

Dobbs Ferry Union Free School District

Administrative Regulation AR441

Procedure for Granting Credits for Payroll Change and Reimbursement for Completed Graduate Courses

1. A request to take courses for credit must be completed on Frontline Professional Growth (formerly My Learning Plan) and approved by the principal, assistant superintendent for curriculum, instruction and equity, and the superintendent prior to registration.
2. For reimbursement of graduate credit, a purchase order must be in place before completion of the course. Please notify your building's office assistant to create a purchase order. Please notify the business office at ext. 3025 that you anticipate completion of coursework for reimbursement.
3. Upon completion of a graduate course, an official transcript must be forwarded to the personnel office. **Exhibit A – Request for Reimbursement of Credit** must be completed before reimbursement for the graduate course can be processed. Signatures of the teacher, personnel assistant and superintendent are required on this form before the business office can make payment.
4. There is no reimbursement for in-service courses. Upon completion of the **Request for Reimbursement of Credit** form and attachment of supporting documents as outlined in the checklist on the form, teachers will receive \$25 per graduate credit providing that:
 - Prior approval of the Superintendent.
 - Courses are at a NYS accredited college or university.
 - The teacher is matriculated in a program leading to a degree or certification.
5. Teachers seeking payroll lane changes for salary advancement must complete **Exhibit B – Request for Payroll Change**. This form should be submitted in hard copy to the personnel office with the teacher's signature. Upon submission, official transcripts and/or course completion certificates must be attached.
6. When teachers are eligible for moves, they must notify the personnel office by August 25 for the change to take effect in the first half of the school year. For a step move in the second half of the school year, notification must be given to the Personnel Office by January 25.*
7. The personnel office will retain the paperwork submitted for lane changes or graduate credit reimbursement in the teacher's personnel file.
8. All forms can be obtained from the personnel office or under the human resources section of the district website.

* Teachers submitting requests after August 25 will receive the payroll change the second half of the school year retroactive to the beginning of the first semester. Teachers submitting requests after January 25 will have their final paycheck in June adjusted to reflect the payroll change retroactive to the first day of the second semester.

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In-service/Graduate Credit Course Eligibility and Salary Advancement Guidelines

In order for coursework, both graduate and in-service, to be eligible to be applied toward salary advancement it must be submitted for approval through Professional Growth (formerly My Learning Plan) at least **three weeks** prior to the start of the course and adhere to the guidelines outlined below.

Philosophically, the salary credit process is not a “race” nor something to be accomplished in order to get to the final lane. As the objective is to address **identified district goals** and needs that change over time, the awarding of salary credit should take place over a career. The approval of graduate/in-service credit for salary advancement is limited to six (6) credits per semester. There is no limit to the number of credits earned during the summer, commencing July 1 - August 31. The fall semester (the first semester) begins September 1 through January 31. The spring semester (the second semester) begins February 1 through June 30. No more than 15 credits will be approved in a calendar (12 month) year.

What kind of courses can I take?

When deciding which courses will be approved, there are some that are looked upon more favorably than others. Courses that allow a teacher to obtain additional certification that the administration approves are encouraged, for example: a foreign language teacher obtaining a certification in another language, a chemistry teacher obtaining certification in biology, or a special education teacher obtaining content area certification. Grade level extensions are also encouraged.

In order for courses to be considered for salary advancement they must be offered through an accredited institution of higher learning, a NYSED Supported Teacher Center, or other provider with an ongoing established relationship with an accredited college or university. Course providers should not differentiate between on-line and on-site courses in terms of level of work, assessments, course credit or fees.

When registering for courses offered by Professional Development Institute (PDI) or other providers that offer “flex” or flexible start and end dates for coursework, please make sure the start and end dates conform to the semester limits set forth above. These dates should be entered in Frontline Professional Growth when submitting for approval.

Courses must offer a learning experience filled with academic rigor and a great deal of interaction. A course resulting in one (1) in-service credit should represent a minimum of 15 hours of work and be equivalent to a 1-credit graduate class. A course resulting in three (3) in-service credits should represent a minimum of 45 hours of work and be equivalent to a 3-credit graduate class. Teachers should be prepared to present evidence and documentation of all work completed if requested. With the exception of district sponsored in-service opportunities, credits may only be earned in whole increments. Fractional parts will not be allowed. For example: a

course resulting in 3.3 credits in the eyes of the provider may only be used as 3 credits for the purpose of salary advancement.

From time to time the district will review the work/time requirements related to courses offered by specific providers and may decide to no longer approve courses they offer.

