

Salary Steps and Salary Differentials: A Guide to Understanding Eligibility and the Application Process

A Word about Salary Increments

Salary increments for teachers and other professional staff in the New York City public schools are governed by the Department of Education's collective bargaining agreement with the United Federation of Teachers. The rules for salary credit are outlined in Chancellor's Regulations C-500 and C-545. These regulations are available in all schools.

A Word about the Salary Schedule

Listed horizontally across the top of the salary schedule are salary differentials. A teacher can move horizontally across the schedule as s/he increases her/his level of learning.

Listed vertically down the left hand side of the schedule are salary steps. A teacher moves a step for each semester of satisfactory service. **NOTE:** A non-appointed teacher cannot move past Step 4A.

After Step 8B longevity increases are listed for 10, 13, 15, 18, 20, and 22 years of service in the NYC Public Schools.

Currently, a teacher reaches maximum salary when s/he has earned a Master's Degree plus an additional 30 credits and has 22 years of satisfactory service in the NYC Public Schools.

Section I - How to Apply for Salary Step Placement for Teachers

Eligibility

Beginning the 2004-2005 school year all newly hired, appointed teachers must log on to our website at: www.nycenet.edu and complete the work experience section of the online application within RMS. Certified or uncertified teachers that have worked for the DOE previously must complete a salary step application which is available online at www.nycenet.edu and send by certified mail to the Office of Pedagogical Records and Salary Status, 65 Court Street Room 815, Brooklyn NY 11201.

Regularly appointed New York City teachers are eligible for:

- Salary steps based on both prior experience as a teacher outside the New York City Department of Education and for prior non-teaching experience for certain licenses. Teachers may be credited with a maximum of seven and a half years for prior full-time teaching experience.

- Salary differentials based on earning additional academic credits and/or degrees beyond the Bachelor's

Non-appointed teachers:

- May be eligible to apply for salary step placement based upon prior teaching experience performed outside the New York City Department of Education up to a maximum of three years (Salary Step 4A) experience.
- Are eligible for salary differentials based on earning additional academic credits and/or degrees beyond the Bachelor's

A **non-appointed teacher** (regular substitute) with prior full-time teaching experience, may submit an application for prior teaching service performed preceding his/her original certificate at the time s/he is hired.

Appointed Teachers - Time is Money: Your "Equated" or "Anniversary" Date

When your salary step has been determined, you will be issued an "equated" or "anniversary" date. This "anniversary" date is extremely important. It is the date each year on which you will advance to the next salary step.

To avoid a late filing date:

- **Appointed teachers, with previous experience within the DOE, must apply within 6 months of appointment to avoid a late filing date.**

If you file after 6 months, you will be issued a late filing date. Your first payment on the new salary step will begin on the first day of the month after the application has been submitted. **Late applications are not eligible for retroactivity to the date of appointment.**

What It Means to Lose Retroactivity: A Tale of Two Teachers

Teacher A and Teacher B are appointed on September 1, 2001. Teacher A files a completed salary step application on November 15, 2001, well within 6 months of appointment. Because Teacher A filed within 6 months of her appointment, she will receive 10 weeks (from 9/1/01 through 11/15/01) of retroactive pay at her new salary step.

Teacher B doesn't file a completed salary step application until March 25, 2002 – almost a full month beyond the 6 month time frame. Her new salary step begins on the first day of the month (April 1, 2002) after the application was submitted. Teacher B has lost 7 months of retroactive pay at her new salary step.

Remember: Late applications are not eligible for retroactivity.

Failure to File: If you are an appointed teacher with previous experience within the DOE and you **fail to file** an application, you will receive an anniversary date that corresponds to the date of your appointment **but** you will lose any retroactive money you may have been entitled to for prior allowable service.

