

## Salary Accreditation Committee Guidelines

BEA committee members and Human Resources personnel meet monthly during the school year to review credits submitted by teachers for advancement on the salary scale. Meetings are usually held the second or third Wednesday of each month at the Human Resources Office at Central.

In order to receive a pay raise, you must hand deliver your documentation a week in advance to Human Resources. On the white card in your personnel file, please write the course names, credit granting institution, grade, date course(s) or date degree completed. If you do not write the necessary information on the white card, your request for review will not be considered. For Masters plus 45 and Masters plus 60 credits, this information may be written on the form supplied by Human Resources. Documentation must show that courses were taken for graduate level credit. However undergraduate courses in foreign languages, computers, and aviation will be accepted for advancement on the salary scale. Some undergraduate vocational education or occupational education courses may be accepted for salary advancement—consult your BEA Committee Rep. Some NEA (National Endowment for the Arts) courses may be accepted for graduate credit on a case by case basis with prior approval required by the Committee.

The following will be accepted as proof of completion of courses:

- Copy of an official transcript from accredited colleges or universities (legible copies, please)
- Copy of grade report (institution, grade, course name, date completed)
- Official letter(s) stating that all requirements for the course or degree have been completed (including grade, course name, name of institution, date completed)
- Copy of Masters degree diploma, with transcript to be submitted as soon as available
- Copy of grade report(s) for Plymouth County Education Association (PCEA) courses or Norfolk County Teachers Association (NCTA) courses taken for PCEA or NCTA credit. A **maximum of thirty** PCEA or NCTA credits will be applied for advancement on the salary scale
- Brockton increment credits (for courses such as Project Read or in-service courses)
- Internet transcripts-grade, credits, course name, date (college letterhead and seal must be present)

***The above criteria apply for lateral movement on the salary scale for Bachelor plus 15 through Masters plus 30.***

For movement to **Masters plus 45 and Masters plus 60** on the salary schedule:

***\*\*\*Only courses taken for graduate credit from accredited colleges or universities that are within an area of certification granted by the Mass. Dept. of Education will be accepted.***

Courses taken for PCEA or NCTA credit only **will not be accepted** for Masters plus 45 and 60 placement.

Please note: You can't apply credits for graduate courses completed *prior* to the date that your Masters Degree was granted for advancement to Masters plus 15, Masters plus 30 and Masters plus 45 and 60.

For Nurses who are placed on the RN scale (without a Bachelors degree), up to 90 continuing education hours to equal a maximum of nine credits may be applied towards the RN plus 30 increment.

In September of each academic year, all approved credits requiring a salary change will result in an effective date of September 1 of that year, as long as you have submitted your request and documentation prior to the September meeting(s) of the Salary Committee. During the remainder of the year, approved salary increases will be effective on the date of the next pay period following the regularly scheduled committee meeting.

If you are denied a pay raise, you will receive a letter stating the reason. Please send a note to HR (rather than calling) requesting a review of your file if you aren't satisfied with the reason given for denial. You will receive a response to your questions. Call the BEA office @ 508 588-2440 if problems persist.