

Seattle Public Schools

CERTIFICATED SALARY PLACEMENT INFORMATION FOR NEW HIRES

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Human Resources Classification and Compensation Department
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BASIC SALARY PLACEMENT INFORMATION

Salary Lane Placement - All new certificated employees will be placed on the Lane 100 Step 1 (BA only) until all *Official Transcripts, Previous Employment Verifications, Additional Credits and Clock Hours* have been received and verified. Your salary will be re-evaluated upon receipt of any new documentation, and a salary adjustment will be made retroactive to your start date.

Salary placement for certificated staff (non-supervisory) is governed by both the terms and conditions of the Collective Bargaining Agreement (CBA) between the Seattle Public Schools and the Seattle Education Association and laws, rules and regulations of the State of Washington. In large part your salary is based on those state rules. Annually, the district reports your placement information (including degrees, credits, clock hours and experience) to the state. That information affects the amount of funding the district receives from the state for staffing and salary purposes. The purpose of this information is to provide you with an overview of the rules that are important to you as a new hire or rehire with Seattle Public Schools.

The rules listed below pertain primarily to those staff hired in a position with a “regular” Washington State teaching and/or ESA certificate. Special rules apply to those staff hired into a Career Technical Education (CTE) program who do not have a degree or their degree was not used to gain their certificate. If you are a new CTE hire you will be provided with additional instructions.

As mentioned above, you will initially be placed in lane 100 step 1 (BA only) of the salary schedule. The Certificated Salary schedule can be found at the [CBAs, Salary Schedules, Work Year Calendars](#) website. Your placement will be adjusted only upon receipt and evaluation of documents submitted based on the requirements listed later in this document. We make every attempt to process documentation as soon as possible. As you can imagine there are times of the year when this work does get backlogged. We know it is important to you to process your documentation in a timely manner. Therefore, we strongly urge you to submit your required documentation as soon as possible after accepting the position.

The intent of this information is to provide you with an overview of the key rules affecting your placement. Because this information does change from time-to-time and on many occasions requires detailed interpretation, this information is provided as guidance only. The official policies, rules and regulations of the Seattle Public Schools and the laws, rules and regulations of the State of Washington will determine your actual placement.

As we process your documentation you will receive a communication from our office. Most communications are delivered via email so be sure to check your email frequently!

DOCUMENTATION OF EDUCATIONAL DEGREES

The District must have on file an official sealed transcript from any institutions from which you earned a BA degree and higher, if applicable.

In order to record degrees, the District must verify that your degree was earned from a regionally accredited institution. Official e-transcripts can be sent to hrcompensation@seattleschools.org or official sealed transcripts can be mailed to Seattle Public Schools, Human Resources Classification and Compensation Department, MS 33-385 PO Box 34165, Seattle, WA 98124-1165.

Additionally, if your degree is earned from a foreign institution that transcript must be evaluated.

Foreign Degree Translation Services

State Rule: As of September 11, 2008, OSPI will accept translation services from members of the National Association of Credential Evaluation Services (NACES).

For a list of acceptable agencies, please visit <http://www.naces.org>. **It is your responsibility to submit your transcript to this agency and ask them to submit their evaluation to Seattle Public Schools, Compensation Department.** Of course, if you need assistance contact the Compensation Department.

DOCUMENTATION OF ACADEMIC CREDITS

Academic credits are primarily those credits earned from a regionally accredited institution that were earned AFTER the date of your Bachelors (BA) degree. If you have more than one BA degree, credits are counted AFTER the date of the first BA degree. If two BA degrees are earned as of the same date, no additional credits are counted for the second BA degree. Again, all credits must be recorded from an official sealed transcript. Therefore, it is imperative that you submit your official sealed transcripts as soon as possible. As with the degree, if your credits are from a foreign institution, they must be evaluated using the process as defined previously.

By state law, we convert all credits to quarter hours for the purpose of recording and determining your schedule placement. Shown below are the standard conversions:

Credit Type	Conversion to Quarter Hours
Quarter	1.0 Quarter = 1.0 Quarter Hour Credits
Semester	1.0 Semester = 1.5 Quarter Hour Credits
Units	Some institutions record in units. The transcript will identify that conversion. For example, some institutions are 1.0 Unit = 5 Quarter Hour Credits and some are 1.0 Unit = 6 Quarter Hour Credits.
Clock Hours	10.0 Clock Hours = 1.0 Quarter Hour Credits. *Clock hours are NOT academic credits. See the Clock Hour Information below.

