

This information is a quick guide to assist you with Professional Growth salary movement requirements. If you would like more information, you may contact Jason Carpenter by email at Jason.Carpenter@wesdschools.org or by phone at 602-347-3598.

When a certified (teacher) employee is ready to request a salary movement, the first step is to complete the

- o The certified employee send the completed form, along with necessary documentation (unofficial transcripts, professional development certificates), to Human Resources.
- o If the request is approved by Human Resources and by Professional Development, the Payroll Department will be authorized to process the salary increase.

to submit for salary movement:

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Any and all coursework taken OUT OF THE District such as university classes, conventions, conferences or workshops must have approval from Professional Development Services to be guaranteed acceptance for salary movement.

Professional development certificates generally be used for recertification if any of the following is true:

- i. Certificate says "Recertification Only" or something to that effect.
- ii. Certificate is from a paid training.
- iii. Certificate includes hours that were earned during contract time.
- iv. Certificate includes hours for professional development that is not education related.

Fifteen (15) clock hours are equal to one (1) college credit.