

RE: Credits for Salary Advancement

Dear MTA Members,

I hope that everyone is doing well. I'm writing regarding Salary Advancement for the 2021-2022 school year. If you believe that will qualify for salary advancement in September, 2021, then please carefully review this information.

APPLICATION PROCESS:

All applications for salary advancement are required to be submitted using the Frontline Professional Growth System (formerly My Learning Plan). A new **automated process** has been set-up. **No in-person meeting or hard copy application is required to submit your application.** Once in your account, you will select My Info and then Salary Advancement.

A tutorial video has been created to assist you in this process. We recommend you watch the following link prior to applying:

Here is the link to the tutorial: <https://youtu.be/slmJudEnS5A>

Once your request has been submitted for review, we will update you with your status within thirty (30) days. Please do not contact our office regarding your credits until we have responded with your initial status.

All approved salary advancements are approved by the Board of Education in November. The salary lane changes will be retroactive to the beginning of the school year and are paid in December.

FAQs:

What are the deadlines?

- **All Courses MUST be completed by September 1st**
- **All applications due in HR by September 15th.**
- If any additional backup documentation to your application is requested, you will have until October 15th to provide.

How are the number of hours credited?

In-service hours or graduate credits must match the documentation (certificate of completion, official transcript) submitted to HR. Please be precise when entering credits into Frontline when making in-service or graduate course requests.

Are there limits to how many hours I can accrue?

An approval from an administrator in Frontline cannot supersede a contractual clause. When calculating salary movement, you cannot be credited with more than twelve **(6) credits** each for the Fall and Spring Semester.

The first semester is considered 9/1 - 1/31 and the second semester is 2/1 - 6/30.

As of 9/1/21 – you cannot be credited with more than **(12) credits** for the school year (Sept. – June). Does NOT matter when taken throughout the school year.

Questions:

You may submit any questions regarding credits towards salary movement here:

<http://humanresources.mamkschools.org/Tickets/Create>.

How do I track my Professional Development?

This tutorial will assist you in tracking professional development: [PD/course request video](#)

You may access these instructional videos at any time on

the Human Resources tab, on the District website.