What It Means If You Fail to File: Love's Labors Lost

Bill Smith served in the New York City public schools for 5 years as a satisfactory non-appointed (regular substitute) teacher beginning September 1, 1997. When he was appointed on September 1, 2001, he filed a salary step application. He was credited with his four years of regular substitute service and his anniversary date is September 1, 1997. **He is paid on salary step 5A.**

Mike Love also served in the New York City public schools for 4 years as a satisfactory non-appointed (regular substitute) teacher beginning September 1, 1997. When he was appointed on September 1, 2001, he failed to file a salary step application. **He is paid on salary step 4A.**

He will move beyond salary step 4A at the rate of 1 step per year instead of 2 steps per year **until he files a salary step application** and claims prior allowable teaching experience for the NYC Department of Education. As soon as his salary step application is processed, he will get credit for his teaching service and be put on his correct salary step. When he files he will get an anniversary date of September 1, 1997. However, he will never recoup the money he lost because failure to file means loss of retroactivity.

Completing an Application for Salary Step Placement (Only for Teachers with previous DOE experience)

Section 1

Enter:

- the license under which you are currently serving
- your school, borough and district
- your current salary step
- the salary differential you are receiving

Under Status:

- If you are a newly appointed teacher, check Regularly Appointed.
- If you were appointed based on passing the NTE, check NTE Appointed.

Section 2

Prior Allowable Teaching Experience Outside the NYC Department of Education

Requirements:

- In order to be creditable, teaching experience must have been full-time for at least one complete school term (semester).
- Your teaching experience must have been in an accredited school.

Regardless of whether you are an appointed or non-appointed teacher, your prior teaching experience **must** have been paid, full-time, approved, satisfactory regular

teaching service in a day school, grades K-12 after the conferral of your Bachelor's degree.

NOTE:

- Only teachers of Common Branches, Early Childhood, Homebound, and Special Education may claim regular Pre-Kindergarten teaching service.
- Full-time, approved, and appropriate college teaching service may be claimed and if found eligible will be awarded at a rate of one semester of service for one year of full-time college teaching. (Adjunct and/or part time college teaching is not accepted.)

The Division of Human Resources, or its representative, however, will contact the employers you list to confirm all prior experience.

NOTE: Appointed Teachers with prior experience within the DOE must file claims even if they filed while serving as Preparatory Provisional Teachers.

Section 3

Prior, Allowable, Related Non-Teaching Experience (including satisfactory, related experience performed in the military service)

Requirements:

- You must have a minimum of one calendar year of non-teaching experience
- Your non-teaching experience must be in a position that is reasonably related to your Department of Education license area
- Only full-time work is creditable

NOTE: Service as a paraprofessional or as a teacher's aide is not creditable for salary credit.

Appointed teachers may claim allowable experience gained prior to their date of appointment.

If you are teaching in one of the following license areas, you may qualify for prior allowable related non-teaching experience salary credit:

Accounting and Business Practices
Attendance Teacher
Biology
Chemistry
Distributive Education
Earth Science
Home Economics
Industrial Arts

Library
Mathematics
Physics
Science
Shop Subjects/Trades
Special Education licenses (all)
Stenography and/or Typewriting
Technical Subjects

The Division of Human Resources, or its representative, will contact the employer to confirm all prior experience listed. An applicant may also contact former employers to alert them that the Division will be requesting verification of your work experience.

NOTE: Appointed teachers must file claims even if they filed while serving as non-appointed teachers.

Section 4

Prior Allowable Pedagogical Experience Performed for the NYC Department of Education

Appointed teachers with prior DOE experience **only** must complete this section to claim salary step credit for allowable, satisfactory day school service performed prior to the date of appointment whether in Pre-K – 12 schools or adult education. Service in summer or evening schools is not accepted.

After Your Salary Step is Determined

If you are a non-appointed teacher, you will receive a Certificate of Outside Experience on which you may be granted from one to a maximum of six salary steps up to Salary Step 4A. This will be stated on the certificate, and it will also contain the effective date of your salary credit.

If you are an appointed teacher, you will receive a Certificate of Salary Status. It will list the salary step on which you have been placed as well as an effective date. This certificate will also have a column labeled “Equated Date” which establishes the month in which you will advance a salary step on the salary schedule.

