

## **Salary Information and Frequently Asked Questions**

The amount of your paycheck depends on:

- The salary schedule that the union and the city negotiate in the contract.
- How long you have been teaching.
- Credits and degrees you earn beyond your bachelor's degree.

### **How to Maximize Your Earnings:**

You can increase your earnings, above and beyond the contractual starting salary, in three ways:

#### **1. Qualify for differentials.**

Salary differential is based on academic credit/coursework/degrees earned beyond your bachelor's degree. All school-based staff (except per diem day-to-day) can apply for salary differential. All teachers, except per diem day-to-day can apply for salary differential as long as you have at least 30 credits beyond a bachelor's degree. Each differential can add thousands of dollars to your annual earnings – permanently – and cumulative differentials can make a big difference in your earning power.

Differentials include those for completing:

- 30 credits beyond the bachelor's degree (C2).
- A master's degree or 36 credits in an approved subject matter area (C2+PD, known as the Promotional Differential).
- If you have 60 credits beyond your BA including your master's credits you could be eligible for the Intermediate Differential (C2+PD+ID)
- 30 credits beyond a master's degree (C6+PD). You also qualify for C6+PD by earning certification by the National Board for Professional Teaching Standards.

**Differentials are not automatically awarded. You must apply for them within six months of completing your coursework.**

Differentials are paid as of Feb. 1, July 1 and Sept. 1, respectively, for work you've completed in the previous fall, spring and summer semesters.

For example, if you complete your coursework by Jan. 31 and file by July 1, the DOE will pay your differential in the fall semester with arrears back to Feb. 1.

#### **2. Move through the salary steps.**

You'll earn more money the longer you stay in the system.

For the first eight years, these are called "steps." If you teach without interruption, you will move two steps (e.g. 1A and 1B) for each year you work, increasing your earnings up to Step 8B.

You will automatically receive pay increases based on salary steps on your anniversary date and on 3/1.

Beyond Step 8B, you will receive "longevity" increments — also called "longevities" — after you have taught in New York City for 10, 13, 15, 18, 20 and 22 years.

#### **3. Apply for prior service salary credit.**

If you taught in another school system or, for certain licenses, had non-teaching experience related to your license area, you may qualify for salary credit and placement on a step above 1A up to as high as Step 8B. Salary Step Placement is based on previous paid full-time teaching experience and/or related non-teaching experience. All teachers (except substitute teachers and paraeducators day-to-day), school secretaries, guidance counselors, school psychologists, and school social workers can apply for a change in salary step.

#### **Longevity Increases**

Only a regularly appointed teacher may receive longevity increases. After Step 8B, longevity increases are listed for 10, 13, 15, 18, 20, and 22 years of service in the New York City public schools. The increase is issued when an individual completes the indicated number of years. Employees become eligible for

longevity payments on the employee's longevity eligibility date. The salary increase for longevity should be reflected in the payroll check generated for the pay period following the employee's eligibility date. A longevity increase becomes part of the teacher's base salary and is immediately pensionable.

**Service in the calculation of longevity time includes:**

- Regular appointed full time service
- Regular substitute service
- Recertified service
- Annualized service under a Certificate of Competency (with a basic license)
- Per diem service (85-169 days=1 term)
- Salary credit or outside experience if granted prior to April 12, 1971

The following **types of service are not included** in calculating longevity credits even though they are included in the calculation of seniority lists:

- Layoff time
- Service as a paraprofessional
- Service on a per session basis
- Inactive time for which no seniority credit is granted
- Veteran's credit
- Blind disability credit
- Service with a Certificate of Competency without a basic license

## **Salary Differential FAQs**

**What is a salary differential?**

Salary differential is based on academic credit/coursework/degrees earned beyond the Bachelor's degree.

**Who can apply for salary differential?**

All teachers (except substitute teachers), clinicians (guidance counselors, school psychologists, school social workers and laboratory specialists) and school secretaries can apply for salary differential.

**When do I apply for salary differential?**

Teachers can apply when they have completed at least 30 credits beyond their Bachelor's degree. School guidance counselors, social workers and psychologists can apply when they have completed a 60 credit master's degree in their license area. School secretaries can apply when they have completed at least 60 credits of coursework.

