HUMAN RESOURCES

Certificated Employees

Compensation--Upgrading of Contracts

I. Salary upgrades for college credits and degrees earned from an accredited* college or university are available for employees on the teacher salary scale that require Virginia Department of Education (VDOE) or respective State Board licensure. Employees applying for a salary upgrade must submit to the Certification Office a salary upgrade form and an official or unofficial transcript of the course(s) work completed and/or degree awarded. Upgrade requests and documents shall be processed twice a year.

A. When documentation is received by September 30 the upgrade shall become effective the first semester of the contract year.

B. When documentation is received by January 31 the upgrade shall become effective February 1 of the second semester of the contract year.

C. No retroactive payment shall be made for upgrade information received in the Certification Office after the specified deadline.

II. Salary upgrades shall be available at the following increments:

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>Bachelor's degree plus 15 semester hour credits (BA+15)</td>
<td>Bachelor’s degree, plus 15 graduate or undergraduate semester credit hours and a current, valid Virginia teaching or State Board license (The 15 credit hours do not include courses that were used to meet the requirements of the bachelor’s degree)</td>
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<tr>
<td>Master's degree (MA)</td>
<td>Conferral of Master’s Degree and a current, valid Virginia teaching or State Board license</td>
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<tr>
<td>Master's degree plus 30 semester hour credits (MA+30)</td>
<td>Conferral of Master’s Degree, plus 30 graduate or undergraduate semester credit hours and a current, valid Virginia teaching or State Board license (The 30 credit hours do not include courses used to meet the requirements of the Bachelor’s or Master’s Degree).</td>
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<tr>
<td>Doctoral degree (includes Juris Doctorate)</td>
<td>Conferral of Doctoral Degree and a current, valid Virginia teaching or State Board license</td>
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To qualify for salary upgrades the following criteria must be met:

A. Course work reflecting semester credits or degrees earned must be from an accredited* institution.
B. Undergraduate or graduate hours used for receipt of the BA+15 or MA+30 supplement must have been earned after the degree was awarded or be supported by evidence that the courses were not used to meet the requirements of the bachelor’s or master’s degree.

III. New or current employees on the teacher scale eligible to receive salary upgrades resulting from degrees and course work completed pursuant to this regulation shall remain on the same step and grade. The new salary resulting from the upgrade shall be computed and prorated in accordance with Item I of this regulation.

* The term "accredited," as used herein, refers to a four-year institution of higher learning approved by the Virginia State Board of Education or, in the case of out-of-state institutions, by their own state boards of education and by recognized regional and national accrediting agencies. International school credits must be approved by the Virginia Board of Education.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.