Course Eligibility

High quality professional development courses that earn graduate or in-service credit to be applied toward salary advancement have the following characteristics:

- They are rigorous and relevant in terms of content and instructional strategies
- They are consistent with the District's Strategic Plan and areas of focus
- They are directly tied to your specific content area or area of instruction
- They support changes in instruction that will impact student learning
- They have high expectations of the learner
- There are activities, projects, and/or work products that demonstrate the practical application of learning. Assignments should go beyond reading an article, answering questions, or writing a short paper. Teachers may be asked to provide evidence of classroom application of learning prior to salary advancement.
- There is interaction with the instructor and other learners, i.e., a user's group, discussion board
- The course outline must include measurable objectives
- The course requires the development of a product (lesson plans, curriculum unit, or assessments are examples) applicable to teaching assignments. The district may require a copy of the product be submitted prior to the awarding of credit.

A course may not be approved that:

- Is similar to courses you have already taken unless the proposed course represents new developments in the field
- Focuses on expected basic core competencies given a teachers' current role
- Conferences or workshops not equivalent to an in-service credit or graduate course
- Duplicates training and learning experiences offered in district (e.g. Google Apps)
- Is not submitted for approval in Professional Growth at least **three weeks** prior to the start of the course - do not register or pay for a course prior to receiving approval
- Is submitted in Professional Growth with **errors and/or omissions**.

Salary Lane Changes

Salary lane change is contingent upon ALL of the following procedures being completed for each course:

1. A Request for Course Approval must have been completed through Professional Growth at least **three weeks** prior to the start of the course to determine the relevance of the course based on the teacher's current assignment and professional development goals.
2. Approval by the building principal, assistant superintendent for instruction and the superintendent of schools must have been received.
3. Per the DFUT Contract: When teachers are eligible for a lane change, they must notify the Personnel Office (upon verification of course completion with a passing grade and submission of the district form **Request for Payroll Change - Exhibit B** by August 25 for the change to take effect the first semester of the school year and by January 25 for the change to take effect in the second semester of the school year. Teachers submitting requests after August 25 will receive the payroll change on February 1st and retroactive to the beginning of the first semester. Teachers submitting requests after January 25 will have their final paycheck in June adjusted to reflect the payroll change retroactive to the first day of the second semester.
4. Hard copies of all paperwork should be submitted at once including the lane change request form and supporting documents. The Personnel office will no longer print out certificates, course completion forms and supporting materials.

DOBBS FERRY UNION FREE SCHOOL DISTRICT**REQUEST FOR REIMBURSEMENT FOR CREDIT**

NAME _____ DATE _____

SCHOOL: ELEMENTARY _____ MIDDLE _____ HIGH _____

CHECKLIST – PLEASE INCLUDE THE FOLLOWING DOCUMENTS:

1. Approved course request form from Professional Growth signed by building principal, assistant superintendent, and superintendent;
2. Official transcript;
3. Copy of receipt or cancelled check for payment of course;
4. Receiving copy of purchase order.

PLEASE LIST BELOW THE COURSES TAKEN

COURSE NO.	COURSE NAME	INSTITUTION	# OF CREDITS

Cost Per Course(s) Taken \$ _____

Total # of Credits _____

Purchase Order # _____

Amount to be reimbursed \$ _____

TEACHER'S SIGNATURE _____ DATE: _____

CREDENTIAL VERIFICATION _____ DATE: _____
Personnel AssistantSUPERINTENDENT SIGNATURE _____ DATE: _____
Superintendent of Schools

SUBMITTED FOR PAYMENT ON _____

DOBBS FERRY UNION FREE SCHOOL DISTRICT

REQUEST FOR PAYROLL CHANGE

PLEASE PROCESS A PAYROLL CHANGE FOR:

NAME _____ DATE _____

SCHOOL: ELEMENTARY _____ MIDDLE _____ HIGH _____

CIRCLE PREVIOUS SALARY LOCATION:

BA MA MA +15 MA +30 MA +45 MA +60

CIRCLE NEW SALARY LOCATION:

MA MA +15 MA +30 MA +45 MA +60 MA +75/PhD

REASON FOR CHANGE – COURSES TAKEN

COURSE NO.	COURSE NAME	INSTITUTION	# OF CREDITS

TEACHER'S SIGNATURE _____ DATE: _____

CREDENTIAL VERIFICATION _____ DATE: _____
Personnel AssistantSUPERINTENDENT SIGNATURE _____ DATE: _____
Superintendent of Schools

SUBMITTED TO BUSINESS OFFICE ON _____

Payroll changes are only made in September and February. This form must be submitted to the Personnel Assistant no later than January 25 and August 25. It is the responsibility of the employee to arrange for an official transcript to be sent from the college or university awarding credit in advance of these dates.

Teachers submitting requests after August 25 will receive the payroll change the second half of the school year retroactive to the beginning of the first semester. Teachers submitting requests after January 25 will have their final paycheck in June adjusted to reflect the payroll change retroactive to the first day of the second semester.