

## **Salary Differential Information for School Social Workers, School Psychologists, Guidance Counselors and Laboratory Specialists**

### **Salary Differentials:**

#### **A. For School Social Workers and School Psychologists:**

##### **First Differential for School Social Worker (Schedule WQ) or School Psychologist (Schedule WL) VIK2:**

- Approved sixty-credit Master's degree in Social Work or Psychology
- Or any approved Master's degree plus 30 semester hours of graduate credit
- Or undergraduate study taken after the conferral of the Bachelor's degree and not required for the Master's degree
- Or an approved Master's degree in Social Work or Psychology and additional credits in Graduate Study in Social Work or Psychology totaling 60 credits.

**NOTE:** An original letter signed by the school Registrar and carrying the school seal that identifies the exact number of credits required for the degree and the exact number of excess credits earned **must** confirm excess credits in a Master's degree. These excess credits may be offered toward the additional credit requirement for C6, VIF2, VIK2, and VIH2 differentials.

##### **Second Differential for School Social Worker (Schedule WR) VIF3 or School Psychologist (Schedule WM) VIK3:**

- Approved Doctorate in Social Work or any of the eight fields of Psychology identified in your UFT agreement.

##### **For School Guidance Counselor: VIH2 (Schedule WH includes differential)**

One differential, earned through:

- An approved Doctorate issued by a regionally-approved college/university
- Or an approved Master's degree, and completion of 30 semester hours of approved college/university credits above the Bachelor's. (These credits are in addition to the Master's degree and may include "G" credit New York City Department of Education in-service courses.)
- Or a 60 credit Master's degree in Guidance or Counseling

- Or a Master's degree in Guidance or Counseling and a total of 60 graduate credits in Guidance and Counseling, all earned after the conferral of the Bachelor's degree, and including those contained in the Master's degree. Excess credits in a Master's degree, must be confirmed by an original letter the school Registrar and carrying the school seal which identifies the exact number of credits required for the degree and the exact number of excess credits earned. These excess credits may be offered toward the additional credit requirement for C6, VIF2, VIK2 and VIH2 differentials.

## **For Laboratory Specialist (Schedule WU)**

The same general requirements for the teacher first differential: an approved Bachelor's degree and an additional 30 semester hours of credits or an approved Master's degree. These credits (undergraduate or graduate) may have been earned prior to the conferral of the Bachelor's degree but cannot be credits used toward or required for the Bachelor's degree. If any credits were earned prior to the conferral of the Bachelor's degree, an original letter signed by the school's registrar **and** bearing the school seal must identify the exact number of credits required for the degree and the number of excess credits. **NOTE:** All New York City Department of Education and NYSUT in-service courses are acceptable for the C2 First Differential.

## **Filing Time Period**

Applications for salary differentials must be filed within 6 months of completing course work.

### **Course Work Date of Completion Last Date for On-Time Filing Completed In**

Fall Semester January 31st July 31st.

Spring Semester June 30th December 29th

Summer Semester August 31st February 28th

**Applications filed after these dates will result in late effective dates and loss of retroactivity.** If you file a complete application after the six month period, you will receive an effective date of the first day of the month following the date of submission of the complete application.

### **Required Documentation:**

When you apply for a salary differential, you **must** attach to the application form all transcripts that document your eligibility to receive the salary differential each time you file even though you may have submitted some or all of the transcripts previously for a prior differential. If you do not attach all transcripts, your application is incomplete and cannot be processed. It will be returned to you.

**Reminder:** If you are submitting excess credits at either the undergraduate or graduate level, you must attach to your application an original letter signed by the registrar of the college/university **and** bearing the school seal that identifies the exact number of credits required for the degree and the number of excess credits.

**Applications for salary differentials must include original student transcripts.**

Grade reports and computer printouts are not accepted.

### **Getting Assistance before submitting your application:**

The UFT provides assistance to its members in completing salary differential

applications. If you still have questions after you speak with your school's UFT Chapter Chair, the UFT has five borough offices which are open on school days between the hours of 3:30 p.m. and 6:00 p.m. The UFT borough offices are located at:

UFT Bronx Office UFT Brooklyn Office  
2100 Bartow Avenue 335 Adams Street  
Bronx, New York 10475 Brooklyn, New York 11201  
718-379-6200 718-852-4900  
UFT Queens UFT Manhattan  
97-77 Queens Boulevard 52 Broadway  
Rego Park, New York 11374 New York, New York 10004  
718-275-4400 212-598-6800  
UFT Staten Island  
4456 Amboy Road  
Staten Island, New York 10312  
718-605-1400

### **Completing the Application for Salary Differential(s):**

#### **Section A: Personal Information**

Please enter all personal information requested. Be sure to include your file number, license area, and status.

#### **Section B: Differential Information**

Check 4 the appropriate box that corresponds to the salary differential for which you are applying.

#### **Section C: Educational Documentation**

In this section, please list all educational institutions for which you are attaching original student transcripts and any other required documentation. Each college/university should be listed only once, except if you attended different schools (i.e., undergraduate and graduate) within a university.

#### **Section D: Documentation of Credits**

This section is used to list credits.

If you are submitting excess course credits (credits not required for your Bachelor's or Master's degrees) to be applied toward your differential, you must list them here in chronological order of completion.

#### **Section E: Declaration and Signature**

- Be sure to read the declaration, sign and date your application.
- Be sure you have attached all required documentation.

**Please remember:** Applications submitted without complete documentation cannot be processed and will be returned.

#### **5. Submit Your Completed Application**

Mail your completed application and attached documentation to:

The Division of Human Resources  
Office of Pedagogical Records and Salary Status  
65 Court Street – 8th Floor  
Brooklyn, New York 11201

### **Section IV: Salary Differential Information for School Secretaries**

School Secretaries are eligible for an educational salary differential and a professional salary differential based on the satisfactory completion of additional acceptable coursework.