**How do I apply for salary differential?**

You can apply by downloading an application from the forms area of the DHR website, completing the application and attaching all required original transcripts.

**How long will it take for the processing of my application?**

Approximately between 4-6 weeks.

## **Salary Step FAQs**

**What is a salary step?**

Salary step is granted based on both prior full-time teaching experience and/or related non-teaching experience. You will move a step for each semester of satisfactory service completed. The maximum step is 8B for teachers, guidance counselors and school secretaries; 7B for school psychologists and school social workers. After step 8B/7B there are longevity increases for 10, 13, 15, 18, 20 and 22 years of service in the NYC public schools. Please note that non-appointed teachers, clinicians or school secretaries can not move past step 4A.

**Who can apply for salary step?**

All teachers (except substitute teachers), clinicians, school secretaries and laboratory specialists.

**When do I apply for salary step?**

Upon being newly hired or newly appointed/certified.

**How do I apply for salary step?**

You can apply via RMS (the online application) once you are employed or by using a paper application which you can download from our website.

**Do I need to apply yearly for salary step placement?**

No, unless you have changed titles (i.e teacher to guidance counselor) or have returned from a leave of absence.

**How do I receive longevity?**

The Office of Pedagogical Payroll calculates your years of service and implements payment.

**How many years of initial credit am I eligible for?**

Teachers are initially eligible for a maximum of 7.5 years of credit. Clinicians and school secretaries are initially eligible for a maximum of 5 years of credit.

**How long will it take for my application to be processed?**

If submission is electronic via RMS, you will be placed on the correct salary step within 1-2 pay periods. If submission is by paper application it may take approximately 4-6 weeks.

## **Per Diem Rules**

**Types of Per Diem Service**

Per Diem service refers to licensed pedagogic personnel serving on a day to day basis in a school and/or any of its programs. Employees serving on a Per Diem basis are commonly referred to as substitute teachers. The categories of service paid on the Per Diem Payroll include: [click here for summary chart](#).

**Occasional Per Diem**

A teacher assigned on a day by day as needed basis to fill occasional vacancies due to a teacher absence. This employee is paid at a fixed rate for each day of service.

**Long-Term Per Diem (Z-Status)**

An Occasional Per Diem teacher who works 30 or more consecutive days in the same position covering the same absence becomes a long-term Per Diem teacher. This individual receives salary at 1/200th of the salary step (up to step 4A) that would be entitled on a full time basis, instead of the occasional daily rate.

Non-attendance benefits are not available. Sick leave is earned at the rate of one (1) day for each calendar month in which per diem employment with legal holidays equal or exceeds twenty (20) days. This applies to "F" and "Z" Status service. After serving sixty (60) full days, the long-term per diem teacher will earn three (3) vacation days and for each twenty (20) days thereafter one (1) additional day is earned up to a maximum of 9 vacation days.

**Full/Part-Time (F-Status)**

A per diem employee engaged for a full term but for less than 5 full days per week (e.g., 2 days every week). The Full/Part Time employee receives a salary pro-rated for the time worked at 1/200th of the salary step (up to step 4A) that would be entitled on a full time basis.

On February 2, 2009 the DoE's Salary Unit, now called the Office of Salary Services (OSS), implemented a new on-line salary differential application process for all teachers, including secretaries. Applications, as well as eligibility requirements, can be accessed at the DoE website:

<http://schools.nyc.gov/teachersalary>

or, directly through the Payroll Portal:

<http://payrollportal.nycboe.net>

You must have a DoE email address to access the on-line application.

Once the on-line application is completed, the application must be printed. A tracking number is assigned to the application. Transcripts still must be submitted to the DoE. Original transcripts along with the application are to be submitted to 65 Court Street, room 102. Members who hand deliver their application will get a receipt. It is strongly suggested that if members can not hand deliver their applications they should send them return receipt.

Members will electronically receive a Certificate of Salary Status when the differential is processed.

With this new on-line process members no longer need to resubmit their transcript each time they apply for another differential. They only need to submit original transcripts for the additional credits they earned to obtain the differential that they are applying for.

