



Superintendent's Circular

School Year 2011 - 2012

NUMBER:
HRS-PP1

DATE:
September 1, 2011

CONTRACTUAL BENEFITS – CAREER AWARDS, SALARY LANES, SALARY STEPS

Boston Public Schools offer numerous contractual benefits such as career awards and salary lane increases based on the completion of coursework, degrees, and in-service credits. In order to receive these benefits, employees must submit the appropriate documentation (described below) to the Office of Human Resources.

Employees should submit a form PS-03 – Personnel Transaction Request to the Office of Human Resources to receive the following benefits:

1. CAREER AWARDS

When, according to the terms of applicable contracts, an employee's length of service entitles him or her to a career award, the employee must submit a PS-03:

- In the "Pay Adjustment" category, place a check mark in the career award block and specify the career award requested
- Indicate initial date of employment
- Sign and date the "Originator's signature/date" block

Note: If the employee's collective bargaining agreement indicates that career awards will be automatically granted, but an award was not received, the employee should submit a PS-03 in order to address the issue.

2. SALARY LANES

Employees, who by contract language qualify for a change in salary lane as a result of the completion of course work and degrees, must submit a PS-03. Lane changes are not made automatically.

- In the "Pay Adjustment" category, place a check mark in the salary lane block and specify the salary lane requested
- Attach **OFFICIAL ORIGINAL TRANSCRIPTS** documenting courses and/or degree completion or Boston Public Schools In-Service certificate(s)
- Sign and date the "Originator's signature/date" block

Salary lane changes will be processed retroactively to September 1, if the application is received in the Office of Human Resource by the close of business on September 30. Otherwise, the change will be effective on the first day of the month following submission of the PS-03 request form during the school year.

3. **Salary Lane Advancement: Course Credit for Members of the Boston Teachers Union**

Boston Public Schools reserves the right to approve for salary credit only those courses that are related to the field of education or enhance advancement up the educational career ladder.¹ Courses must meet the following criteria:

Accredited College or University Courses:

- A. Courses must be offered for GRADUATE CREDIT. If the transcript does not clearly state that the course is at a graduate level, then the applicant must supply a letter from the institution documenting that the course is offered for graduate credit. Note: for paraprofessionals, UNDERGRADUATE CREDIT is acceptable for salary lane advancement.
- B. Courses must clearly relate to the field of education in the Boston Public Schools.
- C. Courses must be granted by an accredited college or university listed on the *Accredited Institutions of Post Secondary Education* deemed acceptable by the American Council on Education.

In-Service Courses:

Course credit may be granted for courses offered by the Boston Public Schools. Only courses approved by the Boston Public Schools will be awarded credit for salary purposes.

4. SALARY STEPS

An employee who believes that he or she is being compensated on an incorrect step of the salary schedule should submit a PS-03 to the Office of Human Resources:

- In the "Pay Adjustment" category, place a check mark in the salary step block and specify the salary step requested
- Include a brief explanation for the request in the "Additional Explanation" section
- Sign and date the "Originator's signature/date" block

Because salary lanes and salary steps are contractual entitlements, employees should forward these PS-03 requests directly to the Office of Human Resources. No further signatures are necessary.

Individuals should not knowingly falsify information and should understand that applications are signed under the pains and penalties of perjury.

PS-03 Personnel Transaction Request Forms are available on-line on the HR page of MyBPS (Central Admin - HR - Personnel Records, Policies and Forms), at school and triad offices, and at the Office of Human Resources.

Summary of significant dates and deadlines:

Date	Activity
September 30	Deadline for submitting salary lane changes to be processed retroactively to September 1.

¹ Law credits or degrees shall be creditable for employees who were in law school on or before the date of ratification of the 1983-1986 Agreement and who acquire their law degree on or before June 30, 1985. Other employees with a law degree will always be placed one salary lane from where they would otherwise be. Requests for pre-approval of any courses shall be responded to by the Office of Human Resources promptly.

For more information about this circular, contact:

Name:	Arlene Witt
Department:	Human Resources
Mailing Address:	26 Court Street, Boston, MA 02108
Phone:	617-635-9623
Fax:	617-635-7957
E-mail:	awitt@boston.k12.ma.us

Carol R. Johnson, Superintendent