In addition to being earned after the BA earned date, and the requirement to be from a regionally accredited institution, there are a few more rules about academic credits that are important for you to know.

1. Courses must be 100 level or above.
2. Courses must be applicable to an academic degree program. At times courses are recorded on an official transcript and appear to be an “academic credit” but they are not because the transcript indicates they are not transferrable to a degree program. Typically, these are easy to identify by the course number being something other than the standard 100, 200, 300, 400, 500 or 600, such as EdX2011 or WkP X946. We identify these by examining the information on the transcript and/or contacting the Registrar’s Office at the college/university. In the event the course does not meet the “transfer” standard, if the course was completed after 8/31/1987 we can convert that course to clock hours and use it for your salary placement, as long as all other requirements are met.
3. Courses must meet one of seven (7) possible criteria. Washington State has identified specific course criteria. Each course must meet one of the following criteria. We review your courses to make this decision. If a course does not meet one of the criteria, the Compensation Department will notify you so that you may appeal the decision and/or provide additional information. The current criteria are:
 - a. *It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is assigned; or*
 - b. *It pertains to the individual’s current assignment or expected assignment for the following school year; or*
 - c. *It is necessary for obtaining endorsement as prescribed by the Washington professional educator standards board; or*
 - d. *It is specifically required for obtaining advanced levels of certification; or*
 - e. *It is included in a college or university degree program that pertains to the individual’s current assignment or potential future assignment as a certificated instructional staff; or*
 - f. *It addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff; or*
 - g. *Beginning in the 2011–12 school year, it pertains to the revised teacher evaluation system under RCW 28A.405.100, including the professional development training provided in RCW 28A.405.106.*

DOCUMENTATION OF INSERVICE CREDITS

In-Service Credits fall into three (3) categories:

1. Clock Hours
2. Non-Transfer Credits (Academic Credits that do not meet the academic credit requirements)
3. Continuing Education Units (CEU) – only for certain ESA staff.
4. Non-Degree Credits (for CTE/Vocational Staff only)

Clock Hours

Clock hours are typically professional development training activities. Only those clock hours that are offered and documented from an approved Washington State clock hour provider can be used toward your schedule placement. Here are some other important rules about clock hours:

1. A list of approved clock hour providers can be found on the web site of the Office of the Superintendent of Public Instruction. A list is provided for each year. That web site is: <https://www.k12.wa.us/educator-support/continuing-education-clock-hours/approved-providers>
2. Clock hours were initiated on September 1, 1987 so only clock hours completed on or after that date are allowed.
3. Non-SPS sponsored Clock hours earned before 9/1/2019 must be a minimum of three (3) hours. Any earned after 9/1/19 must be a minimum of one (1) hour. For SPS-sponsored clock hours, the change applies as of 9/1/2020.
4. Clock hours must also meet one of the seven (7) course criteria as noted previously.
5. Every ten (10) clock hours converts to one (1.0) quarter hour.
6. There are different rules for clock hours you earn from Seattle Public Schools and clock hours earned from other providers as noted below:
 - a. **Seattle Public Schools Clock Hours.** DO NOT submit copies of your Seattle Schools clock hour forms directly to Class & Comp. Please submit your forms to the Professional Development Department for approval. They will then forward your documentation to the Compensation Department, where it will be entered to your record. If a clock hour is not approved for salary placement you will be notified and have an opportunity to appeal that decision and/or provide additional information. You will not receive credit toward salary placement for clock hours until they have been approved by the PD department. If you have questions about the status of your clock hours, please contact the Professional Development Department.

For information on available courses visit the Seattle School District Professional Development information on our website [here](#).

- b. **Non-Seattle Schools Clock Hours.** For all other clock hours, you need to submit the completed OSPI approved In service/clock hour form and/or approved transcript along with the [College and Clock Hour Credits Application form](#) directly to the Compensation Department. If a clock hour is not approved for salary placement you will be notified.

Non-Transfer Credits

As noted earlier, these are courses documented on an official transcript that may or do not apply to a degree. If earned after 9/1/87 and they meet all other requirements, these courses may apply to your salary placement but if so, they will be converted and calculated as a clock hour. For credit, you must submit the official sealed transcript along with the [College and Clock Hour Credits Application form](#).