## A Guide to Understanding Your Certificate of Salary Status

When you are initially assigned a salary step and each time your salary step or equate date is updated in the future, you will receive a *Certificate of Salary Status* in the mail. On the certificate, you will see the following image:

DATE OF COMMENCEMENT OF SERVICE UNDER PRESENT APPOINTMENT	CURRENT SALARY CODE	NEW SALARY STEP	DESCRIPTION OF DIFFERENTIAL FOR NEW SALARY CODE	EQUATED OR ANNIVERSARY DATE UNDER PRESENT APPOINTMENT
(1) 8/30/07	(2) MA1A	(3) MA2A		(4) 8/30/06
(5) OUTSIDE EXPERIENCE – 1 YR				

Use the legend below to understand your salary certificate:

### Salary Certificate Legend:

- (1) This is the date your current appointment began.
- (2) This is a two part code that represents the previous salary step and differential you were assigned:
- Part 1 – The first part of this code indicates the previous salary differential. In this example, this teacher was assigned the base salary differential (MA).
  - Part 2 – The second part of this code indicates the previous salary step. In this example, this teacher was assigned the base salary step (1A).
- (3) This is a two-part code that represents the new salary step and differential you have been assigned:
- Part 1 – The first part of this code indicates the new salary differential. In this example, this teacher remained on the base salary differential (MA).
  - Part 2 – The second part of this code indicates the new salary step. In this example, this teacher was assigned a higher salary step (2A).
- (4) This is your equate date. Appointed staff automatically advance to the next salary step twice each year: on the first of the month of their equate date and the first of March.
- (5) This section may include notes or comments about your salary status. In this example, this teacher received credit for 1 year of outside teaching experience, which correlates to the increase in salary step from 1A to 2A.

Note: Each population (teachers, school secretaries, laboratory specialists, guidance counselors, school psychologists and school social workers) has different codes corresponding to their salary steps and differentials. Consult the appropriate salary schedule to view the codes for your population.

## Salary Differential Eligibility Requirements for Teachers (excluding Trade Teachers)

Teachers are eligible for salary differentials based on academic achievement and qualify for their first differential once they have earned 30 or more credits beyond their bachelor's degree. Based on the current collective bargaining agreement, five salary differentials are available:

\* The code within parentheses—the salary schedule code—will be the code you see on your *Certificate of Salary Differential* once it is issued.

### **First Differential** C2 (PA)

Requirements:

- ξ Approved bachelor's degree **AND**
- ξ An additional 30 credits

Additional credits (either 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.

**IMPORTANT NOTE:** 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. **This letter must be submitted, along with your supporting transcripts, as part of your application.**

### **Promotional Differential** C2+PD (RA)

Requirements:

- ξ Approved bachelor's degree **AND**
- ξ Approved master's degree

**OR**

- ξ Approved bachelor's degree **AND**
- ξ An additional 30 semester credits (undergraduate or graduate) **AND**
- ξ Of all credits earned (undergraduate and graduate), 36 must be in one of the approved areas of specialization (a list of approved areas of specialization is provided at the end of this section)

A course used to qualify for the First Differential may be used again to meet the 36 semester hour requirement of the Promotional Differential.

**IMPORTANT NOTE:** 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. **This letter must be submitted, along with your supporting transcripts, as part of your application.**

### Intermediate Differential without Area Specialization C2+ID (QA)

Requirements:

- ξ Approved bachelor's degree **AND**
- ξ An additional 60 credits but have not yet earned 36 credits in an area of specialization or a master's degree

Additional credits (either 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.

**IMPORTANT NOTE:** 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. **This letter must be submitted, along with your supporting transcripts, as part of your application.**

### Intermediate Differential with Area Specialization C2+PD+ID (SA)

Requirements:

- ξ Approved bachelor's degree **AND**
- ξ An additional 60 credits, 36 of which are in an approved area of specialization (a list of approved areas of specialization is provided at the end of this section). This may include a master's degree.

**OR**

- ξ Approved bachelor's degree **AND**
- ξ 60-credit master's degree

Additional credits (either 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.

**IMPORTANT NOTE:** 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. **This letter must be submitted, along with your supporting transcripts, as part of your application.**

### Second Differential C2+PD+C6 (UA)

Requirements:

- ξ Approved bachelor's degree **AND**
- ξ Approved master's degree **AND**
- ξ One of the following:
  - An additional 30 credits (undergraduate or graduate) that are in addition to those required for the master's **OR**
  - Approved doctorate

The additional 30 credits must be earned after the conferral of the bachelor's degree.

