

Denver Public Schools
DEPARTMENT OF HUMAN RESOURCES
900 GRANT STREET / DENVER, CO 80203
TEL 720-423-3900
FAX 720-423-3569
WEB www.dpsk12.org



**REGULATIONS PERTAINING TO SALARY PLACEMENT FOR DCTA EMPLOYEES ON THE
TRADITIONAL SALARY SCHEDULE**

The following regulations are established in order to ensure an equitable and objective treatment of prior experience and education earned by all DCTA licensed and authorized employees under the DCTA bargaining unit category. It is recognized that the district retains the right and authority necessary to interpret, administer, modify, suspend or eliminate this policy as it deems necessary.

2009-2010 Traditional Salary Schedule

Step	BA	BA+30	BA+60/MA	MA+30	MA+60	Doctorate
1	\$37,551	\$37,827	\$38,101	\$41,206	\$41,973	\$44,610
2	\$37,833	\$38,188	\$38,543	\$41,569	\$43,993	\$46,749
3	\$37,938	\$38,431	\$40,076	\$42,924	\$45,783	\$48,664
4	\$38,131	\$38,639	\$41,573	\$44,558	\$47,543	\$50,541
5	\$38,477	\$40,244	\$43,340	\$46,434	\$49,547	\$52,676
6	\$38,709	\$41,953	\$45,182	\$48,396	\$51,637	\$54,917
7	\$40,341	\$43,733	\$47,078	\$50,471	\$53,822	\$57,276
8	\$42,040	\$45,548	\$49,072	\$52,614	\$56,119	\$59,733
9	\$43,799	\$47,503	\$51,164	\$54,854	\$58,575	\$62,301
10	\$45,660	\$49,521	\$53,370	\$57,226	\$61,067	\$64,983
11	\$47,588	\$51,593	\$55,628	\$59,630	\$63,689	\$67,788
12	\$49,618	\$53,798	\$58,020	\$62,250	\$66,436	\$70,706
13	\$52,154	\$56,552	\$61,100	\$65,349	\$69,770	\$74,218

All new teachers or teachers returning to the bargaining unit will be required to enter the Professional Compensation System for Teachers (ProComp) upon their entry into DCTA. This document only relates to current DPS teachers who have not opted into ProComp.



Education

Movement on the teacher's salary schedule as a result of completing additional hours or obtaining an additional degree occurs twice a year, effective January 1st or June 1st of each year. To request a salary advance, a contracted teacher must:

1. Complete an [Employee Information Change Form \[doc\]](#) available on the DPS HR website.
2. Attach original transcript(s) to the Information Change Form.
3. If the advancement requested is for completing a degree, the transcript must state that the degree has been conferred. The teacher is responsible for ensuring that the transcript shows the date the degree was conferred. The conferral date of the degree must reflect a date prior to January 1 or reflect a date prior to June 1 for the movement on the teacher's salary schedule to be effective January 1 or June 1 respectively.
4. If the teacher is completing coursework that will result in salary advancement on the teacher's salary schedule, coursework must be completed prior to January 1 or completed prior to June 1 to receive movement on the salary schedule effective January 1 or June 1 respectively.
5. The completed Information Change Form and transcript(s) must be sent to the Payroll and Business Services Center or delivered to the HR.Connect office by January 30th or June 30th.
 - The Payroll and Business Service Center address is 900 Grant Street, Room 406, Denver, CO 80203
 - The HR.Connect office is located in Room 105, 900 Grant Street.

Courses that are evaluated for salary increments are counted in the field in which the college classifies them on the transcript. To qualify for salary increments, graduate or undergraduate credit programs must be from a college or university that is regionally accredited.

Approved graduate or undergraduate credit from an accredited four-year degree-granting institution as limited by the paragraph above includes (1) any college course that is related to an advanced degree and designated as graduate credit by an accredited college (2) any college course resulting in undergraduate credit from an accredited four-year degree-granting institution. Approval is granted only through the HR and Payroll & Business Services.

DPS approved in-service credits may be substituted for the current Graduate Credit requirement for advancement. All DPS In-service that can be used for salary increment will meet the DPS in-service approval standards and will be at least 15 contact hours in length. They must:

- a) Relate to one or more of the District goals: set high expectations for students, parents, teachers, principals, and all other staff of DPS and the community it serves, improve the performance of all students, and close the gap between better and poorer performing students.

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- b) Improve professional practice in the teacher's current or contemplated teaching assignment.
- c) Must be outside the school day and must be pre-approved by Leadership Development.
- d) If a teacher is paid by the district to attend the class, then salary advancement cannot be requested in addition.
- e) DPS Staff Development that occurs during the school day and is not to be used for salary advancement credits may be used for licensure recertification credits.

Movement to the BA + 30 lane

Note: Credit must be earned after approval for BA degree, not concurrently

When teachers obtain 30 semester hours of approved graduate or undergraduate credit beyond their BA degree, they will be placed on the BA Degree plus 30 semester hours salary schedule on their current step. Movement to BA plus 30-salary schedule can occur twice per year in January and June or per negotiated agreement between the District and the DCTA. Paperwork must be submitted to Payroll and Business Services no later than January 30th and June 30th respectively, based on the current negotiated agreement with the DCTA. Teachers shall advance on the salary schedule by regular increments to the established maximum for the BA plus 30 semester hours-salary schedule.

