

## A Guide to Understanding Your Certificate of Salary Differential

Upon assignment of a salary differential, you will receive a *Certificate of Salary Differential* in the mail indicating which differential you were granted and its effective date. Upon receipt of subsequent differentials, a new certificate will be issued to communicate the updated information. On the certificate, you will see the following image:

STAFF MEMBERS NAME AND HOME ADDRESS	SALARY DIFFERENTIAL	EFFECTIVE DATE OF GRANT
JOHN DOE 123 W 67 <sup>TH</sup> STREEET 3R NEW YORK, NY 10023  SOC. SEC. NO. : XXX-XX-XXXX FILE NUMBER : OXXXXXX	(1) FIRST	(2) 07/01/07
	(1) PROMOTIONAL	(2) 07/01/07
LICENSE: XXXXXX DIST: XX                      BORO: X                      SCHOOL: XXX	(3) MA8B / RA8B	

Use the legend below to understand your *Certificate of Salary Differential*:

### Legend:

- (1) These are the names of the differentials granted. In this example, the employee was granted two salary differentials with one application: the First Differential and the Promotional Differential.
- (2) This is the date the increased salary – given the differential – becomes effective. In this example, the employee completed coursework in the spring 2007 semester and was given an effective date of July 1, 2007.
- (3) This is a two-part code that represents your previous salary differential and salary step, and your current salary differential and salary step:
  - Part 1 – The first part of this code indicates your previous salary step (MA8B). In this example, the teacher did not have a salary differential (hence, the “base salary” as represented by MA), however, his salary step was 8B.
  - Part 2 – The second part of this code indicates the new salary differential and salary step. In this example, this teacher was assigned both the First and Promotional differentials. Because the Promotional differential entitles the employee to a higher salary than the First differential, the code representing the Promotional differential is used (RA). The employee’s salary step did not change during this transaction, and thus remains at 8B.

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.