In lieu of the 30 additional credits, a teacher may qualify for this differential by earning full National Board for Professional Teaching Standards (NBPTS) certification. For more information, please visit the NBPTS Web site.

### **Areas of Specialization**

Some of the differentials (i.e., Promotional or Intermediate with Area Specialization) require the teacher to have 36 credits in one of the approved areas of specialization. Credits may be those earned as part of a bachelor's program or any post-baccalaureate education, including a graduate degree. Areas of specialization are:

- Accounting and Business Practice
- Agriculture
- American Sign Language
- Architectural Drafting
- Art
- Bilingual Education
- Biology
- Chemistry
- Distributive Education (Merchandising and Salesmanship)
- Early Childhood
- Earth Science
- Educational and Vocational Guidance
- Elementary Education
- English
- English as a Second Language
- Foreign Languages
- Health Education
- Home Economics
- Industrial Arts
- Library Science
- Mathematics
- Mechanical Drafting
- Mechanical, Structural, Civil Technology
- Music
- Nursing
- Performing Arts—Dance
- Performing Arts—Drama
- Physical Education
- Physics
- Reading
- Science
- Social Studies
- Special Education
- Speech
- Stenography & Typewriting
- Technology

## How and When to Apply for a Salary Step

### When should I apply for a salary step?

All newly hired teachers and school-based staff reported their prior work experience in their online applications for employment. This information was automatically sent to the Office of Salary Services, which used it to assign your initial salary step and equate date. *Please note:* No additional action on your part is required.

Do not submit a separate paper-based salary step application providing the prior work experience you submitted in your online employment application. *Please note:* A duplicate submission will cause delays in processing.

The only reason to submit a separate paper-based salary step application is if you are a newly appointed/certified teacher and the prior work experience submitted in the online employment application was incorrect or incomplete. In this instance, the paper-based application must be received within six months of appointment to receive the retroactive pay (retroactive from your date of appointment). If you apply after six months, you will be issued a late filing date, and your first payment on the new salary step will begin on the first day of the month after the application was submitted. Late applicants are not eligible for retroactive pay.

### How do I apply for a salary step?

If the prior work experience you submitted in your online employment application was incorrect or incomplete, download and print a salary step placement form.

Completed paper-based applications can be submitted to the Office of Salary Services in one of two ways:

- ξ By certified mail (this is the preferred method)
- ξ In person at 65 Court Street Room 102, Brooklyn, NY 11201.

### What happens after I submit an application; how am I notified of a decision?

It takes approximately two to four weeks to evaluate the prior work experience you reported in your online employment application or paper-based salary step application.

If you submit a paper-based application, you will be mailed a postcard from the Office of Salary Services informing you that your application was successfully received. If you submit this application in person at 65 Court Street, you will receive this postcard in person at that time.

- ξ Appointed Teachers: After your application is processed, you will receive a Certificate of Salary Status in the mail. It will list the salary step on which you have been placed as well as the effective date of the salary step assignment and your equate date. This equate date is one of two dates in which you will automatically advance to the next salary step each year (the other is in March).
- ξ Non-appointed Teachers: After your application is processed, you will receive a Certificate of Salary Status in the mail. You may be granted a salary step (up to a

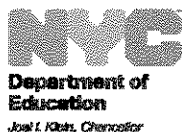
maximum of 4A) on this certificate, which will also contain the effective date of your salary credit. You will not be assigned an equate date.

Be sure to keep your certificate for reference purposes.

The salary corresponding to the salary step you have been assigned will appear in your paycheck within one to two pay periods.

If you submitted a paper-based application, any salary step increase you are granted will appear in four to six weeks. Any retroactive monies you are owed will appear in a paycheck approximately three pay cycles later.

If you submitted a paper-based salary step application late (after six months of appointment), your updated salary will not take effect until the first day of the month after the application was submitted. Late applications are not eligible for retroactivity to the date of appointment.



