



TEACHER CHANGE OF PAY STATUS REQUEST FORM

Name \_\_\_\_\_ Employee # \_\_\_\_\_
School(s) \_\_\_\_\_ Position(s) \_\_\_\_\_
Date \_\_\_\_\_ Pay Lane Requested \_\_\_\_\_

Courses may be:

- College or University credit from an accredited institution (North Central or equivalent), applicable or related to teaching area or district goals, and satisfactorily completed, AND/OR
BVSD programs or courses identified as "for salary credit" and satisfactorily completed.

Please note:

- It is the employee's responsibility to initiate requests for horizontal increases.
Quarter hours are converted to semester hours by two-thirds. (quarter hour X 2/3 = semester hour)
Request must be accompanied by proof of successful completion - grade slips and unofficial transcripts are acceptable provided official transcripts are submitted within 60 days.
Requests submitted between June 1 and October 15 will take effect in November and be retroactive to the beginning of the current work year.
Requests submitted between October 16 and May 31 will take effect the first work day of the following month.

List credits earned since last horizontal movement below:

Table with 5 columns: Institution or BVSD, Class Title & Number, Date Earned, Credit Hours Sem., Qtr.

Submit request form and proof of successful completion to Human Resources, 6500 E. Arapahoe, Boulder, CO 80303. The Change of Pay Status section (E-47) of the most recent Teachers' Agreement is attached for your information. Questions may be directed to Carolyn at carolyn.schott@bvsd.org or 303.447.5140.

FOR HRD USE ONLY:

Approved \_\_\_\_\_
New Pay Lane \_\_\_\_\_ Step \_\_\_\_\_ FTE \_\_\_\_\_ Job Code(s) \_\_\_\_\_ New Monthly Gross \_\_\_\_\_
Denied \_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_

## 2006-08 BVEA NEGOTIATED AGREEMENT

### CHANGE OF PAY STATUS

- E-47 College or university credit earned after January 1, 1980, to be used for horizontal movement on the salary schedule shall be earned at an approved institution (North Central or equivalent) of higher learning and such course(s) must be applicable to the employee's teaching or related educational fields.
- E-47.1 It shall be the employee's responsibility to initiate a request for horizontal increases in salary due to additional hours of training credit. Requests shall be made to the Human Resources Division on a change of pay status request form which can be obtained from the school office or the Human Resources Division. Course grade slips shall be accepted as verification of the successful completion of course work and must accompany the request, provided official transcripts are submitted to the Human Resources Division no later than 60 days following the submission of the course grade slip.
- E-47.2 Requests for salary increase for additional credit submitted to the Human Resources Division between June 1 and October 15 each year will be paid in the November paycheck retroactive to the beginning of the current work year. Requests submitted to the Human Resources division between October 16 and May 31 will be effective the first work day of the month following submission and reflected in that month's paycheck.
- E-47.3 Academic credit on the employee salary schedule shall be granted for successful completion of District programs or courses that have been identified as qualifying for credit by the District's administration.
- E-47.4 Hours of credit earned after an employee has earned a BA degree, but before an MA degree is earned, cannot be applied to the MA columns. Only hours earned after the employee has earned the MA degree can be used for horizontal movement beyond the BA+48 or M column.