

# FEDERAL WAY EDUCATION ASSOCIATION

## HORIZONTAL MOVEMENT

### An FWEA teacher-made Step-By-Step Guide to Horizontal Movement on the FWEA/FWPS Salary Schedule

As a union, we collaborate with members on many important issues such as moving up the salary schedule. The process is outlined in our Collectively Bargained Agreement, and that language is posted at the end of this document. However, it can seem complicated to gather all the necessary pieces, so one of our amazing FWEA members, Kindergarten Teacher Jane Wohn, collaborated with Kelly Wittman (ESC), Chery Jones (FWEA at ESC), David Brower (ESC) and Shannon McCann (FWEA) to build this guide for certificated members. What do you do with that green form? How do you calculate if you're ready to move over on the salary schedule?

Here's what you do:

Important: Are you a new employee just starting in FWPS? You have until December 1 to submit all of your transcripts and clock hours etc., (everyone else has until October 25).

#### **All other certificated members:**

**Step 1:** Log into your [CLC.fwps.org](http://CLC.fwps.org) account. Click on "transcript", scroll all the way to the bottom and click "print" to see your total number of clock hours earned through FWPS.

**Step 2:** Cross-check your yellow carbon copy that you get after completing clock hours. That yellow sheet is your copy for your records. Compare these with your actual online transcript JUST IN CASE something gets lost or hours did not get posted. If you need to make this kind of clock hour adjustment, contact Cheryl Jones at ESC (she's a fellow FWEA member). Cheryl posts the clock hours as soon as she possibly can, and she is the only person doing this important job. You should know: All clock hours need to be completed by August 31, credits need to be completed by the end of the summer quarter/semester and master's degrees must be awarded by October 1st.

**Step 3:** Divide your total number of clock hours by 10. That is the total number of credits you have on your FWPS CLC account. (Every 10 clock hours=1 credit). For ease, you can use the Clock Hour Tracker form, which is also posted on our FWEA website. Please note: The two

Compensation Specialists, Jessica Drexler and Alicia Larsen cannot individually calculate each educator's number of how many more clock hours they need to move up. That's up to us.

**Step 4:** Repeat the same steps above with any other clock hours you earned outside of FWPS which may be OSPI, Puget Sound ESD, WEA, conferences etc. (You will have to submit a copy of your clock hour transcripts later in Step 7). Our collectively bargained agreement states "Any clock hour or credit hour course offered by the ESD, WEA, Federal Way School District, or an education credit hour course from a college or university is approved for the purpose of placement on the salary schedule." The criteria for what counts towards clock hours is explained in Article 14 of the Collectively Bargained Agreement.

**Step 5:** Log into your [employeeonline.fwps.org](http://employeeonline.fwps.org) account. You can always check where you are currently on the salary schedule by clicking on "Current Job". On the left column, click on "Credits" listed under Education/Experience. Here you'll find any clock hours/credits HR ALREADY has on file such as credits leftover from your Master's degree, outside district clock hours you previously submitted, etc.

**Step 6:** Please keep in mind, **FWPS DOES NOT AUTOMATICALLY CALCULATE YOUR CLC CLOCK HOURS FROM STEP 1 ONTO THIS PAGE. THAT'S WHAT THE NEON PAPER IS FOR AT THE END OF THE YEAR.** You are solely responsible for submitting a copy of the FWPS CLC transcript to Compensation so that the clock hours/credits show up on your Employee Online account. If there are some credits already listed from the FWPS CLC showing up on your Employee Online account, simply note the last date listed and submit the next clock hours listed on your CLC transcript that have not been posted yet to keep everything current.

*\*For those of you who received a Masters degree, 45 of those credits are considered the "MA" part. Anything leftover is extra you can count towards the next horizontal movement. For example my Masters program yielded a total of 64 credits. 45 do not count for movement because "45 credits" is the Masters Program itself, but 19 credits counts towards my next movement. Depending on your Masters program, you will vary with the extra credits you have.*

**Step 7:** Fill out the neon green cover sheet if you're finally ready to move over. Please note that some FWEA members prefer to submit their earned clock hours each year even though they won't move over for a while. Having them submitted and in one easy to find place can also help when listing clock hours is necessary for renewing your certificate with OSPI. Others like to do it all at once when they qualify to move over a step on the salary schedule. It's your choice.

**Step 8:** Take the neon green cover sheet and make a copy of that with all your clock hours for your records.

**Step 9:** Send or drop off the original FWPS, ESD and WEA clock hour transcripts to FWPS Compensation Team. It's recommended that you date your copy for memory Example: "My Copy Submitted to Compensation on 9/17/18". Remember college transcripts have a different process; usually you contact the college to send the official transcripts directly from the college to HR. Compensation Specialists serve by area, and serve all compensation for all FWPS employees. Area 1 & 2 (Decatur and TBHS and their feeder schools) go to Alicia Larsen and Area 3 & 4 (TJHS and FWHS and their feeder schools) go to Kelly Wittman.