**THE NEW YORK CITY DEPARTMENT OF EDUCATION**  
**DIVISION OF HUMAN RESOURCES, OFFICE OF SALARY SERVICES**  
 65 COURT STREET, ROOM 815  
 BROOKLYN, NEW YORK 11201  
 (718) 935-4000

**APPLICATION FOR SALARY STEP PLACEMENT**

Please complete this application if you have not indicated all of your work experience on your online application (TSN) and mail to address above.

**SECTION 1 - PERSONAL INFORMATION**

Name (Last, First, Middle Initial)		E-Mail Address	
Social Security Number	License under which currently serving	EIS Number	
Mailing Address (Number, Street, Apt., etc.)			
City	State	Zip Code	
School/Office	Borough	District/Region	

**SECTION 2 - PRIOR TEACHING EXPERIENCE PERFORMED OUTSIDE THE N.Y.C. DEPARTMENT OF EDUCATION**

School Name & Complete Address	Name of Head of Institution	Subj./grade taught	Date of Employment FROM TO		# of Days In School Year	Teaching Hours/Days

**SECTION 3 - PRIOR RELATED NON-TEACHING EXPERIENCE**

Name of Employer & Complete Mailing Address	Exact Title In Which Employed	Dates of Employment FROM TO		Hours Worked Per Week

**SECTION 4 - PRIOR TEACHING EXPERIENCE PERFORMED FOR THE N.Y.C. DEPARTMENT OF EDUCATION**

School Name, Borough & District	License	Dates of Service FROM TO		# of the Days Served	Type of Service (Reg/PD/Sub)

**SECTION 5 - APPLICANT'S DECLARATION AND SIGNATURE**

I understand that if any information or documentation provided as part of this application is found by the Chancellor or his designee to be fraudulent, forged, or altered, it will result in a denial of my application and may subject me to disciplinary action if I am already employed by the New York City Department of Education. I also understand I will have a chance to respond to any allegation that a document or information I have supplied is fraudulent, forged, or altered prior to any adverse action being taken against me. Finally, I understand that if any information or documentation submitted as part of this application is found to be fraudulent, forged, or altered after my application has been processed and I have received additional money as a result, I will agree to return, upon demand by the Department of Education, that amount of money received which is directly attributable to the fraud, forgery, or alteration by deductions from my paycheck, or alternate means if I so elect or if I am no longer employed by the Department of Education.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Department of Education of the City of New York**  
**Division of Human Resources, Office of School-Based Support Services**  
65 Court Street - Room 504 • Brooklyn • New York 11201

**SALARY UPGRADE APPLICATION FOR EDUCATIONAL (UFT)  
AND FAMILY (DC 37) PARAPROFESSIONALS**

**FILING INSTRUCTIONS:** This application for upgrades is only to be used within the UFT Educational Paraprofessional and DC 37 Family Paraprofessional titles. If information is missing or required documentation is not attached, this application will be returned to your school in order for you to submit additional information. ORIGINAL student college transcript(s) and/or original Paraprofessional Development Course Certificate(s) bearing the name of the college must be attached. Paraprofessional Development Course I or II original certificate(s) will be returned to your mailing address after review.

**DO NOT** have the college mail the transcript to the Paraprofessional Office. Original student college transcripts indicating the appropriate amount of credits required for the upgrade must accompany this application. **Photocopies of transcripts or degrees, grade reports and/or letters WILL NOT be accepted. Do not attach an original degree or a copy.**

**FOREIGN CREDENTIALS ONLY:** If you are presenting foreign credential/transcript(s) as proof of credits earned, please use the acceptable translation agencies that appear on the reverse side of this form to have translated/evaluated your documents.

There is a six (6) months grace period from the date of eligibility for filing your request in order to be granted retroactive payment. Please note that the effective date is determined by the date all documents are received by the Office of School-Based Support Services.

