentation of professional development activities to be considered for the Lateral Salary Movement request. Specific courses, conferences and other professional development activities must be completed by September 1st for October 15th deadline or January 1st for February 15th deadline in order to be considered for lateral salary movement requests.
 - **College or University Credits** = Official Transcript (deliver original college or university transcripts to the office of Human Resources or have the College or University send the official transcript directly to lateralmove@svvsd.org).
 - **Other Courses, Conferences and Professional Development Activities** = Certificate of Completion (must include sponsoring organization name, course title or description, contact hours or CEUs issued, date(s) and participants name). Attach photocopies of original certificates.
 - **Credits Previously Approved for Carry-Over** = Attach photo copies of previously approved lateral movement request form(s) indicating the number of carry-over credits approved.
3. Complete all required fields on the Lateral Salary Movement Request Form.
 - List each course, conference and professional development activity individually and include copies of all required documentation.
 - Carry-Over credits can be listed in total on a single entry based on previous approval from Human Resources.
 - The employee is responsible for keeping a record of courses, conferences and professional development activities to be submitted for consideration. Employees may make arrangements to review their personnel files to determine credits previously submitted by contacting the Human Resources office at (303) 682-7435 during regular business hours or by viewing existing files online before submitting.
4. Submit
 - Request forms, including all required documentation, may be submitted between August 1st and October 15th for retroactive salary adjustments to be effective at the beginning of the contract year in August. In addition, requests may be submitted between January 1st and February 15th for retroactive salary adjustments to be effective at the beginning of the calendar year in January. The District email system date stamp will be used in determining submission date.
 - Requests received prior to October 10 and February 10 will be processed with the salary adjustment beginning with the October pay and February pay respectively.
 - Requests received after October 10 and February 10 will be processed with the salary adjustment beginning with the November pay and March pay respectively.

Salary Credit Information:

1. Salary credits must meet the following qualifications in order to be considered for Lateral Salary Movement:
 - College or University Credits
 - Graduate level coursework leading to fulfillment of an advanced degree program in education or directly related to the requesting employee's assignment at the time of enrollment.
 - Undergraduate level coursework for Spanish classes taken after the requesting employee has earned a teaching credential.
 - Undergraduate level coursework leading to highly qualified status for the requesting employee's assignment at the time of enrollment. Must receive pre-approval in writing from Human Resources.
 - St. Vrain Valley Schools Office of Professional Development
 - Professional development salary credits for classes taken through St. Vrain Valley Schools Office of Professional Development as documented on the requesting employee's Office of Professional Development transcript.
 - Professional development credits issued by the District can be applied to Lateral Salary Movement at any time regardless of when the class was taken and credits issued.
 - Professional development credits issued by other school districts will not be accepted for Lateral Salary Movement.
 - Other Courses, Conferences and Professional Development Activities
 - Prior written approval by either the Human Resources Department or the Office of Professional Development.
 - Certificate of Completion that includes the sponsoring organization name, course title or description, contact hours or CEUs issued, date(s) of the activity and participants name must be submitted for each activity being submitted.
 - Credits Previously Approved for Carry-Over
 - A copy of the District approval form indicating the number of carry-over credits must be submitted. Individual credits or courses do not have to be listed on the Lateral Salary Movement Request Form. A single listing indicating "Carry-Over Credits" is adequate.
2. Salary credits for non-degree vocational teachers are in accordance with the provisions of Article 34 of the Agreement.
 - Lateral Salary Movement prior to earning a Master's Degree requires completion of twenty (20) approved hours of professional development directly related to the requesting employee's vocational field and/or assignment.
 - Undergraduate hours, graduate hours or specialized technical undergraduate hours which are directly related to the requesting employee's vocational assignment at the time of enrollment. Must receive pre-approval in writing from Human Resources.
 - A minimum of ten (10) hours of education/vocational education coursework is required in each block of twenty (20) hours being submitted.
 - Movement to the MA column requires earning a Master's Degree.
 - Lateral Salary Movement after earning a Master's Degree requires completion of twenty (20) approved hours of professional development directly related to the requesting employee's vocational field and/or assignment as indicated above.

Salary Credit Calculation:

1. The following chart is used for converting all college or university coursework, Office of Professional Development classes, and other courses, conferences and professional development activities to St. Vrain Valley Schools Salary Credits.
 - 1 Semester Hour = 1 Salary Credit
 - 1.5 Quarter Hours = 1 Salary Credit
 - 1 Office of Professional Development Credit = 1 Salary Credit
 - 1.5 CEUs = 1 Salary Credit
 - 15 Contact Hours = 1 Salary Credit
2. The formulas for conversion are built into the Lateral Salary Movement Request Form.

Human Resources Department Information:

1. Contact Information for Lateral Salary Movement Requests
 - Phone: (303) 682-7435 or (303) 682-7297
 - Email: LateralMove@svvsd.org
2. Hours of Operation
 - General Hours – Monday through Friday from 7:30am to 4:30pm
 - Summer Hours (June and July) – Monday through Thursday from 6:30am to 5:00pm

Lateral Salary Movement Request Form Entry Example:

▼ Courses and Credits						
#	Credit Type	Credits Issued By	Course Name / Description	Issued Date	Issued Credits	Calculated Credits
1	Semester Hours	College or University Name	College course name or description	5/16	4	4.00
	Referenced Document	Official transcript I will provide to HR				Remove
2	OPD Credits	SVVSD OPD	Professional development course name	7/20	3	3.00
	Referenced Document	OPD Credits				Remove
3	Carryover Credits	SVVSD	Carryover	1/15	14	14.00
	Referenced Document	Carryover Credits				Remove
					Total Requested Credits	21
Add Another Course						