



## **REGULATIONS PERTAINING TO INITIAL SALARY PLACEMENT FOR DCTA EMPLOYEES IN PROCOMP**

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.

### **General Requirements – Teachers**

Teachers are responsible for providing to the district's Human Resources Department information that may affect their position on the salary schedule. The [DCTA salary matrix](#) is used for initial salary placement. All increases after the initial placement on the salary matrix are through [ProComp](#) (Professional Compensation System for Teachers). All new teachers and teachers returning to the bargaining unit will be required to enter ProComp.

Initial salary placement will be set using the teacher's education level and past teaching experience. Teachers must submit two pieces of information to Human Resources within 30 days of their orientation date in order to be used for initial salary placement. Forms received after the deadline will not be considered for salary placement. First, they must submit a Teaching Verification Form to receive credit for teaching experience outside of Denver Public Schools. Second, they must submit official transcripts from each University and College attended in order to receive appropriate credit for their education level.

### **Teaching Experience**

- Denver Public Schools will count 10 years of consecutive full-time teaching experience within the last 10 years.
- A full year of teaching is defined as at least 119 work days.
- Full-time is defined as at least 0.5FTE (1/2 time) or more
- All experience must be completed after the conferral of the teachers BA degree in order to be used for salary.
- Teachers will receive one step for each year of full-time contract teaching experience with another school district, up to a maximum of ten years of experience within the most recent ten years.
- For example, a teacher who submits forms verifying 8 years of qualifying experience will be placed on Step 9 upon hire.
- The [Verification of Employment - School District Experience](#) form must be submitted to HR to verify teaching experience.



### **Education**

- Transcripts must be original and received by Human Resources within 30 days of orientation.
- To qualify for salary increments, graduate or undergraduate credit programs must be from a college or university that is regionally accredited.
- HR will identify the highest degree conferred to determine the starting point on the salary matrix.
- Credit hours earned after the conferral date of the highest degree will be counted to determine column placement.
- All credit hours will be counted in semester hours. Classes completed in quarter hours will be converted to semester hours ( $2/3$  multiplied by the number of quarter hours = semester hours)
- If the teacher has more than 1 MA degree, they will be placed on the MA column and awarded the ProComp additional degree incentive - 9% of the index (BA/Step 1) for their additional MA degree. Credit hours earned after the conferral date of the latest MA degree will be counted to determine if teacher qualifies for MA + 30 or MA + 60.
- DPS does not award credit for a JD degree or a Doctorate of Theology.
- Junior College or Community College credit hours do not apply towards initial salary placement.

### **Alternative Licensure**

- Teachers participating in qualified alternative licensure programs will have their salary set as explained above.
- Teachers participating in qualified alternative licensure programs who are considered highly qualified through NCLB, shall be eligible to receive increases in the ProComp.
- Effective 9/1/10, teachers who are participants of alternative route programs that have been approved by the DPS Waiver Oversight Committee as high quality preparation programs committed to achieving student outcomes and meeting district hiring needs, are exempt from the 5% salary deduction. These programs currently are Denver Teaching Fellows (DTF), Teach for America (TFA), and Denver Teacher Residency (DTR).
- For teachers participating in an alternative licensure program that has not been approved by the DPS Waiver Oversight Committee, there will be 5% of the index (BA/Step 1) deducted from their base salary while in the alternative program.
- Teachers who receive the 5% deduction in their salary will be eligible for a 5% of the index raise upon successful completion of the alternative licensure program and full licensure in Colorado.



- Human Resources and the DPS Waiver Oversight Committee retain the right and authority to interpret, administer, modify, suspend or eliminate this policy as it deems necessary.

### **General Requirements – School Nurses**

School Nurses will have their salary set according to rules for teachers unless otherwise noted. The following regulations are specific to the DCTA School Nurse position.

- Nurses are required to hold a BS in Nursing from an accredited university or college.
- Nurses may submit either school nurse experience or like-work experience within the last 10 years for salary placement. For experience outside of school nursing, the [Verification of Employment - Non-School District Experience](#) form must be submitted to HR.

### **General Requirements – Social Workers**

Social Workers will have their salary set according to the rules for teachers unless otherwise noted. The following regulations are specific to the DCTA Social Worker position.

- Social Workers are required to have a Masters Degree in Social Work from an accredited graduate school.
- Social Workers with an approved MSW will be automatically placed on the MA + 30 lane on the salary schedule.
- Credit hours earned after the conferral of the MSW will be counted to determine if 30 or more semester credits have been earned. If so, placement will be on the MA + 60 lane.
- Social Workers may submit either school social work experience or like-work experience within the last 10 years for salary placement. For experience outside of school social work, the [Verification of Employment - Non-School District Experience](#) form must be submitted to HR.

### **General Requirements – Psychologists**

Psychologists will have their salary set according to the rules for teachers unless otherwise noted. The following regulations are specific to the DCTA Psychologist position.

- Psychologists are required to have a Masters Degree in Psychology or the equivalent Specialist in Psychology degree from an accredited graduate school.
- Psychologists with an approved master's degree will be automatically placed on the MA + 30 lane on the salary schedule.
- Credit hours earned after the conferral of the MA will be counted to determine if 30 or more semester credits have been earned. If so, placement will be on the MA + 60 lane.



- Psychologists may submit either school psychologist experience or like-work experience within the last 10 years for salary placement. For experience outside of a school psychology, the [Verification of Employment - Non-School District Experience](#) form must be submitted to HR.

### **General Requirements – Speech Language Pathologists**

Speech Language Pathologists will have their salary set according to the rules for teachers unless otherwise noted. The following regulations are specific to the DCTA Speech Language Pathologist position.

- Speech Language Pathologists are required to have a Masters Degree in Speech Language or Communication Disorders from an accredited graduate school.
- Speech Language Pathologists with an approved master's degree will be automatically placed on the MA + 30 lane on the salary schedule.
- Credit hours earned after the conferral of the MA will be counted to determine if 30 or more semester credits have been earned. If so, placement will be on the MA + 60 lane.
- Speech Language Pathologists may submit either school speech language experience or like-work experience within the last 10 years for salary placement. For experience outside of school speech language, the [Verification of Employment - Non-School District Experience](#) form must be submitted to HR.

### **General Requirements – Occupational Therapists or Physical Therapists (OT/PT)**

OT/PT's will have their salary set according to the rules for teachers unless otherwise noted. The following regulations are specific to the DCTA Occupational Therapy or Physical Therapy position.

- OT/PT's are required to have a Masters Degree in Occupational Therapy or Physical Therapy from an accredited graduate school.
- OT/PT's with an approved master's degree will be automatically placed on the MA + 30 lane on the salary schedule.
- Credit hours earned after the conferral of the MA will be counted to determine if 30 or more semester credits have been earned. If so, placement will be on the MA + 60 lane.
- OT/PT's may submit either school social work experience or like-work experience within the last 10 years for salary placement. For experience outside of school OT/PT, the [Verification of Employment - Non-School District Experience](#) form must be submitted to HR.

### **Reappointment after Resignation**

# Denver Public Schools

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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.

**For questions regarding a particular specialized area or for clarification questions, please contact Human Resources.**

**Unless otherwise stated, the term teacher also applies to Special Service Providers (nurses, social workers, psychologists, speech language pathologists, and OT/PT's).**