

Procedure: Compensation

Certificated Personnel Salary Schedule Placement

Initial placement on the established salary schedule shall be based on:

1. substantiated professional experience, and
2. substantiated educational credits which were earned prior to the beginning of the contract period in which the credits are to be recognized.

Such substantiated information must be in the Human Resources Department by October 1 of the year in which credits are to be recognized.

An annual increase for professional experience shall be allowed for each year of satisfactory service with the ESD until the employee reaches the top level on the salary schedule. A year of experience shall be as defined in procedures approved by the Superintendent.

Professional Experience

Evidence of all full-time and part-time professional education employment in the state of Washington, out-of- state, and a foreign country must be presented by certificated employees for the purpose of calculating experience placement on the ESD 112 certificated salary schedule.

Years of full-time and part-time professional education employment for each employer are accumulated as follows:

- A. Professional education employment which is not employment as a casual substitute will be calculated by totaling the number of certificated hours per year for each employer, excluding unpaid leave; dividing the accumulated number of hours by the employer's contract year hours; and rounding to two decimals for each year.
- B. Casual substitute certificated days, upon documentation, will be calculated by dividing the accumulated number of full-time substitute days by 180 and rounding to two decimals for each year.

Partial substitute days and part-time certificated days will be calculated by dividing the accumulated number of hours by 1440 hours and rounding to two decimals.

Not more than one (1) year of experience may be counted for any twelve (12)-month period.

Total certificated years of experience will be determined by the accumulation of all years of professional education employment rounded to two decimals. For purposes of placement or advancement on the certificated salary schedule, a partial year of experience meeting or exceeding .50 years will be rounded up to the next year.

Educational Credits

Placement on the salary schedule will be determined by:

- A. Latest and highest degree.
- B. All eligible academic credits and/or eligible inservice credits earned since receiving the latest and highest degree.
 1. Eligible academic credits must be in accordance with WAC 392-121-255.
 2. Eligible inservice credits must be in accordance with WAC 392-121-257.
 3. After September 1, 1995, eligible academic credits and equivalent inservice credits shall be recognized for placement on the salary schedule only if the content of the course meets criteria established under WAC 392-121-262(1).
- C. Any credits in excess of 45 credits that were earned after the BA degree but before the MA degree.

Salary Schedule Advancement – Increase for Educational Credit

All college credits and equivalent inservice credits, earned after September 1, 1995, for advancement on the salary schedule must:

1. Meet criteria established under WAC 392-121-262(1).
 - a. Eligible academic credits must be in accordance with WAC 392-121-255.
 - b. Eligible inservice credits must be in accordance with WAC 392-121-257.