

## FAQ – INITIAL PLACEMENT and ADVANCEMENT on the Salary Schedule

**1Q: I'm a new hire in PPS. What should I be aware of regarding my initial placement on the salary schedule?**

**A:** The salary included in the “Offer Letter” you received from the District and in your probationary contract is based on the information you gave to the District about your past teaching experience and educational training. This “estimated” salary is conditioned on the District’s receipt of proof of that experience and training, in the form of verifications from your previous employer(s) and official college/university transcripts.

It is your responsibility to have the official verifications or transcripts sent to the PPS Human Resources Department AND your responsibility to confirm that PPS HR has **received** all verifications and that they are accurate/complete. **If proper documentation is received by PPS within sixty (60) days of the start of employment, you will be entitled to a salary adjustment retroactive to the first day of employment.** If the proper verification is received by PPS later than sixty (60) days from the start of your employment, the salary adjustment will be made during the next available payroll period and will not be retroactive. ([Article 9.B.2.g. of the PAT/PPS Agreement](#)).

Make sure you get a receipt or other written confirmation from PPS that PPS has received your verifications.

**2Q: I have worked for PPS for a couple of years. This summer I took a course at a local college. What do I have to do to get credit for it on the salary schedule?**

**A:** “Plus” hours on the salary schedule beyond a degree (e.g., BA+15) may be earned based on coursework at accredited colleges or universities. If you earn credit sufficient to advance to the next column on the salary schedule, you will be paid at the new salary level within 20 workdays of providing proper verification to PPS. You must submit **proof of successful completion of the coursework (official transcripts) to the PPS Human Resources Department.** **If the transcripts are received by PPS HR by October 31<sup>st</sup>, you will be entitled to a salary adjustment retroactive to the beginning of the school year.** If the official proof is not received by PPS HR by October 31<sup>st</sup>, the salary adjustment will take place the second month following the month in which proof is received, and will not be retroactive. Please note: **it is your responsibility to make sure the transcripts are provided to PPS HR and to confirm that PPS HR has received all verifications and that they are correct.** ([Article 9.C.2](#) and [Article 17.B](#) of the PAT/PPS Agreement). Get a receipt or written confirmation from PPS that your proof has been received.