Continuing Education Units (CEUs)-for ESA staff only

For those ESA staff *who must complete CEU units for the purpose of renewing their professional health license, those CEU's may be used toward salary placement provided they meet these requirements:

1. The employee must complete the [CEU affidavit form](#) with each submission of CEU units.
2. CEU units must be earned 9/1/1987 or later.
3. CEU Units must be a minimum of three (3) hours if earned before 9/1/19. If earned after 9/1/19, the minimum is one (1) hour.
4. CEU Unit hours must also meet one of the seven (7) course criteria as noted above.
5. Every ten (10) CEU hours converts to one (1.0) quarter hour.

**To be eligible, an educational staff associate must hold the following Washington State Department of Health license:*

- *Licensed advanced registered nurse practitioner (ARNP) (WAC 246-840-360),*
- *Licensed occupational therapist (WAC 246-847-065),*
- *Licensed marriage and family therapist (counselor) (WAC 246-809-600),*
- *Licensed mental health counselor (WAC 246-809-600),*
- *Licensed physical therapist (WAC 246-915-085),*
- *Licensed psychologist (WAC 246-924-230),*
- *Licensed registered nurse (RN) (WAC 246-840-203, -204, & -205), effective January 1, 2011,*
- *Licensed social worker (WAC 246-809-600), or*
- *Licensed speech-language pathologist or audiologist (WAC 246-828-510).*

Educational staff associates with other than the above Washington licenses do not require continuing education to maintain their professional health license and may not use continuing education units. <http://www.k12.wa.us/certification/LicenseHours.aspx>.

Non-Degree Credits - CTE/Vocational Staff Placements

There are two ways CTE salary placements can be processed:

- If **no degree** was used to obtain your CTE certification, you need to start the process of verifying any prior relevant vocational experience you may have, submit the [Vocational/CTE educator form](#) to your prior employers. Your employer(s) needs to complete the back page of the form and submit the completed form back to the Compensation Department. Your placement will be based on a combination of hours worked and any management experience.
- If **Degree** was used to obtain your CTE certification, your placement will be handled the same way as regular certificated staff as outlined above.

Non-Degree Credits are only applicable to CTE/Vocational staff that either do not have a degree or their degree was not used in obtaining their certification.

For any further clarification on CTE/Vocational placements, please reach out to the Compensation Department.

TRANSFER OF RECORDS

Transfer of Records – You may request your former employer to transfer all original official documents of employment, including Official Transcripts, Clock Hour Forms, Course Approval Forms and Verification of Certificated Experience to Seattle Public Schools. The *Certificated Transfer of Records form* can be located [here](#).

Sick Leave Transfer – You may transfer any unused sick leave balances left in previous Washington State Public School Districts. There is a place on the [Certificated Employment Verification form](#) for your former school district to indicate any remaining balance you may have.

DOCUMENTATION OF PRIOR EXPERIENCE

As with credits and clock hours, assessment of your prior experience is subject to a variety of rules. We hope you find this information helpful as we work with you to document and assess your prior experience. Eligible experience is defined in the [collective bargaining agreement](#) with SEA.

1. **All prior experience must be verified on the Seattle Public Schools *Verification of Employment Service and/or Sick Leave Certificated form*.** This form is available on the onboarding website and is also available at the bottom of the page of the [Compensation/Salary Placement website](#).
2. The employee is responsible for completing the first page of this form and sending it to prior employers. They will then complete the second page and then return it directly to Seattle Public Schools, Compensation Department (as instructed on the form) for processing. Forms received directly from an employee cannot be accepted.
3. Only certain types of experience will be considered. While the rules can be quite intricate, the definitions below should help you in determining if your prior experience should be verified and processed. The following information is an excerpt from WAC 392-121-264. Where Seattle deviates from those rules that information is also provided. Professional education employment shall be limited to the following:
 - a. Employment in **public or private preschools or elementary and secondary schools in positions which require certification** where:
 - i. Schools include the Centrum education program, the Pacific Science Center education program, educational centers authorized under chapter 28A.205 RCW, and Seattle Children's Hospital education program; and
 - ii. Certification means the concurrent public professional education licensing requirements established in the state, province, country, or other governmental unit in which employment occurred, and which, for the state of Washington, refers to the certificates authorized by WAC 181-79A-140 and temporary permits authorized by WAC 181-79A-128.
 - iii. NOTE: For Seattle Schools, experience teaching outside of the United States and its territories will be granted on the basis of two (2) full years of teaching for one (1) year, provided that you were certified or eligible for certification under the laws of that particular country at the time of the experience. (Refer to the [collective bargaining agreement](#) with SEA.)
 - b. Employment in **public or private vocational-technical schools, technical colleges, community/junior colleges, colleges, and universities in positions comparable to those which require certification in Washington school districts.**
 - c. Employment in a **governmental educational agency with regional administrative responsibilities for preschool, elementary, and/or secondary education** including but not limited to an educational service district, office of the superintendent of public instruction, or United States department of education in any professional position including but not limited to C.P.A., architect, business manager, or physician;
 - d. Experience in the following areas: **Military, Peace Corps, or Vista service which interrupted professional education employment** included in (a), (b), or (c) of this subsection. In Seattle Public Schools, the military experience does not have to interrupt your educational service but you are limited to a total of two (2) years. Up to two (2) years will also be provided with verification of experience with the Peace Corps or VISTA programs.
 - e. **Sabbatical leave.**
 - f. For **non-degreed vocational/career and technical education instructors, up to a maximum of six years of management experience as defined in WAC 181-77-003** acquired after the instructor meets the minimum vocational/career and technical education certification requirements of three years (six thousand hours) established in

