



## **Inservice/Graduate Credit Course Eligibility and Salary Advancement Guidelines**

In order for coursework, both graduate and inservice, 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/ inservice credit for salary advancement is limited to 6 credits per semester. No more than 15 credits will be approved in a calendar (12 month) year so plan accordingly. Please note, teachers new to the district are not permitted to accumulate inservice credits during the first two years of their probationary period. (Graduate credits earned toward the completion of a Masters Degree program are permitted.)

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 living environment certification, or a special ed 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.

Courses must offer a learning experience filled with academic rigor and a great deal of interaction. A course resulting in one (1) inservice credit being awarded should represent a minimum of 15 hours of work and be equivalent to a 1-credit graduate class. A course resulting

in three (3) inservice 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 inservice 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. Prior approval should be obtained before registering for courses. Approval requests should be submitted through Professional Growth at least three weeks prior to the start of the course.

## 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 assignment. (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
- Are conferences or workshops that are not equivalent to an in-service credit or graduate course
- Duplicates training and learning experiences offered in district (i.e. 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 appropriate District form, **Request for Payroll Change**) by August 25 for the change to take effect the first half of the school year and by January 25 for the change to take effect in the second half of the school year. 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.

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

Administrative Regulation

AR441

Procedure for Granting Credits for Payroll Change and  
Reimbursement for Completed 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 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 the Business Office at Ext. 3025 that you anticipate completion of the course.
3. Upon completion of a course, an official transcript must be forwarded to the Personnel Office. Exhibit A (copy attached) must be completed before reimbursement for the graduate course can be processed, if applicable. Signatures of the teacher, Personnel Office and Superintendent are required on this form before the business office can make payment.
4. Teachers employed prior to September 1, 1986 will be reimbursed one-half ( ½ ) payment for completed courses.
5. For all other teachers, there will be no reimbursement for in-service courses. Teachers will receive \$25 per graduate credit providing (Exhibit A must be completed to receive reimbursement):
  - 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.
6. The Personnel Office will retain the paperwork submitted for lane changes or graduate credit reimbursement in the teacher's personnel file.
7. Exhibit B (copy attached) must be completed for a teacher to advance from one salary lane to the next.
8. When teachers are eligible for moves, they must notify the Personnel Office by August 25 for the change to take effective 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.\*
9. All forms can be obtained from the Personnel Office or under the Staff 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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## 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 for Curriculum and Instruction, 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
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Cost Per Course(s) Taken \$ \_\_\_\_\_

Total # of Credits \_\_\_\_\_

Purchase Order # \_\_\_\_\_

Amount to be reimbursed \$ \_\_\_\_\_

TEACHER'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

CREDENTIAL VERIFICATION \_\_\_\_\_ DATE: \_\_\_\_\_  
Personnel SecretarySUPERINTENDENT 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	BA	MA	MA	MA	MA	MA	MA	MA	MA	MA
	30		10	15	20	30	40	45	50	60

**CIRCLE NEW SALARY LOCATION:**

BA		MA		MA		MA		MA		MA	PHD
				15		30		45		60	

**REASON FOR CHANGE – COURSES TAKEN**

<b>COURSE NO.</b>	<b>COURSE NAME</b>	<b>INSTITUTION</b>	<b># OF CREDITS</b>
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**TEACHER'S SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_**CREDENTIAL VERIFICATION** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Personnel Secretary**SUPERINTENDENT 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 Secretary 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.

9/26/19

