



FEDERAL WAY PUBLIC SCHOOLS

*Each Scholar: A Voice. A Dream. A **Bright Future!***

Department of Human Resources

Purpose: Remind new and returning staff about upcoming deadlines for requests for movement on the salary schedule.

Action required for Salary Placement for 2019-20 school year

To: FWEA and FWEA ESP Staff

From: David Brower, Chief Human Resources Officer

Action Required:

- **Returning FWEA employees:** Transcripts, clock hours, and paperwork must be received in HR by October 25, 2019.
- **Newly hired FWEA employees:** Transcripts, clock hours, and paperwork must be received in HR by December 1, 2019.
- **FWEA-ESP Employees:** Transcripts for degrees awarded by October 1 must be received by October 25, 2019.

Team,

We know that many of you have been completing clock hours and other credits to improve your craft and qualify for movement on the salary schedule or for the ESP education stipend. Please read the information below for details and deadlines for submitting Horizontal Move Requests and for the ESP Education Stipend.

Returning FWEA Employees:

Per section 14.1.F of our Collective Bargaining Agreement (CBA), "Official records for placement or movement on the salary schedule, including the **Horizontal Move Form** and official **transcripts** 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."

New FWEA Employees:

"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 [and other paperwork] 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.”

Please note, that returned verifications of employment from previous school districts are required for change of experience placement. New employees with certificated experience in other districts can see how much experience has been received and entered by logging into Employee Online and clicking on “Current Job” and looking at “step/year.”

All FWEA Employees:

The following official documents are required for horizontal moves:

- **Completed horizontal move form (Optional)**
- Official university or college transcripts showing the eligible post-baccalaureate credits. For the purpose of horizontal moves, official transcripts are those on security paper with the registrar’s signature. Official transcripts can also be sent electronically directly from the college or university to HR@fwps.org. (Electronic transcripts forwarded by the employee are not considered official.)
- FWPS Official clock hour transcripts (Note, if the FWPS transcript is not submitted the clock hours will not be processed.) **To provide better customer service, we have recently updated our process for requesting FWPS clock hour transcripts. In order to request an official FWPS clock hour transcript, simply email Cheryl Jones in TFL your request, and she will submit the official transcript to HR.**
- Any additional clock hour documentation for hours earned outside of FWPS (Forms must be either Official Transcripts from an OSPI approved transcript provider or a Clock hours form containing the WAC and provider signature.)

Note, you no longer need to fill out form H, the Credit/ Clock hour approval form (the purple form) or have it approved by your principal.

As a reminder all credits and clock hours must meet the criteria listed in section 14.1.E.5 of our CBA.

If you already submitted forms by October 5, the changes will appear on your October paycheck. You will be able to see the education and experience that has been received and entered by logging into Employee Online and looking at “Current Job” and “Education.”

FWEA ESP Education Stipend:

As agreed to through a Letter of Agreement (LOA), ESP staff who have completed an Associate’s degree qualify for a \$750 stipend and ESP staff with a Bachelor’s or higher are eligible for a \$1250 stipend. The degree must be completed by October 1 and official transcripts must be received in HR by October 25. For the purpose of this stipend, official transcripts are those on security paper with the registrar’s signature. Official transcripts can also be sent electronically directly from the college or university to HR@fwps.org. Employees who submitted documentation and received the stipend last year do not need to resubmit.

Thank you for all your service to our scholars, families, and district. Please contact HR if you have any additional questions.

David Brower
Chief Human Resource Officer