



**Northshore School District
Salary Placement Appeal**



Background

The Northshore School District places certificated employees on their respective salary schedule based on prior experience. Employees who disagree with their salary schedule placement have the right to appeal.

To appeal salary placement:

1. Review the timelines and required information outlined below;
2. Compile your documentation;
3. Complete the [Salary Placement Appeal Form online](https://docs.google.com/forms/d/e/1FAIpQLSd3G1qssJ3Kqc371Mgov5zhSx4blv4mvKYEkg4ftKYICfm48w/viewform?usp=sf_link) (https://docs.google.com/forms/d/e/1FAIpQLSd3G1qssJ3Kqc371Mgov5zhSx4blv4mvKYEkg4ftKYICfm48w/viewform?usp=sf_link). Completing the appeal form online is the only option. Paper applications cannot be accepted.
4. Upload your documentation when completing the Salary Placement Appeal Form online.

Timelines and Required Information

The following timelines have been established for the submission, review, and decisions about salary placement appeals:

2021-22 School Year		
	Fall Appeals	Spring Appeals
Deadline for Appeals Submissions	November 5	April 1
Review of Appeals	November 29-December 3	April 25-29
Notification of Acceptance or Denial of Appeals	December 13-17	May 16-20

Required Information

Salary placement for certificate staff is made based parameters established by Washington State’s Office of the Superintendent of Public Education for how to account for an employee’s prior experience. Funding for school districts is based in part on the reports by districts to the State about the prior experience of its employees. School districts may develop their own guidelines for accepting prior experience that are outside of the State’s parameters. In such cases, school districts must report an employee’s prior experience according to the State’s parameters. Districts are not entitled to and do not receive additional funding when they opt to place employees at a higher tier on a salary schedule than what their placement would be using the State’s parameters.

Salary placement for classified staff is based on years of experience performing work that is similar to the job for which they were hired. As there can be situations which are entirely unique to a particular individual, developing a comprehensive protocol for placement purposes is an unrealistic task. This process allows classified employees to present information to appeal their initial salary placement.

To ensure Northshore is being fiscally responsible when considering whether to honor an employee's prior experience that falls outside of the OSPI guidance, employees wishing to appeal their salary placement will be required to submit comprehensive information as described below:

- **College credits:** Employees who wish for college credits to be considered when appealing their salary placement must justify whether the credits correspond to the responsibilities of their new role in Northshore.
- **Prior work experience:** Employees who wish for prior work experience to be considered when appealing their salary placement must clearly describe their work experience. Specifically, they must document:
 - Dates served in the role
 - Years in role
 - Hours served per day in the role*
 - Responsibilities in the role
 - Certifications and/or licenses held in the role
 - Verification from a previous supervisor about the responsibilities held by an individual in their prior work experience
- **Accreditation:** Employees who wish for prior teaching experience in a private or international school setting served without holding a valid teaching credential must provide information about the accreditations of their previous school.

*This information is necessary for Paraeducators who wish for their prior Paraeducator experience to be considered at a 3 year: 1 year ratio for teaching experience. **Please note that HR has already calculated Paraeducator experience, when applicable, for all teachers hired beginning with the 2020-21 school year.**

Decision-Making Process

Northshore's Professional Credits and Experience Committee will review appeals from employees regarding denials by the District of educational credits or years of experience for salary schedule advancement. The committee shall review and/or investigate facts offered through the Salary Placement Appeal process by the employee and grant (a) years of experience which are substantially similar in licensing, professional rigor and job expectations as other years of experience accepted by the District under this agreement for placement on the salary schedule; and (b) credits and degrees which are of substantially similar academic and professional rigor as other credits and degrees already accepted by the District as defined in the collective bargaining agreement for placement on the salary schedule. Decisions of the Professional Credits and Experience Committee regarding placement shall be retroactive to the beginning of the employee's current work year. Decisions of the committee are final and cannot be grieved under the grievance procedure in the collective bargaining agreement.