

Salary Advancement

Frequently Asked Questions:

This document has been created to help clarify requirements for horizontal lane movements (salary advancements).

The Talent Management Department processes all salary advancement applications by following the language in the [Negotiated Agreement](#), Article 23.

1. All applications for educational lane movement must be supported by an official transcript illustrating graduate credit earned. Official transcripts must be received by August 15.
2. The following transcript credit hours will be approved for horizontal lane movement without prior approval:
 - a. Classes taken for a teaching major or minor.
 - b. Classes related to your current teaching assignment.
 - c. Classes taken for an advanced degree in education.
 - d. Classes taken when working toward another endorsement area.
 - e. Mapleton in-service courses taken outside of the workday when accompanied by graduate credit.
3. The following transcript credit hours can only be used for horizontal lane movement with prior approval and completion of the Application for Coursework Approval (Salary Advancement) form. Must be completed at a university only.
 - a. Education courses that are not related to current teaching assignment.
 - b. Undergraduate courses for a teaching major or minor.
 - c. Undergraduate courses in education or for a different endorsement area.
 - d. In-service courses from another school district that are not related to the specific teaching assignment.
4. Credit hours are calculated in semester hours based on the [Licensed Salary Schedule](#)
5. Transcripts for salary advancement cannot be submitted incrementally. Official transcripts must be submitted with the salary advancement application.

Negotiated Agreement Language

20.2 Credit Hours

20.2.1 General Guidelines

20.2.1.1 After moving into the MA lane, lane movement is limited to one educational lane per school year.

20.2.1.2 Official transcripts for horizontal movement between educational lanes must be submitted by August 15.

20.2.1.3 A passing grade in each course must be achieved in order for it to be counted.

20.2.1.4 A duplicated course, either by title or content will not be counted, unless by prior approval.

20.2.2 Qualifications for acceptable course work for horizontal movement between educational lanes will include semester hours of college or university credit earned in one of the items listed below since obtaining the highest degree and initial teacher certification.

20.2.2.1 Graduate hours obtained in teaching major or minors.

20.2.2.2 Education courses which carry graduate credit. If the education course is unrelated to the current teaching assignment, a written request for approval must be submitted prior to enrollment in the course.

20.2.2.3 Graduate courses directed toward an advanced degree in education or graduate courses directed toward a different endorsement area.

20.2.2.4 Undergraduate hours in 1, 2, or 3 above, with prior approval of the Superintendent's designee.

20.2.2.5 Unpaid District No. 1 sponsored in-service courses taken during other than the workday.

20.2.2.6 Unpaid in-services sponsored by any school district taken during other than the workday and directly related to the teacher's specific teaching assignment if approved in advance by the Superintendent or his/her designee.

20.2.2.7 Courses accepted by the Colorado Department of Education for recertification.

20.2.3 Employee's proof to the District of acceptable course work for horizontal movement between educational lanes.

20.2.3.1 The employee must provide the Personnel Office with an official college transcript before credit can apply. In lieu of this, a District No. 1 "Intent Form" or official grade report may be used until transcripts can be secured. The transcript should include course number, title, student's grade, and level of classification. The level referred to as "graduate credit" can be awarded only by an institution empowered to issue graduate degrees. If a "graduate" level course is offered under joint sponsorship of an undergraduate degree institution, the transcript from the graduate degree granting institution must be submitted to validate the credit for Educational Range advancement.

23.2.3.2 The employee bears the cost associated with securing documentation for completed college credit.