**PRINT ALL INFORMATION CLEARLY**

**SECTION A – PERSONAL INFORMATION AND CURRENT EMPLOYMENT STATUS**

NAME (Last, First, Middle Initial)		MAIDEN NAME (Or name appearing on transcripts)	
S.S. #		EIS #	
HOME PHONE # ( )		EMAIL ADDRESS:	
MAILING ADDRESS (Number, Street, Apt. #)			
CITY		STATE	ZIP CODE
INTEGRATED SERVICE CENTER #:	DISTRICT/SCHOOL	CURRENT TITLE	CURRENT PAY CODE (See Reverse Side)

**SECTION B – SALARY UPGRADE INFORMATION**

REQUESTED TITLE:	PAY CODE (See Reverse Side)	<b>SUPPORTING DOCUMENTATION MUST BE ATTACHED</b>	<b>FOR OFFICIAL USE ONLY</b>
COLLEGE CREDIT INFORMATION - CHECK APPROPRIATE BOX(ES):  <input type="checkbox"/> Original student transcript(s) attached  <input type="checkbox"/> Original certificate(s) for paraprofessional development course (I and/or II) attached. (UFT PARAS ONLY)			DHR APPROVAL PAYCODE: _____  EFFECTIVE DATE: _____  COMPLETION DATE: _____  DHR APPROVER: _____

**SECTION C – APPLICANT'S DECLARATION AND SIGNATURE**

I understand that if any information or documentation provided as part of this application is found to be fraudulent, forged or altered it will result in a denial of my application and may subject me to disciplinary action, including termination from the NYC Department of Education. I understand that if any information or documentation submitted as part of this application is found to be fraudulent, forged, or altered after my application has been processed and I have received additional money as a result, I will agree to return, upon demand by the Department of Education, that amount of money received which is directly attributable to the fraud, forgery, or alteration.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

