

WHEN CAN I APPLY FOR A LATERAL SALARY MOVE?

Twice a year, certified staff members may submit requests for Lateral Salary Movement per the provisions of Article 32 of the Master Agreement. Requirements for non-degree vocational teachers are per the provisions of Article 34 of the Master Agreement.

The lateral submission windows are as follows:

August 1st - October 15th AND
January 1st - February 15th

Specific courses, conferences, and other professional development activities **must** be completed by September 1st for the October 15th deadline or January 1st for the February 15th deadline to be considered for lateral salary movement requests.

Per Article 32.3 of the Master Agreement, request forms, including all required documentation, may be submitted between August 1st and October 15th for retroactive salary adjustments to be effective at the beginning of the contract year. In addition, requests may be submitted between January 1st and February 15th for retroactive salary adjustments to be effective at the beginning of the calendar year in January. Submissions after October 15th will not be accepted for the fall semester and submissions after February 15th will not be accepted for the spring semester. The District email system date stamp will determine the submission date.

- Salary adjustments for requests submitted before October 10th and February 10th will be processed with the October or February pay, respectively.
- Salary adjustments for requests submitted between October 10th-15th and February 10th-15th may be processed with the November or March pay, respectively.

WHAT CREDITS CAN BE USED FOR A LATERAL SALARY MOVE?

A minimum of 20 credits (not hours) is required for a lateral salary move. Salary credits must meet the following qualifications to be considered for lateral salary movement (Article 32.2 of the Master Agreement):

College or University Credits (Per Article 32.2.1 and 32.2.4 of the Master Agreement)

- Graduate-level coursework leading to fulfillment of an advanced degree program in education-Undergraduate-level coursework for Spanish classes are accepted if taken after the requesting employee has earned a teaching credential.
- Undergraduate level coursework leading to in-field status for the requesting employee's assignment at the time of enrollment-

Earning a Master's Degree

- University Master's programs vary in required credits to complete the program. Regardless of the number of credits completed in a Master's program, an MA placement will be granted when transcripts with a conferred Master's Degree are presented.

Earning a Second Master's Degree

- Credits earned from a second Master's Degree will be counted individually. Every 20 credits will grant a move laterally after the MA placement (ie. to MA20 or MA40.)

Credit for a Master's Degree can only be counted AFTER teaching credentials are obtained. For example, if an individual earned a Master's Degree in Science and then earned a Master's Degree in Education and obtained their teaching credentials, the Master's Degree in Science cannot be counted towards initial placement or a lateral salary move.

St. Vrain Valley Schools Office of Professional Development (OPD) Credits (Per Article 32.2.2 of the Master Agreement)

- Classes must be listed on the transcripts with the heading SALARY CREDIT.
- Classes must be paid for in full and listed on the transcripts. You can print your transcript from Wisdomware, details are included on Page 3.
- OPD credits issued by SVVSD can be applied to a Lateral Salary Movement at any time, regardless of when the class was taken and credits issued.
- OPD credits can only be used once toward a lateral salary movement. For example, if the credits are used to move from BA to BA20, they cannot be counted to move from MA to MA20.
- Professional development credits issued by other school districts will not be accepted for the Lateral Salary Movement.

How do I view my Office of Professional Development transcript?

Wisdomware is the application name.

- Go to ClassLink.
- Find the Wisdomware application, if not on your screen, click on the + sign in the top left corner of the screen.
- Logon using your District login information (last name_first name, and password)
- Under the Events column, choose Transcript.
- The next screen will prompt you to a field requiring a date. **Do not enter a date.**
- Run your transcript
- Use the field: Print Friendly Version for an official transcript.

Colorado Department of Education (CDE) Coursework (Per Article 32.2.3 of the Master Agreement)

- Any courses offered by CDE will be approved for lateral salary movement.
- Certificates must show the CDE seal, name of attendee, and credits or hours of course.

Other Courses, Conferences, and Professional Development Activities (Per Article 32.2.5 of the Master Agreement)

- A certificate of Completion that includes the sponsoring organization name, course title or description, contact hours or CEUs issued, date(s) of the activity, and participant's name must be submitted for each activity being submitted.
- Credits Previously Approved for Carry-Over - Individual credit descriptions or course numbers do not have to be listed on the Lateral Salary Movement Request Form. A single entry indicating the "Carry-Over Credits" total is adequate.

Salary credits for non-degree vocational teachers are per the provisions of Article 34 of the Master Agreement.

- Lateral Salary Movement before earning a Master's Degree requires completion of twenty (20) approved hours of professional development directly related to the requesting employee's vocational field and/or assignment.
- Approved hours mean:
 - Undergraduate hours, graduate hours, or specialized technical undergraduate hours directly related to the requesting employee's vocational assignment at the time of enrollment.

- Movement to the MA column requires earning a Master's Degree.
 - Lateral Salary Movement after earning a Master's Degree requires completion of twenty (20) approved hours of professional development directly related to the requesting employee's vocational field and/or assignment as indicated above.

