

Process for Reviewing the

Request for Consideration of Points from July 1, 2015 to June 30, 2017 Packets

The Request for Consideration of Points from July 1, 2015 to June 30, 2017 Form, and supporting documents, is due to Human Resources by October 31, 2017.

Please submit your forms and supporting documents to Jordan Morgan, Human Resources Technician. Packets can be submitted via district mail or in person; we are not accepting these packets via fax or email.

Know that we anticipate receiving approximately 275 packets for review. Right now we are letting people know that they should expect an estimated four (4) week processing time after we email an employee confirming receipt of their packet.

Confirmation of Receipt: When we receive the packet in Human Resources, we will quickly scan it over to ensure there are no obvious missing pieces of information or signatures. If it passes through this phase, you will receive an email letting you know that we have received your packet in HR. If it does not pass this step it will be returned to you with a request for the missing information.

Review of Information: We will review your request form and supporting documents, and calculate the number of points that are to be awarded. The Licensed Compensation Points will be posted in ERO, and you will receive an email letting you know that your form has been processed and your points posted in ERO. If we were not able to award points for something, we will let you know what items we have processed and posted, and what we were not able to process. If more information is needed for an item to process it, we will request the necessary information.

Reviewing your ERO Transcript: After you receive the email letting you know that we have posted your Licensed Compensation Points to ERO, please log into ERO and review your transcript.

FAQ's:

I am only requesting a review of 25 points, is that okay? Yes. Some employees will not have fifty (50) points.

Why might it take an estimated four weeks for HR to get to my packet? When your packet comes in, if there are numerous packets ahead of yours, it may take some time to get to it.

How can I help ensure efficient processing? Just like CDE licensing goes much faster when your application is complete and easy to understand, the same will be true for this process.

Why is HR not accepting these packets electronically? Given the volume of packets, we need your assistance with efficiency. Receiving it printed out, and ready to review helps us tremendously! Thank you for your assistance. 😊

Should I keep a copy of my form and supporting documents before I send it to HR? Yes, Please! Do not send in your form and supporting documents without retaining a copy for yourself.

What if I have lost my certificate that I received for my Professional Development? If your principal is able to attest to the professional learning and the hours associated with it, and it qualifies as PD hours that can be recaptured, you can prepare a letter for your principal to sign. The letter should include the name of the PD, the date(s) of the PD, who offered the PD and/or the instructor for the course, and the hours associated with the PD.

I completed the San Juan BOCES Induction while employed in Durango 9-R, does it count towards my fifty (50) point recapture? We value your professional development through the San Juan BOCES Induction program. If you were employed with Durango School District 9-R during the 2015/16 and/or 2016/17 school year, and completed the San Juan BOCES induction between July 1, 2015 to June 30, 2017 while employed with Durango School District 9-R, please document this professional learning experience as 12 hours of professional development on the Request for Consideration of Points from July 1, 2015 to June 30, 2017 form.

How do I document work that I performed as a mentor teacher from July 1, 2015 to June 30, 2017? If you were part of a committee/group that mentored teachers, please document that under Committee Work. If you participated in classroom observations and debriefings as part of your mentoring work, please document that under Peer Coaching Visits and Follow Ups.

I was in the BA + 45 or MA + 60 salary column during the 2015/16 and/or 2016/17 school year; I was not enrolled in a Master's Program and I have professional development that is documented on university/college transcripts, how do I record that? We recognize that an employee in this situation may have transcripts that document professional learning an employee engaged in from July 1, 2015 to June 30, 2017. Please use the Request for Consideration of Points from July 1, 2015 to June 30, 2017 form found on the Human Resources website to document this Professional Development and attach the corresponding transcript.

As a result of being in between salary columns on the previous system, I accumulated points in the Licensed Compensation System because I had a pending Horizontal Move. Are those points part of my fifty (50) points that I can request for consideration? No, these points are not included in in your fifty (50) point recapture. For more information on the process for wrapping up Horizontal Moves as we move to the new Licensed Compensation System, please see the Wrapping up Horizontal Moves document posted online under Human Resources → Employee Information → Licensed Staff.

Can coursework that I completed from July 1, 2015 to June 30, 2017 and used for a Horizontal Move also be used as part of the request for consideration of points from July 1, 2015 to June 30, 2017 process? No. As you have already received credit through a Horizontal Move process, it cannot be used again.

I was in the BA + 45 salary column last year, and I was enrolled in a Master's program as of July 1, 2015 that has not yet concluded, can I document credit hours from my Master's Program using the Request for Consideration of Points from July 1, 2015 to June 30, 2017 form? Individuals who were not able to complete their Master's Program by September 10, 2017, may use the process outlined in the Wrapping up Horizontal Moves document capture credit. As this was part of the previous Horizontal Move process, it cannot be captured in the Request for Consideration of Points from July 1, 2015 to June 30, 2017.

I have forgotten my ERO password, who can reset it for me? Employees can reset their own ERO passwords. On the ERO log-in page, click on "Forgot your PIN" and it will be emailed to your 9-R email account.

I forgot the ERO Organization ID? It is 81301 – the zip code for the Central Office.

I do not have any supporting documents – is that ok? Maybe. This will be the case for some employees. If a person is documenting ILT membership, the only documentation is the principal's signature.