#### **Standards of Acceptable Courses**

Courses must be taken at regionally accredited colleges or universities, business

schools registered by the New York State Education Department (or by a similar agency in another state having similar accreditation standards) and/or through the New York City Department of Education's in-service program.

Business school courses appropriate to a school secretary's license will be accepted toward the Educational Differential as follows:

- Completion of 30 hours of satisfactory study at a business school in office skills or office practices = two semester hours.
  - Courses offered must be completed at a business school registered by the New York State Education Department (or by a similar agency in another state having similar standards of accreditation)
- Courses that have been accepted for licensure as a school secretary will be accepted toward fulfillment of the course requirements for the differential.

#### **Unacceptable Courses:**

The following types of courses are **not acceptable**:

- Correspondence courses
- Video courses
- Courses offered by business ventures or third parties (i.e., courses offered by organizations other than regionally accredited colleges and business schools registered by the New York State Education Department)
- On-line/Internet courses with the following exceptions:

Only distance education (on-line) programs that are offered by accredited New York State institutions and approved by the New York State Education Department (NYSED) are accepted. An individual who enrolls in a program offered in New York that is not NYSED-approved may not be eligible for state or federal student financial aid, and cannot use that program to qualify for New York State teacher certification or other professional licensure or New York City salary increments.

To find a list of New York State Education Department approved institutions and the courses they offer, log on to:

<http://web1.nysed.gov/ocue/distance/database.html>

#### **Educational Salary Differential**

School secretaries, including substitute school secretaries on annual salaries, are eligible for an Educational Salary Differential upon completion of a minimum of 60 credits of approved study as indicated by:

- A degree from a regionally accredited two year college
- A two-year degree from a registered business school
- A Bachelor's degree from a regionally accredited four year college
- Graduation from a four-year high school and completion of 60 semester hours of approved courses (Please see section on Standards of Acceptable Courses.)

#### **Professional Salary Differential**

School secretaries, including substitute school secretaries on annual salaries, who have previously completed 60 semester hours of courses and have earned an Educational Differential, are eligible for a Professional Salary Differential based upon satisfactory completion of an additional 30 credits of approved course work in the professional areas listed below.

These 30 additional credits may taken in any combination (except the limitation in a foreign language) in the following professional areas:

- Typing
- Word processing
- Shorthand, speedwriting, and/or steno typing

- Office machines and/or office management
  - Computer science and/or computer studies
  - Business administration, and/or business English, finance, law, management, organization, statistics, and/or business writing
  - Accounting, bookkeeping and/or commercial arithmetic, banking, budgeting and/or money management
  - One foreign language (a minimum of 6 credits and a maximum of 12 credits in one language may be offered toward the differential)
- Courses in insurance, marketing, or taxes are **not** acceptable.

## **When and How to Apply for a Differential**

### **Required Documentation:**

When you apply for a salary differential, you **must** attach to the application form all original transcripts that document your eligibility to receive the salary differential each time you file even though you may have submitted some or all of the transcripts previously for a prior differential. If you do not attach all original transcripts, your application is incomplete and cannot be processed. It will be returned to you.

**Applications for salary differentials must include original student transcripts.**

Grade reports and computer printouts are not accepted.

### **Filing Time Period:**

Applications for salary differentials must be filed within 6 months of completing course work.

### **Course Work Date of Completion Last Date for On-Time Filing Completed In**

Fall Semester January 31st July 31

Spring Semester June 30th December 29th

Summer Semester August 31st February 28th

**Applications filed after these dates will result in late effective dates and loss of retroactivity.** Therefore, if you file a complete application after the six month period, you will receive an effective date of the first day of the month following the date of submission of the complete application.

### **Getting Assistance before submitting your application**

The UFT provides assistance to its members in completing salary differential applications. If you still have questions after you speak with your school's UFT Chapter Chair, the UFT has five borough offices which are open on school days between the hours of 3:30 p.m. and 6:00 p.m. The UFT borough offices are located at:

UFT Bronx Office UFT Brooklyn Office

2100 Bartow Avenue 335 Adams Street

Bronx, New York 10475 Brooklyn, New York 11201

718-379-6200 718-852-4900

UFT Queens UFT Manhattan

97-77 Queens Boulevard 52 Broadway

Rego Park, New York 11374 New York, New York 10004

718-275-4400 212-598-6800

UFT Staten Island

4456 Amboy Road

Staten Island, New York 10312

718-605-1400

## **Completing the Application for Salary Differential(s)**

### **Section A: Personal Information**

Please enter all personal information requested. Be sure to include your file number,

license area, and status.

**Section B: Differential Information**

Check 4 the appropriate box that corresponds to the salary differential for which you are applying.

**Section C: Educational Documentation**

In this section, please list all educational institutions for which you are attaching original student transcripts and any other required documentation. Each college/university or business school should be listed only once, except if you attended different schools (i.e. undergraduate and graduate) within a university.

**Section D: Documentation of Credits**

This section is used to list credits.

If you are submitting excess course credits (credits not required for your Bachelor's or Master's degrees) to be applied toward your differential, you must list them here in chronological order of completion.

**Section E: Declaration and Signature**

Be sure to read the declaration, sign and date your application.

Be sure you have attached all required documentation.

**Please remember:** Applications submitted without complete documentation cannot be processed and will be returned.

**Submit Your Completed Application**

**Certify Mail** your completed application and attached documentation to:

The Division of Human Resources

Office of Pedagogical Records and Salary Status

65 Court Street – 8th Floor

Brooklyn, New York 11201

June 2003