

The following rules will be observed in the evaluation of educational credits and experience credit for placement on the appropriate certificate salary schedule of the Bellevue School District effective for the 1997-98 school year and thereafter until modified:

FOR ALL CERTIFICATED STAFF:

Credits shall be accepted from regionally accredited institutions only and courses taken must be transferable to a 4-year degree. We count credits from the date of your first BA degree or MA degree; credits will be counted only if they pertain to a certificated assignment. Excess credits earned prior to a Master's Degree will be used for movement to the MA+45 lane based on state recognized credits and contracted experience. After 9/1/97 placement at the BA+135 column is Closed and will not be an option for new employees UNLESS they were placed at BA+135 in another school district prior to 1/1/92. Bellevue is NOT on the State LEAP Salary Schedule like many neighboring school districts.

Experience credit for new employees hired for the 1997-98 school year and thereafter will be based on the statewide salary allocation schedule criteria. Continuing employees who were 1.0 FTE during 1996-97 and who receive approval to work less than full time in 1997-98, will receive experience credit on the salary schedule according to current District placement criteria; however, if such employees are approved for less than a full-time assignment for 1998-99, experience credit will be based on the statewide salary allocation schedule criteria. Employees, who have had a less than full-time continuous assignment prior to the 1996-97 school year, will continue to receive service experience based on current District criteria.

INITIAL SALARY DETERMINATION--NEW EMPLOYEES

All contracts will be based upon experience verifications and transcripts submitted when the contract is issued. Please have official transcripts in hand and be ready to send out experience verifications to former districts as soon as notified of a position in Bellevue. Transcripts and verification forms need to be in our office prior to the 15th of the month for a contract adjustment to be done and approved by Payroll. April 15 is the deadline for NEW EMPLOYEE SALARY ADJUSTMENTS.

Human Resources will provide the employee with forms to verify all former certificated experience. Experience credit for new employees hired after 97-98 will be based on the statewide salary allocation schedule criteria. Only experience through schools which require certification is acceptable. Employment verifications sent to former school districts can be faxed back to Bellevue with the same time line as above. Experience in nonpublic school teaching, college teaching, or related positions held in industry shall be evaluated by the HR Department and such credit granted as deemed appropriate. Experience credit is based upon the number of hours worked in a certificated position divided by the total number of days and hours in the previous districts' school year. Experience is rounded up if it is over .45. **YOU ARE RESPONSIBLE FOR YOUR OWN INITIAL PLACEMENT.** Please do not ask that we grant experience or credits without proper backup.

SUBSEQUENT RECORD OF CREDITS - CONTINUING EMPLOYEES

It is important that all certificated employees keep their credits and clock hours up to date. All teachers hired since 1987 have specific requirements for maintaining their certificates. YOU are responsible for keeping your teaching certificate valid. Teachers with invalid certificates will be taken out of their classrooms and their teaching contracts will be void. *A GRADE REPORT OR LETTER WILL NOT SUBSTITUTE FOR AN OFFICIAL TRANSCRIPT*

SALARY LANE CHANGES -- CONTINUING EMPLOYEES

Please be aware that Bellevue is now using the state experience criteria when you advance to the MA+45 column. In other words, you may not be moving straight across or down when you achieve this placement. Please contact Sue Colville at 425-456-4087 or email at [colvilles@bsd405.org](mailto:colvilles@bsd405.org) if you have questions about the experience we report to the state for you. (NOTE: IA experience granted for placement on the BSD salary schedule or Professional Experience granted for ESA staff is NOT state reported experience.)

Credits earned toward salary lane changes on the Certificated Salary Schedule must be earned by 10/1 and submitted to the Human Resources Office, c/o Sue Colville no later than 11/10 in order to qualify for the additional lane change. All changes will be retroactive to the first working day in September. If transcripts/clock hours are in by 10/15, contract adjustments will be done for the 10/30 payroll and if they are in by 11/10, adjustment will be done for the 11/30 payroll. THESE ARE THE ONLY TIMES THAT ADJUSTMENTS WILL BE MADE FOR CONTINUING EMPLOYEES.