

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. Once you have reviewed ALL of these guidelines you are ready to begin your Lateral Move Application.
2. Determine which request(s) you will need to submit:

Choose Request Type

Bachelor's to Master's request

Use this form when you are moving from a BA column to an MA column. If you need to add a +20 as well as submit a Master's, submit one of each type. Complete this request first.

Standard (+20) request

Use this form when you need to add a +20 to your current level. It should not be used to record that a Master's degree was obtained.

If you are only submitting a move to MA after completing your Master's degree, please select the first request. If you are submitting credits to move in increments of 20, please select the second request. If you are submitting a move to MA plus additional credits to move horizontally, please complete both requests, submitting the Master's request first, followed by the Standard (+20) request.

3. Submit all **required** documentation of professional development activities to be considered for the Lateral Salary Movement request. Lateral submission windows are as follows:
August 1 - October 15th AND
January 1 - February 15th
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). **If official university transcripts are required, wait until the submission window opens before ordering.**
 - **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** (reviewed by HR if applicable)
4. Complete all required fields on the Lateral Salary Movement Request Form. **Remember to save your work often as you enter courses on the request form. This will prevent you from losing any entered data.**
 - 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.

5. 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 may 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.

Working towards your Masters degree?

- Certified staff are encouraged to apply for a lateral salary move when they have completed the first 20 credits of their Masters degree, ie moving from BA to BA20.
- If Professional Development credits are accumulated at the same time as an employee is working on their Masters, it is advantageous (but not required) to save those credits to use for a future lateral move once the Masters is obtained, ie. to move to MA20 soon after moving to MA on the salary schedule.

Human Resources Department Information:

1. Contact Information for Lateral Salary Movement Requests
 - Phone: (303) 682-7435
 - 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 7:30am to 4:30pm

Lateral Salary Movement Request Form Entry Example:

▼ Courses and Credits								
#	Credit Type	Credits Issued By	Course Name / Description	Course Number	Issued Month / Year	Issued Credits	Calculated Credits	
1	Semester Hours	College or University Name	College course name or description	Course #	05/16	3	3.00	
	Referenced Document Official transcript I will provide to HR						Remove	
2	OPD Credits	SVVSD OPD	Professional Development Course Name	PD Course #	01/22	1	1.00	
	Referenced Document OPD Credits						Remove	
3	Carryover Credits	SVVSD	Carryover	NA	01/19	7	7.00	
	Referenced Document Carryover Credits						Remove	
Total Requested Credits						11		

[Add Another Course](#)