WAC 181-77-041(1)(a)(i), regardless of when the initial certificate is issued and regardless of type of vocational/career and technical education certificate held.

- g. **ESA Staff Experience.** Beginning in the 2007–08 school year, for occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers regulated under Title 18 RCW, years of experience may include employment as occupational therapists, physical therapists, nurses, speech-language pathologists, audiologists, counselors, psychologists, and social workers, that does not otherwise meet the requirements of subsection (1)(a) through (e) of this section, subject to the following conditions and limitations. Experience included under this subsection shall be limited to a maximum of two years.
4. No more than 1.0 FTE year of experience can be counted in any one school year.
5. Substitute Teaching experience can be credited if the verification of employment documents that a certificate was required for the position and you held one at the time of that employment.
6. In verifying experience, the prior employer must provide all the required information which is detailed on the applicable *Verification of Employment Service* form. Incomplete forms will be returned to you for further processing.
7. If you have had prior **Military Service**, you will need to submit a copy of your DD214 discharge document.
8. If you have had prior experience with the **Peace Corps** or **VISTA** programs, you will need to submit a letter from that agency verifying your service, including dates of service.

CUT-OFF DATES

Consistent with the requirements of the CBA the following dates are important for you to know:

1. All degrees, credits, clock hours or other forms of in-service credits must be earned by October 1st to be utilized for placement for the current school year. As an example, all degrees and credits must be earned on or before October 1, 2015 to be used for placement for the 2015-2016 school year.
2. For **new hires**, all documentation for degrees, credits and clock hours must be received no later than June 30 of the school year in which you are employed. For eligible degrees and/or credits received prior to June 30, an adjustment to your pay will be made retroactively and the Compensation department will send you an email with the details. Transcripts or clock hour forms received after June 30th will be evaluated for the following school year. The completion dates listed above in section 1 still apply.
3. For **new hires**, verification of experience forms must be received no later than June 30 of the year in which you are employed. For eligible experience received prior to June 30, an adjustment to your pay will be made retroactively and the Compensation department will send you an email with the details. VOE forms received after June 30th of your first year will be applied as of either the start of the next school year or the date of receipt.
4. During the course of your employment with Seattle Public Schools, it is important that your educational records are current. As you complete additional degrees, academic credits or clock hours, you are responsible for submitting official documentation to our office (with the exception of Seattle Clock Hours as noted previously). All educational records that would create a salary change for the current school year must be completed by October 1st of that year and documentation of completion of the credits or clock hours must be received by Human Resources no later than the last working day in October annually. Applicable changes will be retroactive to your first work date for that school year.
5. Your experience with Seattle Public Schools will be posted to your record annually and you will be eligible for an experience increment step if your total experience then moves you to the next step.
 - a. An employee who has taught in the Seattle Public Schools on contract the equivalent of a full semester (91) days, less a maximum of 10 days absence for any cause (or 648 hour

- actual worked time), shall be entitled to an annual increment for the following year, provided he/she has not reached the top step of the salary range.
- b. Part-time assignments will count for the actual time served for increment purposes. Thus, if 81 days of teaching service are required for an increment (91 work days minus 10 absence days), the half-time teacher must serve 162 half days (or a total 648 hours actually worked for either case). There is no carry-over from year to year for part-time contract service.
 - c. If an employee has received a contract late in the school year and does not teach the number of days required to earn an increment, he/she may add days taught as a substitute in the Seattle Public Schools that same school year to the days taught on contract. In this event, the minimum days teaching required to earn an increment is 81.

MAILING ADDRESS

You may mail your completed documentation to:

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