



# HR News

## Deadline for Submitting Salary Advancement Credit

### Featured Articles:

Deadline for Submitting Salary Advancement Credit	1-2
Setting Financial Goals	3
CompPsych Guidance Resources	4

With the spring season soon approaching, we would like to remind licensed staff that the deadline for submitting salary advancement credits, for the 2017-18 school year, to Human Resources is April 30, 2018. Original documents should be submitted to the Employee Services office at ESC 4.

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 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

*(continued on page 2)*

## Deadline for Submitting Salary Advancement Credit

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.



## Setting Financial Goals



Setting financial goals is the key to building a successful financial life. Goals can help boost productivity and self-esteem and hold you to your financial commitments. Whether you're planning to purchase a new house, increase your retirement savings, getting out of debt or building a college fund you'll need to establish a realistic budget. However you decide to set your goals, short-term, intermediate-term or long-term, consistency will be the key to success. CompPsych Financial Connect can connect you with a certified financial planner that can help tailor your needs and offer you the right steps and resources to become financially successful. See the following page for more info or contact CompPsych at:

Call: 888-628-4809

TDD: 800.697.0353

Online: [guidanceresources.com](http://guidanceresources.com)

App: GuidanceResources® Now

Web ID:

## GuidanceResources®



## Setting Financial Goals

Having a road map for the future is the key to success, especially when it comes to finances. Goals provide focus as well as a tool to measure progress. They enhance productivity, bolster self-esteem and increase commitment, making you more likely to achieve what you set out to do.

### Your Goal in Setting Goals

- Writing your goals down prevents vague motivations and holds you to your task. What are you saving for: A car, a home, a vacation? When making your list, be specific, have measurable outcomes and specify completion dates.
- Make a list of obstacles that might stand in your way—emergency car repair, or an unexpected bill, for instance—then decide what you can do about each obstacle.
- List the benefits of achieving your goals: Be specific about what you expect to gain.
- Break your goals down into sub-goals, such as increasing savings by \$100 a month, to help mark your progress. Make sure each step is challenging but achievable.
- Set yourself up for success by being prepared and organized to achieve your plans. Create a budget and stick to it.
- Expect slipups and give yourself alternative strategies for success. Plan these strategies in advance so no spot decisions are required.

Don't forget to chart your progress. Seeing incremental improvements can boost motivation and help you make changes needed to continue your success.

### Practice Makes Perfect

The more steps you take toward accomplishing your goals, the easier it gets. Like muscles, will power and motivation get stronger with use. Just remember that everyone faces hardships. Don't let yours stand in the way of your goals.

## Here when you need us.

Call: 888-628-4809

TDD: 800.697.0353

Online: [guidanceresources.com](http://guidanceresources.com)

App: **GuidanceResources® Now**

Web ID: GALLAGHER