Adams 12 Five Star Schools

Human Resources

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Salary Placement Guidelines

Audiologists, School Nurses, Physical Therapists, Occupational Therapists, Speech Language Pathologists and School Psychologists

Welcome to Adams 12 Five Star Schools!

The Human Resources Operations team will work with you to determine your initial salary placement in the district. The following is some information regarding how your initial salary placement is determined and additional benefits you may be eligible for in your new position.

All new Audiologists, Physical Therapists, Occupational Therapists, Speech Language Pathologists and School Psychologists are placed at the *starting* step of the **MA level** according to their individual salary schedules.

School Nurses are placed at **BA Step 2** per their individual salary schedule.

Movement on the salary schedule can occur in each of the following ways:

1. Submission of official transcripts. Adams 12 employees are required to submit official transcripts for each degree that they hold. Electronic official transcripts are accepted. *Certified/Licensed employees are encouraged to submit official transcripts for each accredited college or university that they have attended even if no degree was earned. Official transcripts can be sent electronically to transcripts@adams12.org.*

   Credits beyond the highest degree obtained are counted in quarter hours for placement on the salary schedule. Credit measured in semester hours will be converted to quarter hours using the formula, **1 semester hour = 1.5 quarter hours**. Credit can only be given if the college/university is regionally accredited, employee received a grade of "B" or higher and credits are submitted on official transcripts. Note: Coursework is also acceptable if a Pass, Credit (CR) or Satisfactory grade is given.

2. Verification of Previous Experience. New special service provider certified employees can advance 1 step, *unlimitedly,* for each year of verified experience they have completed with a previous employer. New hires should send a verification form to each of their previous employers. Completed forms can be mailed, faxed or emailed to Human Resources. New hires are encouraged to request the completed forms be sent back to themselves for review for accuracy before submission to Human Resources. The form can be found here: Verification of Previous Experience

   Non-School District Experience must meet the following guidelines:
   - Experience should be performed in a Federal, State or Local Agency, private clinic, Hospital or Mental Health Center

- 1,000 hours of verified employment in a calendar 12 months will count as 1 year of previous experience
- Experience must directly relate to the position being hired for in Adams 12
- Employee held a license or certification for their role
- Non-teaching experience performed with a school district employer must meet the guidelines found under Teaching Experience above.

Verifying Previous School District Experience:

- New hires should send a verification form to each of their previous employers. Adams 12 provides a free verification service through a copy called Verifent. Instructions are located on the New Educator's page (Step 6) of the Adams 12 website or by clicking on the following link: Verifent Instructions.

Please note:

1. Psychologists who are placed at Master's +30 will enter the salary schedule at a Master's +40 education level

2. Credits beyond a Bachelor's degree but earned before a Master's degree that are equal to 90 or more hours, will be placed on at least a Master's +30.

Newly hired certified employees have 90 calendar days from their first contracted workday to submit any documentation required for salary placement. Documentation received within the first 90 days of employment, will be retroactive to their first day worked and retro pay provided on a subsequent paycheck. Documentation received after 90 calendar days, will be effective on a subsequent paycheck but will not include retro pay.

It is the new hire's responsibility to ensure that all transcripts, school district professional development, and previous experience verification forms are accurate and submitted to Human Resources.

Adams 12 Five Star Schools offers a one-time stipend for National certifications held by Speech Language Pathologists, Social Workers, Counselors, Motor Therapists, Nurses, Deaf Educators and Vision Specialists may qualify for a 1-time Stipend of $1500 paid in a lump sum. Stipends are payable once a copy of the active certification have been received by Human Resources. Please contact the HR Processing team to determine if the certification qualifies for the stipend.

New hire certified employees are encouraged to submit official transcripts and verification of previous experience as soon as possible to ensure their salary is correct for their first paycheck.

Congratulations on your new position and we look forward to working with you!

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