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Salary Placement Guidelines – Certified/Licensed Employees

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 certified employees are initially placed at **BA Step 1**

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. Submission of school district professional development. New certified employees can submit professional development (PD) completed through other school districts that are a minimum of 5 contact hours each. PD hours must be on the school district's PD transcript or certificate with the school district logo included. Other non-school district PD completed before the hire date are not eligible for salary placement.

3. Verification of Previous Experience. New certified employees can advance 1 step, *up to a maximum of 10,* 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. Adams 12 provides a free verification service through a company 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.

If completing an experience verification using the paper form, new hires are encouraged to request the completed forms be returned to themselves, to review for accuracy before submitting them to Human Resources.

A former Adams 12 employee who is rehired into a certified position should request that their previous Adams 12 experience be reviewed for the purposes of salary placement.

Teaching Experience must meet the following guidelines in order to be considered:

- School must be accredited
- Teaching experience is for 90 or more days in each school year
- Teaching experience is 4 or more hours a day or 20 hours a week
- Employee held a teaching license in the state in which they were teaching

Non-Teaching Experience can be accepted for Career and Technical Education (CTE) Teachers and School Counselors and must meet the following guidelines in order to be considered:

- 1,000 hours of verified employment per 12 month period will count as 1 year of previous experience
- Experience must directly relate to the position being hired for in Adams 12
- Non-teaching experience performed with a school district employer must meet the guidelines found under Teaching Experience above.

Please note:

1. Special Education Teachers and Special Service Providers are allowed unlimited experience and are not limited to 10 years.
2. Psychologists and Social Workers who are placed at Master's +30 will enter the salary schedule at a Master's +40 education level
3. 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.

The following additional stipends are offered by Adams 12 Five Star Schools. Stipends are payable once the official transcript or a copy of the active certification have been received by Human Resources.

1. Teachers who hold a current National Board for Professional Teaching Standards certificate receive the following:
    a. 1-Time stipend of $3,000 paid in a lump sum
    b. 2 % of the base salary paid monthly (for as long as the certification remains active)
2. Other 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 $1,500 paid in a lump sum. Please contact the HR Operations team to determine if the certification qualifies for the stipend.

New hire certified employees are encouraged to submit official transcripts, verification of previous experience and other school district professional development 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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