Salary Credit Guidelines for 4131-ESD

From Board Policy No. 4131
Salary Credit: Professional development hours earned above the required sixty (60) may be submitted for salary credit in a concentrated area. Fifteen clock hours of approved professional development is equal to one salary credit. Salary credit cannot be received if a stipend has been paid (regardless of the stipend source). The completed salary credit form (Form 4131-ESD) and appropriate documentation must have Principal approval and then be submitted to Human Resources prior to August 31. Documentation of credit received after this date will be applied to the next school year.

Specifics:
1) Obtain the Salary Request form from either the PD website or the Board Policies webpage.
2) Print out your current year Professional Development record and highlight the course(s) which satisfy one of these two requirement:
   a. Graduate level college course(s). Official college transcript must be attached. The courses applying for the salary credit must be highlighted.
   b. Professional Development hours earned above the required 60 and in a concentrated area. PD record for the current year must be attached. The hours to be used for salary credit must be highlighted.
3) Determine if PD hours were in a concentrated area of study. A few examples of a concentrated area would be Literacy Lab, Instructional Technology, Arkansas History, Total Instructional Alignment or ELLA training.
4) Attached a copy of your work calendar IF you are on an extended contract (over 190 days.)
5) Determine if you have met all of the following requirements:
   - PD hours highlighted were NOT used to meet the minimum 60 hour and other state requirements.
   - PD hours highlighted were NOT used for a “Swap Day.”
   - Stipend was NOT received for attendance at PD highlighted.
   - PD hours highlighted were NOT a requirement of initial licensure.
   - PD hours highlighted were scheduled during non-student contract day/time.
   - PD hours highlighted were scheduled during non-contract day/time.
6) Submit the form with attachments to Human Resources prior to August 31st.

Notes:
You must earn the Professional Development hours in one school year – in other words, you can not combine years.
Salary Credit can only be given for Professional Development hours in increments of 15 – in other words, if you submit a request for a 27 hour PD undertaking, the most that would be awarded is 1 Salary Credit.
SALARY CREDIT REQUEST FOR PROFESSIONAL DEVELOPMENT

Name: ___________________________ Soc. Sec. #: __________ Location: ______________________

Requesting Salary Credit for one of the following:

☐ Graduate or college level courses

Official college transcript must be attached. The courses applying for the salary credit must be highlighted.

Number of salary credit hours requested ___________ (One semester hour = one salary credit)

☐ Professional Development hours earned above the required 60 and in a concentrated area.

Print out of PD record for the current year must be attached. The hours to be used for salary credit must be highlighted.

Number of salary credit hours requested ___________ (15 hours of approved PD hours = 1 salary credit)

Concentrated area of Study __________________________________________________________

Teacher Signature __________________________ Date ________________________________

Approved for submission: ☐ Yes ☐ No __________________________________________________________________________

Building Administrator __________________________ Date ________________________________

FPS Work Calendar must be attached if on extended contract (over 190 days)

☐ PD hours highlighted were NOT used to meet the 60 PD hours and other state requirements.
☐ PD hours highlighted were NOT used for a “swap day”.
☐ Stipend was NOT received for attendance at PD highlighted.
☐ Comments ________________________________________________________________

Professional Development Coordinator __________________________ Date ________________________________

☐ PD hours highlighted were NOT a requirement of initial licensure.
☐ PD hours highlighted were in a concentrated area.
☐ PD hours highlighted were scheduled during non-student contract day/time.
☐ PD hours highlighted were scheduled during non-contract day/time.

☐ Denied
☐ Comments: ______________________________________________________________

☐ Approved

Human Resources Administrator __________________________ Date ________________________________

4131-ES-d (3/08) Teacher Notified __________________________