HUMAN RESOURCES

Certificated Employees

Compensation--Upgrading of Contracts

I. Salary upgrades for college credits and degrees beyond the Bachelor’s earned at accredited colleges and universities are available to teachers. Individuals applying for a salary upgrade must submit to the Certification Office a salary upgrade form and an official or unofficial transcript of the course work verifying the request. Upgrade requests and documents shall be processed twice a year.

A. Documentation must be received by September 30 to become effective for the first semester of the contract year.

B. Documentation must be received by January 31 to become effective February 1 of the second semester of the contract year.

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

II. Salary upgrades shall be available at the Bachelor's +15, Master's, Master's +30, and Doctoral level. To qualify for salary upgrades the following criteria must be met:

A. The Master’s and Doctoral degree must be from an accredited* institution.

B. Courses used for upgrading to the BA+15 salary scale must be graduate level courses unless the coursework contributes to the attainment of an additional certification endorsement. In these cases, graduate or undergraduate level courses other than those used in a program leading toward an advanced degree in education may be used to upgrade salary to the BA+15. Coursework in a graduate program leading to an advanced degree in education shall be approved.

C. A teacher who earns a minimum of 30 semester hours of graduate credit from accredited* institutions beyond the requirements for the Master’s degree shall be eligible for the MA+30 supplement. Graduate hours used for receipt of the MA+30 supplement must be related to the teaching assignment, the acquisition of an additional endorsement, or for professional advancement in the field of education (administration, guidance, etc.). Graduate hours used for receipt of the MA+30 supplement must have been earned after the Master's degree was awarded or be supported by evidence that the courses were not used to meet the requirements of the Master's degree.

*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.
III. Courses which have been completed and for which salary scale credit are requested must be verified by official or unofficial transcripts or by written statement from an appropriate college official in the interim period between the completion of courses and the receipt of transcripts.

A. When the required information is received prior to the reporting date shown on the contract, the salary adjustment shall be effective for the full school year.

B. When the required information is received after the reporting date specified on the contract, but prior to October 1, the salary adjustment shall be retroactive to the first of the month in which the required information is received and shall be prorated accordingly.

C. When the required information is received between October 1 and January 31, salary adjustments shall be effective February 1 of the second semester of the current contract.

D. When the required information is received between February 1 and the reporting date for the ensuing contract year, salary adjustments shall be effective the first day of the new contract year.

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

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2017.