

LATERAL MOVEMENT FREQUENTLY ASKED QUESTIONS

When can I submit my lateral movement form?

The lateral submission windows are August 1st - October 15th AND January 1st - February 15th.

When must courses, conferences, and professional development activities be completed for lateral movement consideration?

To be considered for lateral movement, courses, conferences, and professional development activities must be completed by September 1 for the October 15th deadline or January 1 for the February 15th deadline.

When are lateral movements effective?

Certified employees must submit lateral movements between August 1st and October 15th for retroactive salary adjustments to be effective at the beginning of the contract year.

Certified employees must submit lateral movements between January 1st and February 15th for retroactive salary adjustments to be effective at the beginning of the calendar year in January.

When are approved lateral movements paid?

Requests received before October 10 and February 10 will be processed with the salary adjustment beginning with the October 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.

Do you count credits on a conferred Master's degree?

An MA (Master's degree) placement is granted when a transcript/s with the conferred Master's degree is delivered to the HR Office or sent by the university/college, independently of the number of credits earned.

How can I view my office of professional development (OPD) transcript?

Wisdomware is the application name.

- Go to ClassLink (<https://launchpad.classlink.com/svvsd>)
- Find the Wisdomware application. If not on your screen, click the + sign in the top left corner.
- 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.

Will credits earned before obtaining my certified teaching credentials be considered for a lateral move?

Only courses taken after obtaining your certified teaching credentials will be considered for lateral salary move credit.

Can all courses/classes listed on the OPD transcript be used toward a lateral movement?

- Classes listed/included on the OPD transcripts can be added to the lateral move form if they have the SALARY CREDIT heading.
- OPD classes must be paid for in full before adding them to the OPD transcripts.

Can OPD credits be used toward more than one lateral salary movement?

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 again to move from MA to MA20.

Can professional development credits issued by other school districts be used for a lateral movement?

Professional development credits issued by other school districts will not be accepted for the lateral salary movement.

Are any courses, conferences, and professional development activities accepted for lateral movement?

Completion of the OPD Credit Approval Form must be obtained before the start of the course for guaranteed credit acceptance.

How do I use my carryover credits on a lateral movement?

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.

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.

Do lateral movements require official transcripts?

Yes. Certified employees can deliver a hard copy of the **official transcript** to the human resources office (395 S. Pratt Pkwy - Longmont), or you can have the college or university send the official transcript directly to lateralmove@svvsd.org. **If official university transcripts are required, wait before ordering them until the submission window opens.**

Does the lateral movement form require course numbers?

Yes, the lateral movement form has a field where the course number is required.

I am working towards a Master’s degree. Should I save the 20 credits I earned until the Master’s degree is conferred?

Certified staff are encouraged to apply for a lateral salary move after completing the first 20 **college/university** credits towards their Master's degree, i.e., moving from BA to BA20.

Suppose professional development credits are earned simultaneously while an employee works on their Master’s. In that case, it is advantageous (but not required) to save those credits for a future lateral move once the Master's is obtained, i.e., to move to MA20 soon after moving to MA on the salary schedule.

Where do I direct my Lateral Movement transcript and transcript credits questions?

To the HR Office: lateralmove@svvsd.org

Bruna Omati - omati_bruna@svvsd.org - Lateral Movement A-L - X 57241

Irene Prado - prado_irene@svvsd.org - Lateral Movement M-Z - X 57212

Josie Vigil – vigil_josephena@svvsd.org – Transcript - X 57235

Where do I direct my Lateral Movement courses, conferences, certificates, and Professional Development activities questions?

To the Office of Professional Development:

Amy Magyar - magyar_amy@svvsd.org - X 58252