

CLASSIFIED COMPENSATION OVERVIEW



Welcome to Seattle Public Schools!

We want your transition to our District to be as easy as possible. With that in mind, we have created this guide to help you understand how your compensation is set at Seattle Public Schools.

Your salary schedule is determined by the work year for the job you are in.:

- 1) **Salary Grade** placement is determined by your job title as agreed upon with the Union.
- 2) **Salary Step** placement is based on verified prior experience and degree earned, if applicable, above the minimum requirements of the job.

Your salary will start at **step 01**, until we receive verification of your years of experience and they are evaluated by Classification and Compensation. You will also want to submit official transcripts of any degrees you have earned. The maximum step placement for new hires (SAEOP & Parapro) is step 5 if there are 9 steps on the salary schedule or step 7 if there are 13 steps on the schedule for your position.

Want to learn how to *estimate* your own salary placement?

Salary Steps - after the minimum qualifications have been met, steps are based on the years of previous related experience. We will also credit years of experience for verified degrees.

Example (Estimate): Jane applied for an Instructional Assistant job that requires 1 year of experience. She earned a bachelor's and she worked at Silver Lake School District as a full-time, 1.0 Paraeducator for 2 years. Her **estimated** salary placement is step 4 (2 years of experience less 1 year for minimum qualifications + 2 yrs for her bachelor's degree).

Here is the information we will need from you in order to give you accurate and timely salary credit for all of your education and experience at the time you are "staffed" into your new position:

DOCUMENTS NEEDED

- 1) **Associate level or higher degree** (official, sealed transcript mailed to the address below or eTranscript sent from college/university to the email below)
- 2) **Verification of Classified Experience form** – complete, sign and date the 1st page prior to sending to previous employer(s). They will complete the 2nd page and return it directly to HR Compensation.
- 3) **Transfer of Records Request and Sick Leave Transfer** – If you worked with another WA school district, you can request (using the above verification form) for them to mail your original documents to HR Compensation. This will also transfer any available sick leave balance. **If applicable.**

Requesting official transcripts and verification is the responsibility of the employee and you are encouraged to immediately start this process to help get you the highest placement. Once the Classification and Compensation Department receives this information, you will be notified of any adjustments made to your salary placement. The deadline to submit your official transcripts and employment verifications is June 30th of the current school year in order for your salary to be adjusted retroactively back to your start date.

MAIL DOCUMENTS TO

Seattle Public Schools, HR Compensation MS 33-385, PO Box 34165, Seattle, WA 98124-1165
OR Email: hrcompensation@seattleschools.org **OR** Fax: (206) 743-3021.