



HR News

Deadline for Submitting Salary Advancement Credit

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With the spring season soon approaching, we would like to remind licensed staff that the 2016-17 deadline for submitting salary advancement (educational advances) credits to human resources is April 29. Documents should be submitted to Karen Parks-McClinon in human resources.

Please follow the guidelines below as noted in Article 12 of the Master Agreement.

1. It is recognized that the attainment of appropriate additional educational experience through the completion of college course work from an institution defined in this Article, and from inservice programs and workshops specified by the Board, is desirable and helps ensure better qualified teaching personnel. In order to encourage professional growth, the provisions set forth in the following Sections of this Article shall govern for educational (horizontal) advances on the Teacher Salary Schedule (Appendix A).

2. Educational (horizontal) advancement shall be allowed for the completion of 15 semester credits of college course work for each group in the salary schedule from the bachelor's degree to the doctorate under the following guidelines:

- Courses that are not authorized for re-licensure credit in Colorado cannot be used for educational advances.
- Credits must have been completed after the teacher's most recent and highest degree was conferred.
- It shall be the individual teacher's responsibility to secure verification that the courses submitted for educational advancement meet the criteria as described in this Article.

3. To be utilized for horizontal advances, course credits must meet the following criteria:

- Credits must be earned from either a four-year or two-year* degree -granting and 19 regionally accredited institution located in the United States, or earned from a four-year degree-granting foreign college or university approved by the ministry of education or equivalent educational agency within that country, provided documentary evidence of the study is validated by an official of the institution in English, and the study would be acceptable to the

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Colorado Department of Education. **Credits completed after August 20, 2008 at a two-year degree granting and regionally accredited institution located in the United States, and which meet the requirements specified elsewhere in this article may be considered for horizontal advancements.*

- Credits must be acceptable to the Colorado Department of Education for added endorsement, license renewal, or No Child Left Behind “highly qualified” status.
 - Credits earned at a two-year degree-granting and regionally accredited institution must be guaranteed transferable to a Colorado four-year degree-granting and regionally accredited institution.
4. To be utilized for horizontal advances, the course work or degree must be submitted on the official transcript of the accredited institution. It shall be the responsibility of the teacher requesting horizontal advancement on the salary schedule to secure all necessary transcripts and verifications and to ensure that they are delivered to the Human Resources Office as soon as available.
 5. Horizontal advances for completion of course work or degree requirements shall become effective on the first day of the month following the month that the transcript (or degree conferring transcript if applicable) is submitted to the Human Resources Office. The salary change shall be computed on the basis of the number of duty days remaining in the teacher’s contract year on the first day of the applicable month. If there are no duty days remaining at that time, the salary increase shall not take place until the first duty day of the next contract year.
 6. The Board shall grant credit for salary advances to teachers who successfully complete programs or workshops specified by the Board and approved by the Colorado Department of Education as being equivalent to post-degree academic credit, provided such programs or workshops shall benefit the teacher’s professional growth in teaching in the Aurora Public Schools. Evidence of completed course work shall be submitted to the licensed professional development office in a timely manner.
 7. The Board of Education and the Aurora Education Association understand the importance of ongoing professional development. It is understood that the Board has an ongoing interest in providing professional development, which the District determines to be important in addressing its goals, and that some of that professional development can be expected to occur during the duty day. Professional development provided during the duty day will be aligned to the teacher professional learning standards and planned by the school leadership team. A member of the leadership team, or designee, will build the course for re-licensure credit. It is also understood that teachers have individual needs for their own professional development, including work toward re-licensure. Therefore, the Board and the Association agree that the District shall provide evidence of completion of such professional development, specifically evidence of the number of hours spent in such District, or building, determined professional development.

Verifications of Employment now handled by Employers Unity

We are pleased to announce that effective March 1, 2016, we are using Employers Unity, LLC to fulfill requests for your income and employment information. Use Employers Unity, LLC to provide proof of your employment and/or income when securing financing, leasing an apartment, providing information to government agencies, etc. instead of coordinating this request with Human Resources.

Employers Unity, LLC will help you provide your information faster and give you more control over who has access. You can access Employers Unity, LLC online at anytime at www.employersunity.com. You are not charged for this service and can receive one free personal report annually.

Process Verifier should follow:

From your Internet browser, go to verify.employersunity.com

2. Click on Verifier, Government Verifier or Employees. Please note, in order for an employee to receive their free report, they must Click on Employees during the registration process.

Only businesses that have received your authorization and completed a process that confirms they are a legitimate business and have a valid reason as defined by the Fair Credit Reporting Act can view employment and income information through Employers Unity, LLC.

For help using Employers Unity, LLC

Go to verify.employersunity.com and click support.