**Step 10:** Monitor Employee Online (and your paycheck) to verify your Horizontal Move. You will not receive a notification of Horizontal Salary Movement. If you submit over the summer, be diligent and follow up via email at the end of September if you haven't received the salary adjustment. Remember, if submitted by August 1, you'll see it on the September 30 paycheck. The deadline to turn in everything is October 25<sup>th</sup>, reflected in the November 30<sup>th</sup> paycheck. If you do not see changes reflected on the November 30<sup>th</sup> paycheck, it is important you email Compensation to follow up.

Otherwise: Congrats on completing the steps and moving up horizontally on the salary schedule!

**Relevant Contract language (pasted from our Collectively Bargained Agreement):**

Article 14:

14.1D. Incremental Movement - Earned increments will be credited as of September 1 of each school year. Credit and clock hour documentation provided to the District by October 25<sup>th</sup> each year will be credited for salary schedule movement for that year. The criteria for earning credits and clock hours is as follows in section E, below.

E. The Legislature adopted several restrictions on the type of clock hours and credits that may be used for placement on the Salary Allocation Model. In an effort to minimize the paperwork and intrusion in professional growth decisions of certificated staff, the parties agree to the following process for approval and record keeping:

1. The Credit/Clock Hour Approval Form (Form H) will be completed by the staff member and submitted to the staff member's principal or supervisor for approval.
  - a. Any class or program other than one offered by the ESD, WEA, Federal Way School District, or an education credit hour course from a college or university that is required for an endorsement, advanced levels of certification, or current assignment should be submitted for approval in advance of the first session of the class or clock hour program. Failure to get prior approval may result in the denial of approval for salary schedule placement.

**b. Any clock hour or credit hour course offered by the ESD, WEA, Federal Way School District, or an education credit hour course from a college or university is approved for the purpose of placement on the salary schedule.**

**c. The form for a class or clock hour program offered by the ESD, WEA, Federal Way School District, or an education credit hour course from a college or university will be submitted on completion with the necessary verification of attendance and transcript.** Employees will identify the criteria [of the six (6) choices on the form] to which the class or clock hour program relates. It is important to do this carefully. It is a violation of the Code of Professional Conduct to knowingly misrepresent the relationship of the course to the criteria.

**2. Clock hour or credit hour courses offered by institutions other than the District, ESD, or WEA will be received by the principal or supervisor and approval will be granted if the course meets any one (1) of the six (6) criteria identified in the attached form.**

3. Disputes over the appropriateness of the credit or clock hour course will be resolved by the Assistant Superintendent for Human Resources with input from the Staff Development Advisory Committee. Unresolved disputes may be grieved.

4. Completed forms will be submitted to Human Resources for inclusion in the employee's personnel file.

**F. Official records for placement or movement on the salary schedule must be received by Human Resources by October 25th for final placement for the current school year. When official transcripts are submitted to Human Resources pay will be adjusted retroactively to the first day of work according to the following schedule:**

- **If submitted by August 1st, reflected in the September 30th paycheck.**
- **If submitted by October 5th, reflected in the October 31st paycheck.**
- **If submitted by October 25th, reflected in the November 30th paycheck.**

**For First-Year Staff Only:**

New Staff hired prior to the first day of the school year will be placed at BA+0 on the salary schedule until official documents are received in Human Resources. Official documents must be received by Human Resources no later than December 1st for final placement for the current school year. When official transcripts are submitted to Human Resources pay will be adjusted retroactively to the first day of work according to the following schedule:

- **If submitted by October 5th, reflected on the October 31st paycheck.**
- **If submitted by November 5th, reflected in the November 30th paycheck.**

- **If submitted by December 1st, reflected in the December 31st paycheck.**

Staff hired after the first day of the school year will have thirty (30) days to provide official documentation.

**Further Questions? Here's who to contact:**

Regarding CLC and Clock Hours: Cheryl Jones [chjones@fwps.org](mailto:chjones@fwps.org)

Regarding Pay and Salary Schedule contact FWPS Compensation Specialists:

- [compensation@fwps.org](mailto:compensation@fwps.org)
- Jessica Drexler [jdrexler@fwps.org](mailto:jdrexler@fwps.org) for Areas 3 & 4 (TJHS and FWHS and their feeder schools)
- Alicia Larsen [alarsen@fwps.org](mailto:alarsen@fwps.org) for Areas 1 & 2 (Decatur and TBHS and their feeder schools)

General Questions: call our FWEA office at 253-838-8571 or email [tiafwea@aol.com](mailto:tiafwea@aol.com)