



# Placement and Advancement on the SJEA Salary Schedule

## Placement on the SJEA salary schedule is per years of certificated experience, education and credits

- Submission of the required documentation for certificated experience, education and credit/clock hours for salary schedule placement or advancement must be submitted to Human Resources (HR) by **October 15** of each year.
  - Employees hired after the first day of the school year must have college and experience credits on file with HR by October 15 or within thirty (30) days of hire, whichever is later.
- Upon proper submission and verification, this information will be used for placement on the salary schedule retroactively effective to the first day of the contract.
- Failure to meet such time line will cause the employee to lose consideration for such credits until the following school year.
- Advancement credits for movement on the salary schedule will be processed on the November pay checks at the latest and are retroactive to the beginning of the school year.
- Credits are recalculated after a master's degree is earned.
  - Total clock hours and credits post BA, minus 45 credits for MA program = MA + excess credits
- Certificated staff can view their updated salary placements in Employee Access under lane step history beginning in mid-November of each year (filter by effective date and increase number of records displayed if necessary)

## Education (Degree Level; Total Credits) is Lane Placement (moving down the salary schedule) Degrees

- Must be earned from an accredited institution of higher education.
- Eligible degrees must be conferred by October 15 of the current school year.
- Official transcripts sent directly to HR from institution registrars are required.
  - Electronic transcripts sent directly to HR from institution registrars are acceptable.

## Academic Credits

- Academic credits are earned after the awarding of the first bachelor's degree
- Academic credits are earned from an accredited institution of higher education
- Academic credits are earned for the requirements of the employee's next highest degree
- Eligible academic credits must be earned on or before October 15 of current school year
  - 1 Quarter credit = 1 credit, 1 Semester credit = 1.5 credits
- Official transcript sent directly to HR required from accredited institution granting the credits
- Certificates of completion, registration forms, grade reports, are not acceptable documentation

## Clock Hours and Other In-Service Credits

- 10 clock hours = 1 credit
- Must be earned in Washington State and be a minimum of 1 hour. Earned before 8/24/2020, classes must be a minimum of 3 hours
- Must be earned from an [OSPI-approved clock hours provider](#) or a state approved continuing education program
- Must be documented on either an approved in-service registration form or an in-service transcript.
- Approved clock hours forms can be emailed to [hmailbox@sjisd.org](mailto:hmailbox@sjisd.org) or mailed to HR via interoffice mail.
  - HR **does not** automatically receive clock hour transcripts forms from any clock hours provider.
  - If you have registered for and completed training through [pdEnroller](#), whether for a district-sponsored PD event or individually selected PD, the clock hours **will** automatically be uploaded to your OSPI EDS eCertification account for certificate renewal purposes, only.
- Employees should keep personal copies of all transcripts and clock hour forms.
- OSPI certificate renewal process, which can require proof of clock hours/credits earned, is separate from SJISD salary placement. Please review the OPSI website for certificate renewal requirements.

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## Professional Growth Plan (PGP) Clock Hours

- Individuals who complete the requirements of the annual Professional Growth Plan (PGP) to renew their professional certificate shall receive the equivalent of twenty-five (25) clock hours of continuing education credit hours.
- PGPs are annual with the school year: September to June = 25 clock hours per year.
  - 25 PGP clock hours = 2.5 credits toward salary placement
- PGPs must be submitted to HR via the [OSPI Form SPI 1128-8](#)

## Continuing Education Units (CEUs)

- CEUs from accredited colleges or universities, whether in-state or out-of-state, are accepted as clock hours.

## Professional Development Units (PDUs)

- PDUs and other non-credit bearing units from accredited colleges or universities, whether in-state or out-of-state, are accepted as clock hours.

## Educational Staff Associates (ESA): Continuing Education Units

- Occupational therapists, physical therapists, speech-language pathologist, and psychologists
- A certification of completion alone is valid for CEUs for ESAs
- ESA certificate and a state health professional license that requires continuing education may use a certificate of completion, letter, certificate of achievement, or professional development to document approved clock hours
- Educational Staff Associates may use Washington and out-of-state in-service credits

## STARS Hours

- Continuing education hours (STARS hours) from the Washington Department of Children, Youth & Families (DCYF) are accepted as clock hours.

## Educators with a Department of Health License

- All educators who hold specific Department of Health (DOH) licenses, not just ESAs can use hours that satisfy the DOH licensure requirements as clock hours for continuing education.

## National Boards: For candidates whose first component submission was prior to 2018:

- OSPI gives up to ninety (90) clock hours to National Board candidates and teachers.
- Forty-five (45) continuing education credit hours for completion of the assessment process as part of the National Board for Professional Teaching Standards certificate
- Upon achieving National Board for Professional Teaching Standards certification, an additional forty-five continuing education credit hours for a total of ninety continuing education credit hours per National Board
- OSPI form required: [Continuing Education Credit Hours \(Clock Hours\) National Board Assessment/Certification](#)

## National Boards: For candidates whose first component or renewal submission was in 2018 or later:

- OSPI gives up to 200 clock hours to National Board candidates and teachers. Clock hours are only available when directly requested by the candidate. [OSPI Form SPI 1128-8](#)

## Maximum Credits and or Clock Hours for Advancement on the Salary Schedule

- Credits and Clock Hours will not be added after the MA + 90 salary level has been reached
- Any documentation submitted above the MA + 90 level will be returned to the employee

## Placement and Advancement on the SJEA Salary Schedule

### Experience is Step Placement (moving across the salary schedule)

- Experience is calculated by the percentage of total hours worked per year
- Step placement is determined by the earned cumulative, calculated FTE
- Only earned experience qualifies; current year is added for the following school year
- Steps are rounded to whole numbers (3.44 FTE to step 3 and 3.45 FTE to step 4)
- SJISD Verification of Experience form required for each former District/Local Education Agency
- Verification of Experience forms submitted by the employee to SJISD will not be considered valid
- The position **must** have required a professional education certificate as a condition of employment. The employee also must have held a valid certificate or permit
- No more than one year of experience may be accumulated in any traditional nine-month school year or any 12-month period
- Annual SJISD experience is added in July