Salary Reclassification

What: Faculty are eligible for salary reclassification based on completion of advanced degrees of credits earned. Faculty are responsible for counting their own credits earned toward salary reclassification.

When: Eligible faculty must submit the application for salary reclassification no later than the fifth day of the semester (the semester begins with full-time Faculty Coordination Day, first and second semester). All work included in the application must be completed by the date of submission.

Instructors do not need to complete all required certification course requirements #50-#69 before applying for salary reclassification; however, they must complete 16 eligible credits or earn a degree not already considered for salary placement.

How: Faculty initiates a salary reclassification by submitting a Salary Reclassification Application, form 92:61. Faculty must also have Professional Growth Application, form 12:147 on file in the Certification Office with appropriate documentation for all credits listed on the salary reclassification application.

The following criteria will apply for credits earned toward salary reclassification:

- Credits eligible for salary reclassification are specified in activity item numbers 1, 2, 3, and 5 of the MATC District Plan, which is listed on the reverse side of the Professional Growth Application, form 12:147.
- Depending on the type of certification held, not all credits completed by an instructor apply to both certification renewal and salary reclassification.
- Credits eligible for salary reclassification must be earned on the individual’s non-contract (personal) time, and the individual must not be reimbursed or paid by MATC for the activity. The supervisor is not obligated to alter schedules to accommodate the individual’s needs.
- Only graduate credits and MATC certification course activities not used for initial salary placement may be carried forward to the first salary reclassification. No other undergraduate or staff development activities may be carried forward from salary placement.
- After an instructor is placed on the salary schedule, additional credits earned in the academic, occupational or educational fields and approved by the supervisor may apply toward salary reclassification.
- Credits eligible for salary reclassification may accumulate without time restriction.
- Credits completed toward a degree in the academic, occupational, or educational field will apply toward salary reclassification. Sabbatical credits apply.
- Wellness and Physical Education credits do not apply toward salary reclassification unless the credits are completed as part of an approved degree program.
- Graduate credits must be a grade of B or higher and undergraduate credits must be a grade of C or higher for salary reclassification purposes.
• Graduate, undergraduate, associate degree, vocational diploma, and continuing education credits earned from accredited institutions, including CEUs and CECs, must be included in a professional growth objective and may be used for salary reclassification credit based upon full course credit. There is no salary reclassification limit. Documentation required: official transcript or certificate for CECs and CEUs. (Activities #1 and #2)
• Occupational/professional training may be used for salary reclassification credit based on a cumulative total of 40 hours of attendance equals one credit. The activity must be related to the area of certification and must be conducted by a qualified trainer and/or reputable organization. Salary reclassification limit: six credits per cycle. Documentation required: 1) copy of program, 2) log of dates and hours, and 3) verification of attendance. (Activity #5)
• MATC Professional Development course activities offered for one or more credits in structured classes to satisfy certification requirements, to improve services to students, or for individual interest may be used toward salary reclassification. There is no tuition charge for these activities, and no salary reclassification limit. Documentation required: completion documentation is automatically submitted to the Certification Office by the Professional Development Office. An MATC transcript is required for COMPSW courses. (Activity #3)
• Certification course activities earn two credits and fulfill WTCS course requirements #50-#69.
• Professional Development activity credit must be approved by the supervisor and included in the individual’s Professional Growth Plan. A professional growth objective must be defined for each credit activity.

Where: The District Human Resources Department implements approved salary reclassification and maintains individual personnel files.

Questions regarding initial salary placement of class and step should be directed to the District Certification Office at (414) 297-7149.

Refer to the MATC Certification Office Home Page for additional information regarding salary reclassification requirements: http://ematc.matc.edu/AdminServices/Cert/index.htm