

## 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 requirements:
  - 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 31<sup>st</sup>.

### *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.

