



# HR News

## **CORRECTION- Deadline for Submitting Salary**

An article on March 4, 2016 stated the incorrect school year in regards to the deadline for submitting salary advancement. The correct information should have read that the **2015-16** deadline for submitting salary advancement to human resources is April 29, 2016. 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 in-service 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 Colorado Department of Education.

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*\*\*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.

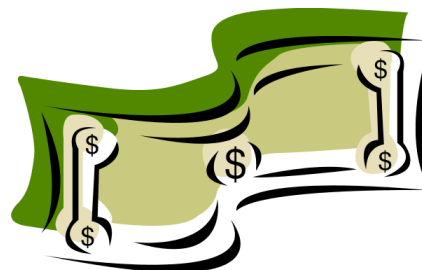
## Federal Student Loan Forgiveness

Teachers have the opportunity to receive up to \$5,000 or \$17,500 (for math, science, or special education teachers) in student loan forgiveness.

In order to be considered eligible for the Teacher Loan Forgiveness program the following criteria must be met:

- You must not have had an outstanding balance on Direct Loans or *Federal Family Education Loan (FFEL) Program* loans as of Oct. 1, 1998, or on the date that you obtained a *Direct Loan* or *FFEL Program* loan after Oct. 1, 1998.
- If you are in *default* on a subsidized or *unsubsidized loan*, you are not eligible for forgiveness of that loan unless you have made satisfactory repayment arrangements with the holder of the defaulted loan.
- The loan(s) for which you are seeking forgiveness must have been made before the end of your five academic years of qualifying teaching service.
- Any time you spent teaching to receive benefits through AmeriCorps cannot be counted toward your required five years of teaching for Teacher Loan Forgiveness.
- You must have been employed as a full-time teacher for five complete and consecutive academic years, and at least one of those years must have been after the 1997–98 *academic year*.
- You must have been employed in an elementary or secondary school that:
  - ◇ is in a school district that qualifies for funds under Title I of the Elementary and Secondary Education Act of 1965, as amended;
  - ◇ has been selected by the U.S. Department of Education based on a determination that more than 30 percent of the school's total enrollment is made up of children who qualify for services provided under Title I; and
  - ◇ is listed in the [Annual Directory of Designated Low-Income Schools for Teacher Cancellation Benefits](#). If this directory is not available before May 1 of any year, the previous year's directory may be used.

For more information, please visit the Federal Student Aid website at <https://studentaid.ed.gov/repay-loans/forgiveness-cancellation/teacher>





## Verifications of Employment now handled by Employers

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](http://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](http://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](http://verify.employersunity.com) and click support.





## Get started on your wellness program

Complete these healthy activities by June 30, 2016, and earn a \$100 Visa reward card from Kaiser Permanente .

1. Visit [healthworks.kp.org/myrewards](http://healthworks.kp.org/myrewards) and sign on with your kp.org user ID and password.\*  
Then, accept the Wellness Program Agreement to be eligible to earn rewards.
2. Take the Total Health Assessment to get a wellness action plan.
3. Complete these 4 biometric screenings if you aren't current:
  - Blood glucose
  - Blood pressure
  - Body mass index (BMI)
  - Total cholesterol



**Questions?** Call Rewards customer service at **1-866-300-9867**, Monday through Friday, 8 a.m. to 5 p.m. Or email [rewardscustomerservice@kp.org](mailto:rewardscustomerservice@kp.org).

\*If you're not yet registered at kp.org, click the "Register now" button to get a user ID and password.

The rewards program runs from January 15, 2016, through June 30, 2016, and is open to all full-time, benefits-eligible Kaiser Permanente employees 18 and older who are Kaiser Permanente members. You can take the Total Health Assessment as often as you would like, but you can only earn a reward for it, if available, once during the reward period. Reward cards expire 12 months from date issued.

Kaiser Foundation Health Plan of Colorado • Kaiser Foundation Health Plan of the Northwest, 500 NE Multnomah St., Suite 100, Portland, OR 97232

# Step-by-step instructions

Get started on your wellness program and earn a \$100 Visa reward card from Kaiser Permanente .



You'll need to accept the Wellness Program Agreement to participate. Here's how:

## 1 Sign on

- Visit the wellness program website at [healthworks.kp.org/myrewards](http://healthworks.kp.org/myrewards).
- Sign on with your kp.org user ID and password.
- If you aren't yet registered on kp.org, click the "Register now" button to get a user ID and password.



## 2 Agree

- To receive credit for your activities, check "Yes" to accept the Wellness Program Agreement, then click "Submit."
- If you check "No," you will not earn credit for your Kaiser Permanente wellness program activities.

Q Yes, I want rewards! I agree to share my information for the wellness program challenge (pg 1)

Q No, I don't agree to share my information. I understand that as a result, I will not be able to earn rewards for the Kaiser Permanente wellness program a reward.

## 3 Register

- Update or provide your contact information.

## 4 Participate

- Get started on your wellness activities, which are listed on the "My rewards" page.
- Visit the website often to track the status of your activities online.

✔ Look for the green check mark next to each wellness activity, which shows it's been completed. Then make sure to complete any activity without a green check mark by the June 30, 2016, deadline.

The rewards program runs from January 15, 2016, through June 30, 2016, and is open to all full-time, active Kaiser Permanente employees 18 and older who are Kaiser Permanente members. Reward cards expire 12 months from date issued.