

## Salary Placement Guidelines – Certified Employees

Welcome to Adams 12 Five Star Schools! The Human Resources Processing team is responsible for working with you to determine your salary placement in the district. The following is some information regarding how your 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, but only if they are sent directly to Human Resources from the college, university or clearinghouse. Electronic transcripts that are sent or forwarded by the employee are not considered official. *Certified employees are encouraged to submit official transcripts for each accredited college or university that they have attended but did not earn a degree. Original, official transcripts can be sent electronically to [transcripts@adams12.org](mailto:transcripts@adams12.org).*

Credits beyond the highest degree obtained will be counted in quarter hours for advancement on the salary schedule. A typical 3 semester course is equivalent to 4.5 quarter hours for salary advancement purposes. 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.

If the new hire provides documentation that places them at the Master’s +80 salary level, an additional application is needed. That application is sent for approval prior to final placement.

2. 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. Completed forms can be mailed, faxed or emailed to Human Resources. New hires are encouraged to request the completed forms be sent back to them for review for accuracy before submission to Human Resources.

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 license in the state in which they were teaching

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

- Experience should be performed in a Federal, State or Local Agency, private clinic, Hospital or Mental Health Center
- 2,000 hours of verified employment 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. Psychologists and Social Workers who are placed at Master's +20 will enter the salary schedule at a Master's +40 education level
2. Any certified staff with a doctorate degree, without holding a master's degree, is automatically placed at a MA+40 educational level

**Newly hired certified employees have 90 calendar days from their first contract work day to submit any documentation required for salary placement. If documentation is received within 90 days of employment, any salary adjustment will be retroactive to their first day worked and retro pay provided on a subsequent paycheck.**

**It is the new hire's responsibility to ensure that all transcripts, non-college/university coursework, professional development and verification of previous experience 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. Educational Specialist Degree receive an additional 3 ½ % of the base salary paid monthly
2. Doctorate Degrees receive an additional 7 % of the base salary paid monthly
3. 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)
4. 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 \$1500 paid in a lump sum. 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, verification of previous experience and other non-college coursework 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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