Movement to the BA + 60 / MA Lane

Note: Credit must be earned after approval for BA degree, not concurrently

When teachers have an approved BA Degree plus 30 semester hours and complete an approved additional 30 semester hours of graduate or undergraduate credit from an accredited college or university, they shall be placed on the BA Degree plus 60 semester hours salary schedule on their current step. Movement to BA plus 60-salary schedule can occur twice per year in January and June or per negotiated agreement between the District and the DCTA. Paperwork must be submitted to Payroll and Business Services no later than January 30th and June 30th respectively, based on current negotiated agreement with the DCTA. Teachers shall advance on the salary schedule by regular increments to the established maximum for the BA plus 60-semester hours salary schedule.

Movement to the MA Lane

When teachers receive an approved MA Degree from an accredited graduate institution, they shall be placed on the MA Degree salary schedule on their current step. (Certain MA degrees may not be accepted for MA credit). Movement to the MA Degree salary schedule can occur twice per year in January and June or per negotiated agreement between the District and the DCTA. Paperwork must be submitted to the Payroll and Business Services department no later than January 30th and June 30th respectively, based on current negotiated agreement with the DCTA. Teachers shall advance on the salary schedule by regular increments to the established maximum for the MA Degree salary schedule. Please be aware of the number of hours required for the MA Degree varies by university.

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In some cases the MA Degree can be conferred at the completion of 30 semester hours. Other MA degree programs may require completion of 60 semester hours.

Movement to the MA + 30 Lane

Note: Credits must be earned after an approved MA degree, not concurrently.

When teachers have an approved MA Degree and complete an additional 30 semester hours of credit from an accredited graduate institution, they shall be placed on the MA Degree plus 30 semester hours salary schedule on their current step. Movement to MA Degree plus 30 salary schedule can occur twice per year in January and June or per negotiated agreement between the District and the DCTA. Paperwork must be submitted to the Payroll and Business Services department no later than January 30th and June 30th respectively, based on current negotiated agreement with the DCTA. Teachers shall advance on the salary schedule by regular increments to the established maximum for the MA Degree plus 30-salary schedule. The additional 30 semester hours for MA degree plus 30 semester hours must be at the graduate level. No substitution of undergraduate credit will be made where graduate-level courses are required.

Movement to the MA + 60 Lane

Note: Credits must be earned after an approved MA degree, not concurrently.

When teachers have an approved MA Degree plus 30 semester hours and complete an additional approved 30 semester hours of work from an accredited graduate institution, they shall be placed on the MA Degree plus 60 semester hours salary schedule on their current step. Movement to MA Degree plus 60 semester hours salary schedule can occur twice per year in January and June or per negotiated agreement between the District and the DCTA. Paperwork must be submitted to Payroll and Business Services no later than January 30th and June 30th respectively, based on current negotiated agreement with the DCTA. Teachers shall advance on the salary schedule by regular increments to the established maximum for the MA Degree plus 60 semester hours salary schedule. The additional 30 semester hours for MA degree plus 60 semester hours must be at the graduate level. No substitution of undergraduate credit will be made where graduate-level courses are required.

Movement to the Doctorate Lane

When teachers receive an approved Doctorate Degree from an accredited graduate institution, they shall be placed on the Doctorate salary schedule on their current step. A DOCTORATE IN THEOLOGY OR JURIS DOCTORATE ARE NOT APPROVED DEGREES. Movement to Doctorate salary schedule can occur twice per year in January and June or per negotiated agreement between the District and the DCTA. Paperwork must be submitted to Payroll and Business Services no later than January 30th and June 30th respectively, based on current negotiated agreement with the

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DCTA. Teachers shall advance on the salary schedule by regular increments to the established maximum for Doctorate salary schedule.

National Board Certification

When teachers obtain National Board Certification, their salary will be adjusted appropriately as per the DCTA agreement. Please submit the Employee Information Change Form along with a copy of your National Board Certification to Payroll & Business Services. The effective date for the salary increase will be retro to the date the teacher passed the National Board exam.

Longevity

Longevity is counted from the time a teacher starts as a full-time contracted licensed teacher with the district. Less than full-time contracts of .5 to .74 are counted as a half year. Contract years of .75 to 1.0 are counted as a full year. Contract years below .5 are not counted towards longevity. Time on an unpaid leave does not count towards longevity.

Reappointment after Resignation

Teachers/Student Services Professionals reappointed to teaching positions/assignments after resignation shall be employed with probationary status and will be required to enter ProComp upon their return.

Teachers on Alternative Licenses

Teachers participating in qualified alternative licensure programs shall receive an annual salary of 5% of index less than the entry salary. When a teacher participating in the qualified alternative licensure successfully completes the program, the teacher shall receive a salary increase of 5% of the index.

For questions regarding a particular specialized area, please contact Human Resources (720-423-3900) or Payroll & Business Services (720-423-3450).

Unless stated otherwise in this document, the term teacher also applies to Student Services Providers.