

CHIMACUM SCHOOL DISTRICT HUMAN RESOURCES
Key Points for Certificated Employees Regarding
Salary Placement, Transcripts, Credits, Clock Hours, Certificates, Contracts

SALARY PLACEMENT

- Salary placement is based on the number of credits and clock hours earned after the awarding of the first Bachelor's degree as well as the number of verified certificated years of experience.
- Salary advancement adjustments are made once a year in September. Coursework must be completed by **August 31st**. Official transcripts must be received in the Human Resources Office no later than **September 10th** in order to advance on the salary schedule for the current year.

TRANSCRIPTS, CREDITS AND CLOCK HOURS

- College/university transcripts must be "official" and sealed.
- Credits must be earned through an accredited college or university.
- Clock hour courses must be offered by a Washington State approved clock hour provider and submitted on an approved Washington State clock hour form.
- Ten (10) clock hours are equivalent to one credit on the salary schedule.
- Clock hour classes must be a minimum of three hours to be eligible for recognition.
- Other than for salary advancement, clock hours are applicable only to the renewal of a continuing or professional certificate, not to the renewal of an initial or residency certificate

CREDIT AND CLOCK HOUR APPROVAL ****Criteria Approval Forms are no longer required****

- Criteria Approval Forms are no longer required for coursework (credit or clock hours) taken after the awarding of your first Bachelor's degree **and** after September 1, 1995.
- Please send your "official" transcript(s) to Human Resources no later than **September 10th** for salary advancement.
- Chimacum accepts credit or clock hour approval forms approved by other Washington state school districts. It is the employee's responsibility to obtain those forms and submit them to Human Resources.

CERTIFICATED EXPERIENCE EARNED OUTSIDE OF CHIMACUM SCHOOL DISTRICT

To have certificated experience that is earned outside of Chimacum School District considered for salary placement, previous employers must complete and submit a "Verification of Experience" form to Human Resources. It is the employee's responsibility to submit this form to their previous educational employers to complete. This form is available in the Human Resources Office or the district's website.

CERTIFICATES

- All applicable certificates must be current (valid). **It is important for certificated employees to monitor the expiration date of their certificates. Applications for new certificates must be completed by June 30th or fingerprints will be required.**
- A valid Washington State Teaching Certificate or Temporary Teaching Permit must be registered and on file in Human Resources **prior to your first work day**.
- For questions regarding certification issues contact:
 - OSPI Certification Web Site: www.k12.wa.us/cert or (360)725-6400
 - OESD 114 Certification Specialist: (360)478-6868

EMPLOYMENT CONTRACTS

- Two employee contracts are issued each year:
 - Base Contract: Issued in Spring
 - TRI Contract – Time, Responsibility, Incentives: Issued in the Fall
- Base contracts are issued in the spring for the next school year, based on the current year salary schedule. Salary adjustments are sent out in October reflecting any increases on the current year salary schedule and advancements for additional credits and experience.
- Contracts must be signed and returned to Human Resources within ten days of date of issuance.