The employee is responsible for keeping a record of new and previously approved courses, conferences, and professional development activities to be submitted for consideration. Transcripts can be viewed when starting a Lateral Salary Move Request, or employees may contact Human Resources to have their university/college transcript file sent to them for review.

HOW ARE CREDITS CALCULATED?

The following chart converts all college or university coursework, Office of Professional Development classes, other courses, conferences, and professional development activities to St. Vrain Valley Schools Salary Credits.

- 1 Semester Hour = 1 Salary Credit
- 1.5 Quarter Hours = 1 Salary Credit
- 1 Office of Professional Development Credit = 1 Salary Credit
- 1.5 CEUs = 1 Salary Credit
- 15 Contact Hours = 1 Salary Credit

The conversion formulas are built into the Lateral Salary Movement Request Form.

HOW DO I APPLY FOR A LATERAL SALARY MOVEMENT?

Once you have reviewed ALL of these guidelines, you can begin your [Lateral Move Request](#).

1. Determine which request(s) you will need to submit:

Choose Request Type

Bachelor's to Master's request Use this form when you are moving from a BA column to an MA column. If you need to add a +20 as well as submit a Master's, submit one of each type. Complete this request first. Master's	Standard (+20) request Use this form when you need to add a +20 to your current level. It should not be used to record that a Master's degree was obtained. Standard
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If you only wish to submit a move to MA after completing your Master's degree, please select the first request. If you wish to submit credits to move in increments of 20, please select the second request. If you are submitting a move to MA plus additional credits to move horizontally, please complete both requests, submitting the Master's request first, followed by the Standard (+20) request.

- **College or University Credits** = Official Transcripts must be uploaded to the Lateral Move Request Form. Unofficial transcripts will not be accepted.
- **Other Courses, Conferences, and Professional Development Activities** = Certificate of Completion (must include sponsoring organization name, course title or description, contact hours or CEUs issued, date(s), and participant's name). Upload original certificates to the Lateral Move Request Form.
- **The total number of credits previously approved for carry-over** can be listed on a single entry based on previous approval.

- Complete all required fields on the Lateral Salary Movement Request Form. *Remember to save your work often when entering courses on the request form. This will prevent you from losing any entered data.*
 - List each course, conference, and professional development activity individually, INCLUDING THE COURSE NUMBER, and include copies of all required documentation.

Lateral Salary Movement Request Form Entry Example:

▼ Courses and Credits

#	Credit Type	Credits Issued By	Course Name / Description	Course Number	Issued Month / Year	Issued Credits	Calculated Credits
1	Semester Hours	College or University Name	College course name or description	Course #	05/16	3	3.00
Referenced Document Official transcript I will provide to HR							Remove
2	OPD Credits	SVVSD OPD	Professional Development Course Name	PD Course #	01/22	1	1.00
Referenced Document OPD Credits							Remove
3	Carryover Credits	SVVSD	Carryover	NA	01/19	7	7.00
Referenced Document Carryover Credits							Remove
Total Requested Credits							11

[Add Another Course](#)

WORKING TOWARDS YOUR MASTER'S DEGREE?

- Certified staff are encouraged to apply for a lateral salary move after completing the first 20 credits of their Master's degree, ie, moving from BA to BA20.
- Suppose Professional Development credits are accumulated at the same time as an employee is working on their Masters. In that case, it is advantageous (but not required) to save those credits for a future lateral move once the Master's is obtained, ie. to move to MA20 soon after moving to MA on the salary schedule.

WHAT IF MY REQUEST TO USE CREDITS IS DENIED? (Per Article 32.5 - 32.5.3.2 of the Master Agreement)

- The Human Resources Department will notify the teacher in writing indicating the reason(s) the request for use of specific credits was denied.
- Teachers may appeal if their request for use of such credits has been denied by completing the [Appeal for Use of Credits for Lateral Salary Move form](#) within 30 days following the notice of the request being denied.
- The decision on the appeal shall be communicated to the requesting teacher in writing by the Human Resources Department within 30 days after the receipt of the appeal request.
- If the appeal is approved, credits and any resulting lateral salary movement will be retroactive to the start of the lateral movement window. If the appeal is denied, the teacher may submit a written request for review of the decision to the Assistant Superintendent of Human Resources and the Association President. The outcome of this review will be communicated to the requesting teacher in writing. The Assistant Superintendent of Human Resources will make the final decision.

HUMAN RESOURCES DEPARTMENT CONTACT INFORMATION:

- Human Resources
 - Phone: (303) 682-7435, ext 57435
 - Email: lateralmove@svvsd.org
- Hours of Operation
 - General Hours – Monday through Friday from 7:30 am - 4:30 pm
 - Summer Hours (June and July) – Monday through Thursday from 7:30 am - 4:30 pm

COMING SOON: The new **Lateral Move Request** workflow will be available in **ServiceNow** beginning in **November 2026**. Additional information and instructions will be shared as the launch date approaches.