

## NOTES FOR CERTIFICATED EMPLOYEES AT ORIENTATION

NEW Teachers have 45 days from your start date to submit documentation for salary placement. All new teachers are placed on the first step of the salary schedule unless official transcripts and verification of experience is received prior to September 1<sup>st</sup>. **Salary adjustments are processed through November retro back to September.**

All credits and clock hours must be completed by **September 15<sup>th</sup> of each school year** to be eligible for salary placement that year.

### **CERTIFICATION**

- You will need to present a valid certificate or permit to human resources before you can begin work
- It is your responsibility to assure your certificate is kept current and on file in human resources

### **TRANSCRIPTS**

- Official Transcripts required upon hire
- Request **official transcripts to be sent to your home address**
- Submit official transcripts of all college credits for your bachelors and above
- Transcripts in a placement file are not considered official documents

### **VERIFICATION OF PROFESSIONAL EMPLOYMENT**

- Previous professional employment must be verified prior to obtaining experience placement on the salary schedule
- Complete the front page of the Verification of Professional Employment that requires “employee signature” as authorization to release the information to the Highline School District. Include printed name and social security number on the reverse side that state
- Information on page 2 is to be provided by previous employer
- Send to previous school district where it will be completed and returned it to Highline’s human resources

### **CLOCK HOURS**

- 10 clock hours = 1 quarter credit
- Upon completion of professional development, you will submit to Human Resources the OSPI-approved documentation
- Information on state requirements and approved clock hour provides can be found at <http://www.k12.wa.us/certification/clockhours.aspx>

### **SALARY SCHEDULE**

The salary schedule can be accessed on the district website at:

<http://www.highlineschools.org/cms/lib07/WA01919413/Centricity/Domain/83/2014-15%20HEA%20Salary%20Schedule%202014.05.12.pdf>