Guideline for Salary Increments

This form must be submitted:

- prior to taking a course or other college credit activity
- all signed forms must be resubmitted when applying for a salary increment using PDPs

It is important to remember that:

- an approval form should be submitted when 10 or more PDPs on specific topic have been accumulated
- approval for all non- district sponsored workshops should be obtained prior to taking the workshop
- all college courses and activities must be at the graduate level
- there is a maximum of 45 pdps that count for any one activity
- all professional development activities
  - must be consistent with your professional growth plan
  - must align with the goals and objectives of Medford Public Schools
  - cannot duplicate prior activities accepted as Salary Increment Credits
  - must be considered as adding to the professional skill and knowledge base of the individual applying for the increment (mentoring, student teacher supervisor not eligible)
- some PDP activities may not be accepted as Salary Increment Credits- example PDPs acquired on a required district professional development day, mentoring a student teacher
- **The Department of Elementary and Secondary Education has determined that PDPs are valid for a period of 5 years from the time they are earned Therefore in order for PDPs to count towards any one incremental step they must be accrued within a 5 year period prior to the request for salary increment.**

Activities which have been approved will be converted as follows:

15 PDPS	= 1.5 CEU	= 1 Salary Increment Credit
1 college credit (graduate)	= 1.5 CEU	= 1 Salary Increment Credit

To initiate the approval process, you must submit the completed form to your building Principal. The Principal will forward it to the subject Curriculum Director. The subject Curriculum Director will send it to the superintendent's office for final approval. The signed form will be returned to you to hold until you are ready to apply for the increment.

Revised 3/09