

CERTIFICATED COMPENSATION OVERVIEW



Welcome to Seattle Public Schools!

We want your transition to our District to be as easy as possible. With that in mind, we have created this guide to help you understand how your compensation is set at Seattle Public Schools.

From the Certificated Non-Supervisory Staff salary schedule, placement is determined by the following:

- 1) **Salary Lane** placement is determined from degree(s) and credits earned above a Bachelor's degree. (Columns on the schedule)
- 2) **Salary Step** placement is based on verified prior certificated teaching experience, if applicable. (Rows on the schedule)

Your salary will start at **lane 100, step 01**, until all degrees and credits, and years of experience, are received and evaluated by Classification and Compensation. Use the Total Compensation Section (Base + TRI salary) at the bottom of the salary schedule to calculate what your total compensation will be.

Want to learn how to **estimate** your own salary placement?

Salary Lanes are based on the type of degrees and any post-Bachelors credits (in quarter credits).

1 semester credit = 1.5 quarter credits.

Salary Steps are based on the years of previous certificated experience.

Example (Estimate): Jane earned a Bachelors on June 4, 2012 and a Masters degree on December 10, 2016. She worked at Silver Lake School District as a full-time, 1.0 Math Teacher (certificated) for 4 years. Her **estimated** salary placement is Lane 400 (BA + MA + 45 quarter credits) and step 5 (4 years of full-time, certificated experience). Since Jane earned a Masters, lane 400 is the starting lane for Masters degrees.

Here is the information we will need from you in order to give you accurate and timely salary credit for all of your education and experience at the time you are "staffed" into your new position:

DOCUMENTS NEEDED

- 1) **Bachelors degree** (official, sealed transcript or eTranscript sent from college/university) - **Required**
- 2) **Any post-Bachelors credits, Masters degree or Doctorate degree** (official, sealed transcript mailed to the address below or eTranscript sent from college/university to the email below)- **If applicable.**
- 3) **Verification of Experience form** – complete, sign and date the 1st page prior to sending to previous employer(s). They will complete the 2nd page and send directly to HR Compensation.
- 4) **Transfer of Records Request and Sick Leave Transfer** – if you previously worked at another Washington school district, you can use the Verification of Experience form to request they transfer these to SPS.

Requesting official transcripts and verification is the responsibility of the employee and you are encouraged to immediately start the process of requesting verification from previous employers. Please send this information to the Classification and Compensation Department and you will be notified of any adjustments made. Official transcripts and employment verifications deadline date is June 30th of your initial school year in order for your salary to be adjusted retroactively to your start date.

MAIL DOCUMENTS TO

Seattle Public Schools, HR Compensation MS 33-385, PO Box 34165, Seattle, WA 98124-1165

OR Email: hrcompensation@seattleschools.org **OR** Fax: (206) 743-3021.