NOTE: If you receive your certificate and don’t receive an increase in pay, ask your payroll secretary to contact Pedagogic Payroll for you regarding the processing of your increase. At this point, you must work with the Pedagogical Payroll Office to process your salary increase.

Section II - How and When to Submit an Application for a Salary Differential for Teachers

Salary Differentials

Regularly appointed teachers are eligible for salary differentials based on academic achievement. Salary differentials are based on the current collective bargaining agreement. These are the current salary differentials:

C2 First Differential = Bachelor's Degree + 30 hours

C2+ID = Bachelor's Degree + Intermediate Differential

C2+PD = Bachelor's Degree + Promotional Differential (earned MA or equivalent)

C2+ID+PD = Bachelor's Degree + Promotional Differential + Intermediate Differential

C6 Second Differential = Bachelor's Degree + Master's Degree + 30 hours

C6+PD = Bachelor's Degree + Master's Degree +30

C2 First Differential: The teacher with an approved Bachelor's degree has earned an additional 30 semester hours of credits **or** has earned 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. (BA +30)

C2 +ID: This salary differential is paid only to teachers with an approved Bachelor's degree who have earned 60 credits but have not yet earned 36 credits in an area of specialization or a Master's degree.

PD Promotional Differential: The teacher's approved Bachelor's degree and the same 30 hours of credit (undergraduate or graduate) as are acceptable for the C2 First Differential, except that the teacher who has earned NYC Board of Education in-service credits may submit only "G" credit in-service courses. The Promotional Differential includes 36 semester credit hours (undergraduate or graduate) in any of the approved areas of specialization (a list of approved areas of specialization is provided at the end of this document) **or** an approved Master's degree. A course may be credited for both the 30 semester and the 36 semester hour requirements. **(C1 + PD) NOTE:** You may only apply for the Promotional Differential when you have at least 30 credits beyond those required for your Bachelor's degree.

ID Intermediate Differential: The teacher's approved Bachelor's degree and an additional 60 semester hours of credits. If any credits (undergraduate or graduate) 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. All "G" level in-service courses are acceptable. (BA + 60)

C6 Second Differential: Teachers of shop subjects (trade teachers), technology education (industrial arts), business subjects, and related technical subjects may qualify with a Bachelor's degree and 60 additional credits, including all Department of Education in-service courses and excess credits.

C6+PD Teachers in any license may qualify with an approved Bachelor's degree plus an approved Master's degree plus 30 semester hours (undergraduate or graduate) that are in addition to those required for the Master's **or** an approved Doctorate issued by a recognized college or university. (MA + 30). The additional 30 credits **must be earned** after the conferral of the Bachelor's degree and may include both "G" credit and "P" credit in-service courses. (Teachers of Shop Subjects, Trade Teachers, Technology (Industrial Arts) Education, Business Subjects, and Related Technical Subjects may qualify with a Bachelor's Degree and 60 additional credits, including all in-service and excess credits.)

NOTE: Effective September 1996, a teacher may qualify by earning full National Board for Professional Teaching Standards (NBPTS) certification.

Filing Time Period

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

Course Work Completed In	Date of Completion	Last Date for On-Time Filing
Fall Semester	January 31st	July 31st.
Spring Semester	June 30 th	December 29th
Summer Semester	August 31st	February 28 th

Applications filed after these dates will result in late effective dates and loss of retroactivity. Therefore, if a teacher files a complete application after the six month period, s/he shall receive an effective date of the first day of the month following the date of submission of the complete application. and 60 additional credits, including all Department of Education in-service courses and excess credits.

Newly appointed teachers who apply within six months of their date of appointment will receive an effective date retroactive to their appointment date provided all courses were completed prior to the date of appointment.

A regularly appointed teacher who returns from an approved Leave of Absence, or withdraws a resignation, or rescinds a retirement and is reinstated and who files a complete application within six months of the effective date of such action (return to work/reinstatement) shall receive an effective date retroactive to the date of such action.

