

### **WHEN CAN I APPLY FOR A LATERAL SALARY MOVE?**

Twice a year, certified staff members may submit requests for Lateral Salary Movement per the provisions of Article 32 of the Agreement. Requirements for non-degree vocational teachers are per the provisions of Article 34 of the Agreement.

The lateral submission windows are as follows:

August 1st - October 15th AND  
January 1st - February 15th

Specific courses, conferences, and other professional development activities must be completed by September 1st for the October 15th deadline or January 1st for the February 15th deadline to be considered for lateral salary movement requests.

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 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 determine the submission date.

- Requests received before 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 and March pay, respectively.

### **WHAT CREDITS CAN BE USED FOR A LATERAL SALARY MOVE?**

Salary credits must meet the following qualifications 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.
- Qualifying/OPD approved - graduate level courses need to meet the rigor and standards of the District.
- Undergraduate-level coursework for Spanish classes is 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 the Office of Professional Development

#### **Earning a Master's Degree**

- University Master's programs vary in required credits to complete the program, regardless of the number of credits completed in a Master's program. An MA placement will be granted when transcripts with a conferred Master's Degree are presented.

### **St. Vrain Valley Schools Office of Professional Development (OPD) Credits**

- Classes must be listed on the transcripts with the heading SALARY CREDIT
- Classes must be paid for in full and listed on the transcripts. Run your transcript from Wisdomware. Details on page 3.
- OPD credits issued by the District can be applied to a Lateral Salary Movement at any time, regardless of when the class was taken and credits issued.
- OPD credits can only be used once toward a lateral salary movement. For example, if the credits are used to move from BA to BA20, they cannot be counted to move from MA to MA20.
- Professional development credits issued by other school districts will not be accepted for the Lateral Salary Movement.

### **Colorado Department of Education (CDE) Coursework**

- Any courses offered by CDE will be approved for lateral salary movement
- Certificates must show the CDE seal, name of attendee, and credits or hours of course

### **Other Courses, Conferences, and Professional Development Activities**

- Completion of the [OPD Credit Approval Form](#) must be obtained before the start of the course for guaranteed credit acceptance.
- A certificate of Completion that includes the sponsoring organization name, course title or description, contact hours or CEUs issued, date(s) of the activity, and participant's name must be submitted for each activity being submitted.
- Credits Previously Approved for Carry-Over. Individual credit descriptions or course numbers do not have to be listed on the Lateral Salary Movement Request Form. A single entry indicating the "Carry-Over Credits" total is adequate.

### **Salary credits for non-degree vocational teachers are per the provisions of Article 34 of the Agreement.**

- Lateral Salary Movement before 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.
- Approved hours mean:
  - Undergraduate hours, graduate hours, or specialized technical undergraduate hours directly related to the requesting employee's vocational assignment **at the time of enrollment**. Completion of the [OPD Credit Approval Form](#) **must be obtained before the start of the course for guaranteed credit acceptance**.
- 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.

The employee is responsible for keeping a record of new and previously approved courses, conferences, and professional development activities to be submitted for consideration. Transcripts can be viewed when starting a Lateral Salary Move Request, or employees may contact Human Resources to have their university/college transcript file sent to them for review.

## HOW ARE CREDITS CALCULATED?

The following chart converts all college or university coursework, Office of Professional Development classes, 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

The conversion formulas are built into the Lateral Salary Movement Request Form.

## HOW DO I APPLY FOR A LATERAL SALARY MOVEMENT?

Once you have reviewed ALL of these guidelines, you can begin your [Lateral Move Request](#).

1. Determine which request(s) you will need to submit:

Choose Request Type

Bachelor's to Master's request	Standard (+20) 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.	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.
<input type="button" value="Master's"/>	<input type="button" value="Standard"/>

If you only submit a move to MA after completing your Master's degree, please select the first request. If you submit 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.

- **College or University Credits** = Official Transcript (deliver an original hard copy of College or University transcripts to the office of Human Resources or have the College or University send the official transcript directly to [lateralmove@svvdsd.org](mailto:lateralmove@svvdsd.org)). *If official university transcripts are required, wait before ordering until the submission window opens.*
  - **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 participant's name). Attach photocopies of original certificates.
  - **Credits' total number previously approved for carry-over** can be listed on a single entry based on previous approval.
2. Complete all required fields on the Lateral Salary Movement Request Form. *Remember to save your work often when entering courses on the request form. This will prevent you from losing any entered data.*
    - List each course, conference, and professional development activity individually, INCLUDING THE COURSE NUMBER, and include copies of all required documentation.

## 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						<a href="#">Remove</a>	
2	OPD Credits	SVVSD OPD	Professional Development Course Name	PD Course #	01/22	1	1.00
Referenced Document OPD Credits						<a href="#">Remove</a>	
3	Carryover Credits	SVVSD	Carryover	NA	01/19	7	7.00
Referenced Document Carryover Credits						<a href="#">Remove</a>	
						Total Requested Credits	11

[Add Another Course](#)

## WORKING TOWARDS YOUR MASTER'S DEGREE?

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

## HOW DO I VIEW MY OFFICE OF PROFESSIONAL DEVELOPMENT TRANSCRIPT?:

Wisdomware is the application name.

- Go to ClassLink.
- Find the Wisdomware application, if not on your screen, click on the + sign in the top left corner of the screen.
- Logon using your District login information (last name\_first name, and password)
- Under the Events column, choose Transcript.
- The next screen will prompt you to a field requiring a date. **Do not enter a date.**
- Run your transcript
- Use the field: Print Friendly Version for an official transcript.

## HUMAN RESOURCES DEPARTMENT CONTACT INFORMATION:

1. Human Resources
  - Phone: (303) 682-7435
  - Email: [lateralmove@svvsd.org](mailto:lateralmove@svvsd.org)
2. Hours of Operation
  - General Hours – Monday through Friday from 7:30 am - 4:30 pm
  - Summer Hours (June and July) – Monday through Thursday from 7:30 am - 4:30 pm