



## TEACHER'S GUIDE TO PROFESSIONAL GROWTH AND SALARY MOVEMENT

This information is a quick guide to assist you with Professional Growth salary movement requirements. If you would like more information, you may contact Nate Beals at [Nathan.Beals@wesdschools.org](mailto:Nathan.Beals@wesdschools.org) or by phone at 602-347-3598.

Here is the **step-by-step process** for **Professional Growth**:

1. You must complete the [Teacher Salary Advancement Request Form](#) (click to download a copy)
2. You must submit the completed **Teacher Salary Advancement Request Form**, along with **documentation**.
  - a. **Documentation for hours** submitted for Professional Growth must be in the form of a **Professional Development Certificate**. The certificate must be dated and specifically state the number of hours and subject.
  - b. **Documentation for credits** submitted for Professional Growth must be in the form of **unofficial transcripts**.
3. **HR will process request.** HR will let you know if any additional documentation or information is needed.
4. **HR will notify you of results.**
  - a. **If approved for salary increase**, HR will let you know via **email** and issue an **addendum** to you via inter-office mail. The addendum will have the details of the salary increase and let you know how many credits/hours are required for the next level.
  - b. **If not approved for salary increase**, HR will let you know via **email** and let you know the reasoning.

Here is some **additional information** regarding Professional Growth:

- **Deadlines** to submit for salary movement:
  - SEMESTER 1-Classes must be completed by August 30 and recorded in Human Resources on or **before October 1**.
    - Salary Increase is effective on the **first day teachers report to work**.
  - SEMESTER 2-Classes must be completed by January 15 and recorded in Human Resources on or **before February 16**.
    - Salary increase is effective on the **first day teachers report back to work after winter break**.
  - Documentation to Human Resources is due on or prior to the deadline dates. **Any paperwork submitted after the deadline will be reviewed for the following semester.**
- **Professional Development hours** can be used for Professional Growth if all of the following are true:
  - You did not get paid for the training.
  - The subject of the PD is education related and/or related to your teaching assignment.
  - The training took place outside of your contract hours (after school, breaks, and weekends).
  - The certificate does not say that it is for recertification.
  - The hours need to be earned after the completion of your initial Bachelor's degree.
- **Professional Development credits** can be used for Professional Growth if all of the following are true:
  - The subject of the class needs to be education related and/or related to your teaching assignment.
  - The credits need to be earned after the completion of your initial Bachelor's degree.
- The conversion of hours to credits are **15 hours = 1 credit**.
- WESD does not have a system of record that holds your PD information. **Employees are responsible for keeping their own record of the PD earned.** If you misplaced any PD certificates, you may need to contact the trainer to have them reproduced.
- Feel free to send any PD to HR even if you do not think you are moving up to the next level for a salary increase. **If this is the case, you do not need to accompany the proof with the Teacher Salary Advancement Request Form.**

**BEGIN graduation:**

- Salary movement for **graduating from the BEGIN Program** is **automatic** as long as you received 90% or better in the program. The teacher is **not required to turn in paperwork to HR for the salary increase**.
- **If you graduate BEGIN while on Level 5**, you automatically qualify for a **2.5% increase in base annual salary**.

Professional Growth Levels		To Move	Increase (Annual Salary)
Level 1 (T1)	BA + 0 credits		
Level 2 (T2)	BA + 15 credits	From Level 1 to 2	\$1,100.00
Level 3 (T3)	BA + 34 credits or MA + 0 credits	From Level 2 to 3	\$1,250.00
Level 4 (T4)	BA + 49 credits or MA + 15 credits	From Level 3 to 4	\$1,400.00
Level 5 (T5)	BA + 64 credits or MA + 30 credits	From Level 4 to 5	\$1,550.00