NOTE: You can expect to see an increase in your salary rather quickly. However, it may take several paychecks before you get your retroactive pay if you are entitled to

retroactivity. If you do not receive your retroactive pay after a few paychecks, your payroll secretary should file an **Inquiry with Payroll** on your behalf.

Required Documentation

If you are a teacher currently employed by the Department of Education and apply for a salary differential, you **must** attach to the application form all original transcripts that document your eligibility to receive the salary differential 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. (Please log onto www.teachny.com to **check for changes and/or updates to this policy**.) If you are hired during or after June 2003, you must submit transcripts with your application. Thereafter, you must submit only those transcripts that document additional course work completed after the date on which your original transcripts were submitted.

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.

NOTE: For foreign documents only, the New York City Department of Education will accept copies of foreign transcripts **only** if they are notarized **and** accompanied by a notarized English language translation from one of the following translation services:

Approved Foreign Education Translation Services

New York

Globe Language Services, Inc.
319 Broadway
New York, New York 10007
Phone: (212) 227-1994
Fax: (212) 693-1489

World Educational Services, Inc.
P.O. Box 745, Old Chelsea Station
New York, New York 10113-0745
Phone: (212) 966-6311
Fax: (212) 966-6395

Evaluation Service, Inc.
P.O. Box 1455
Albany, New York 12201
Phone: (518) 672-4522
Fax: (518) 672-4877

California

Center for Applied Research
Evaluation & Education, Inc.
P.O. Box 20348
Long Beach California 90801
Phone: (562) 430-1105

Delaware

International Consultants of Delaware, Inc.
109 Barksdale Professional Center
Newark, Delaware 19711
Phone: (302) 737-8715
Fax: (302) 737-8756

Florida

Josef Silny & Associates, Inc.
Educational Consultants
P.O. Box 248233
Coral Gables, Florida 33124
Phone: (305) 666-0233
Fax: (305) 666-6395

Illinois

Foreign Academic Credentials Service
P.O. Box 400
Glen Carbon, Illinois 62034
Phone: (618) 288-1661

Education Evaluators International
P.O. Box 5397
Los Alamitos, California 90720-5397
Phone: (562) 431-2187
Fax: (562) 493-5021

Educational Records Evaluation Service
777 Campus Common Road-Suite 200
Sacramento, California 95825
Phone: (916) 449-9570
Fax: (916) 448-3737

The Foreign Educational Document Service
P.O. Box 4091 Fax: (414) 289 3411
Stockton, California 95304
Phone: (209) 948-6589

Washington
Foundation for International Service, Inc.
University of Washington
Queen Anne Square, Suite 503
P.O. Box 352238
Seattle, Washington 98195-2238
Phone: (206) 543-0735
Fax: (206) 658-8338

Wisconsin
Educational Credential Evaluators, Inc.
P.O. Box 514070
Milwaukee, Wisconsin 53202-3470
Phone: (414) 289-3400

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
2100 Bartow Avenue
Bronx, New York 10475
718-379-6200

UFT Brooklyn Office
335 Adams Street
Brooklyn, New York 11201
718-852-4900

UFT Queens
97-77 Queens Boulevard
Rego Park, New York 11374
718-275-4400

UFT Manhattan
52 Broadway
New York, New York 10004
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 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 document credits for an Area of Specialization. If you are submitting excess course credits (credits not required for your Bachelor's or Master's degrees) to be applied toward your first or intermediate differential **or** if you are submitting course credits for an Area of Specialization, you must list them here in chronological order of completion. Be sure to indicate for each course whether you are submitting it as an excess credit (E) or Area of Specialization (S) course.

Areas of Specialization:

A teacher may apply for a Promotional Differential with a conferred Bachelor's Degree or with a conferred Master's Degree and 30 additional credits with 36 credits in one of the following **approved areas of specialization**:

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

Section E: Declaration and Signature

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

Use the check list to ensure that you have attached all required documentation.

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

Submit Your Completed Application

Mail your completed application **certified mail** and attach documentation to:

The Division of Human Resources
Office of Pedagogical Records and Salary Status
65 Court Street – Room 815
Brooklyn, New York 11201

Section III: 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