UFT EDUCATIONAL PARAPROFESSIONAL AND DC 37 FAMILY PARAPROFESSIONAL TITLE INFORMATION		
TITLE DESIGNATION	STEP CODE	EDUCATION AND/OR EXPERIENCE REQUIREMENTS CREDITS MUST BE EARNED FROM AN APPROVED DECREE GRANTING COLLEGE.
<b>UFT EDUCATIONAL PARAPROFESSIONAL SERIES</b>		
TEACHER ASSISTANT	P1	HIGH SCHOOL/EQUIVALENCY DIPLOMA/PASSING GRADE ON EITHER THE NEW YORK STATE ASSESSMENT OF TEACHING ASSISTANT SKILLS TEST (NYSATAS) OR THE LIBERAL ARTS AND SCIENCES TEST (LAST) AND COMPLETION OF THE VIOLENCE PREVENTION AND INTERVENTION AND CHILD ABUSE IDENTIFICATION WORKSHOPS.
EDUCATIONAL ASSISTANT	P2	6 APPROVED COLLEGE CREDITS PLUS 1 YEAR OF PROGRAM EXPERIENCE.
EDUCATIONAL ASSISTANT A-I	P3	15 APPROVED COLLEGE CREDITS. NO EXPERIENCE REQUIRED.
EDUCATIONAL ASSISTANT A-II	P4	30 APPROVED COLLEGE CREDITS. NO EXPERIENCE REQUIRED.
EDUCATIONAL ASSISTANT B	P5	45 APPROVED COLLEGE CREDITS. NO EXPERIENCE REQUIRED.
EDUCATIONAL ASSOCIATE	P6	60 APPROVED COLLEGE CREDITS PLUS 2 YEARS OF EXPERIENCE AS AN EDUCATIONAL PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION OR 90 CREDITS PLUS 1 YEAR OF EXPERIENCE AS AN EDUCATIONAL PARAPROFESSIONAL.
EDUCATIONAL ASSOCIATE A	P9	90 APPROVED COLLEGE CREDITS AS A MATRICULATED STUDENT IN A COLLEGE PROGRAM APPROPRIATE TO A TEACHING/PROFESSIONAL CAREER WITH THE NYC DEPARTMENT OF EDUCATION PLUS 2 YEARS OF EXPERIENCE AS AN EDUCATIONAL PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION.
EDUCATIONAL ASSOCIATE B (Salary STEP 1D, 1E, 1F, DL, EL, FL, BA, LB)	P9	A BACCALAUREATE DEGREE FROM AN APPROVED DEGREE GRANTING INSTITUTION OF HIGHER EDUCATION PLUS ONE YEAR OF SATISFACTORY SERVICE AS AN EDUCATIONAL PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION.
AUXILIARY TRAINER	P7	60 APPROVED COLLEGE CREDITS PLUS 3 YEARS OF EXPERIENCE AS AN EDUCATIONAL PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION OR 90 CREDITS PLUS 2 YEARS OF EXPERIENCE AS AN EDUCATIONAL PARAPROFESSIONAL (Utilization of this title requires a job posting and their organizational Galaxy budget approval).
AUXILIARY TRAINER A (Salary STEP 1D, 1E, 1F, DL, EL, FL, SD, LD) Title equivalent to Educational Associate "A"	P7	90 APPROVED COLLEGE CREDITS AS A MATRICULATED STUDENT IN A COLLEGE PROGRAM APPROPRIATE TO A TEACHING /PROFESSIONAL CAREER WITH THE NYC DEPARTMENT OF EDUCATION PLUS 2 YEARS OF EXPERIENCE AS AN EDUCATIONAL PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION. CURRENT SERVICE AS AN AUXILIARY TRAINER IS REQUIRED.
AUXILIARY TRAINER B (Salary STEP 1G, 1H, 1I, GL, HL, IL, SG, LG) Title equivalent to Educational Associate "B"	P7	A BACCALAUREATE DEGREE FROM AN APPROVED DEGREE GRANTING INSTITUTION OF HIGHER EDUCATION AND ONE YEAR OF SATISFACTORY SERVICE AS AN EDUCATIONAL PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION. CURRENT SERVICE AS AN AUXILIARY TRAINER IS REQUIRED.
<b>DC 37 FAMILY PARAPROFESSIONAL SERIES</b>		
FAMILY WORKER	F1	NONE
FAMILY WORKER "A"	F2	HIGH SCHOOL/ EQUIVALENCY DIPLOMA OR CONTINUOUSLY EMPLOYED IN TITLE SINCE FALL OF 1967.
FAMILY ASSISTANT	F3	HIGH SCHOOL/EQUIVALENCY DIPLOMA AND 1 YEAR OF EXPERIENCE AS A FAMILY PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION.
FAMILY ASSISTANT A-I	F4	15 APPROVED COLLEGE CREDITS. NO EXPERIENCE REQUIRED.
FAMILY ASSISTANT A-II	F5	30 APPROVED COLLEGE CREDITS. NO EXPERIENCE REQUIRED.
FAMILY ASSISTANT B	F6	45 APPROVED COLLEGE CREDITS. NO EXPERIENCE REQUIRED.
FAMILY ASSOCIATE	F7	60 APPROVED COLLEGE CREDITS AND 2 YEARS OF EXPERIENCE AS A FAMILY PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION OR 90 COLLEGE CREDITS AND 1 YEAR OF EXPERIENCE AS A FAMILY PARAPROFESSIONAL.
PARENT PROGRAM ASSISTANT	F8	60 APPROVED COLLEGE CREDITS AND 3 YEARS OF EXPERIENCE AS A FAMILY PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION OR 90 COLLEGE CREDITS AND 2 YEARS OF EXPERIENCE AS A FAMILY PARAPROFESSIONAL (Utilization of this title requires a job posting and their organizational Galaxy budget approval)

**ACCEPTABLE TRANSLATION/EVALUATION AGENCIES:**

A & M Logos  
40 Rector Street  
Suite 1504  
New York, New York  
Telephone #: 1-212-233-7061

Eriksen Translations  
32 Court Street  
Brooklyn, New York 11201  
Telephone #: 1-718-802-9010  
Fax #: 1-718-802-0041

Verbum  
PO Box 3944 Grand Central Station  
New York, New York 10163  
Telephone #: 1-212-599-3275

World Education Services  
P. O. Box 745  
Old Chelsea Station  
New York, New York 10113  
Telephone #: 1-212-966-6311  
[www.wes.org](http://www.wes.org)

United Arab Services Corporation  
226 Atlantic Avenue  
Brooklyn, New York 11201  
Telephone#: 1-718-625-1989

Globe Corporation  
319 Broadway  
2<sup>nd</sup> Floor  
New York, New York 10038  
Telephone #: 1-212-227-1994  
[www.globelanguage.com](http://www.globelanguage.com)

# **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:**

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

Grade reports and computer printouts are not accepted.

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Staten Island, New York 10312

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Office of Pedagogical Records and Salary Status

65 Court Street – 8th Floor

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June 2003