

**Every Member will receive the following letter: (this is your placement at the start of the school year, not inclusive of any salary advancement or TRS)**

Employee Last Name, Employee First Name  
Employee Address

Employee ID:  
Employee Full Name: First MI Last Name

Dear First Last Name:

This letter serves as a notification of your current position(s) and the base rate of pay for the 2021-2022 school year as of 09/xx/2022.:

Annual Salary Position(s)					
Position Description	Location	Annual Salary	Grade-Step	FTE	
TCHR ELL-SECONDARY				0.80	
TCHR ELL-SECONDARY				0.20	
Amount:		Total	#1	Total FTE:	1.00

Please email [humanresources@u-46.org](mailto:humanresources@u-46.org) with your questions or concerns.

Respectfully,



Ann H. Chan

Take the amount in #1 (total) and divide by 0.91 to find your total with TRS for your amount. This should be your total for the 9/2/2022 paycheck.

In addition to this, any member with additional credits will receive a credit balance too for their balance as of October 15th 2022. **\*Note this will not include any professional credits from the 2022-2023 SY as those are credited in fall of 2023.**

(image on next page)

Dear [REDACTED]

Below is your individualized information regarding your academic credit and professional credit hours on file:

**ETA Transcript Record Review Details:**

1	Remaining balance of academic credit hours toward next eligible lane/step movement:	18.00
2	Earned professional credit hours from the SY [REDACTED]: Per the Elgin Agreement section 27.2 B 2b) i: A maximum five (5) total Professional Credits can be earned each school year for Professional Development, Professional Learning Communities and Committee Work.	2.00
3	Newly submitted academic credit hours for Fall increment: Eligible newly submitted graduate academic credit hours for SY20-21 Fall Increment.	0.00
4	Total academic credit and professional credit hours toward next eligible lane/step movement (sum of 1 + 2 + 3):	20.00

**Changes impacting your Salary Schedule for the [REDACTED] school year (Retro to [REDACTED]):**

5	Applied Lane/Grade movement (One lane movement per 10 previously not recognized and newly submitted graduate academic hours and/or combined with your earned professional credit hours (Total credit hours listed in #4), maximum of 2 lane movement):	5 to 7
	Applied Step movement (Only for lane 8 – Step will be used for lane movement):	N/A
6	Total remaining balance of academic and professional credit hours toward next eligible lane/step movement in school year [REDACTED] (4-5):	0.00

Should you have any questions please contact us at [humanresources@u-46.org](mailto:humanresources@u-46.org). Thank you for your service with School District U-46.

- 1) This is your remaining credit balance from last year. This does not include any professional credits earned in the 2022-2023 SY.
- 2) This is the total number of Professional credits you earned in the 2021-2022 SY. The maximum is 5.
- 3) This is newly submitted academic credits, so any transcripts that were submitted between February 16th 2022 and Oct 15th 2022.
- 4) This is the total for lines 1,2, and 3.
- 5) This line applies to those who will receive salary movement (That is those who have 10 or more in line 4) Remember that the maximum movement is 2.
  - a) Applied lane/grade movement: This is for movement for members who are in lanes 1-7. It will indicate what lane you are moved to.
  - b) Applied Step movement: This movement is for members who reside in lane 8. Lanes are converted to steps for these members.
  - c) For those in lane 7, if you had 20+ hours in line 4, you will move one lane and then one step.
- 6) This is your remaining credit balance going forward (line 4 minus 10 or 20 depending on how many movements you made).

In addition to those two previous items, members who did move lanes/steps will also receive the letter below detailing their retro pay. Any members who did not move a lane or additional step have no retro pay thus no additional letter.

We are pleased to inform you that you have met the requirement for the school year [REDACTED] Fall salary adjustment per the ETA contract section 27.2 B: Salary Increment: Academic Credits and Professional Credits. Please see the second page of this document for your individualized academic and professional credits summary.

Please note: Your paycheck on [REDACTED] will include your new rate of pay plus a one-time retro as of [REDACTED].

Below is your position details as of [REDACTED] before the increment adjustment:

Annual Pay - without TRS (Before increment Adjustment)					
Position Description	Work Location	Annual Salary	Bi-Weekly Pay	Grade-Step	FTE
TCHR HS SOCIAL SCI	[REDACTED]	[REDACTED]	[REDACTED]	5-M	0.60
TCHR HS AVID	[REDACTED]	[REDACTED]	[REDACTED]	5-M	0.40
Total Amount:			[REDACTED]		Total FTE: 1.00

New Annual Pay - without TRS (After Transcript Review and/or Increment Adjustment)					
Position Description	Work Location	Annual Salary	Bi-Weekly Pay	Grade-Step	FTE
TCHR HS SOCIAL SCI	[REDACTED]	[REDACTED]	[REDACTED]	7-M	0.60
TCHR HS AVID	[REDACTED]	[REDACTED]	[REDACTED]	7-M	0.40
Total Annual Salary		[REDACTED] 4	[REDACTED] 1		Total FTE: 1.00

Transcript Review and/or Increment Adjustment with Retro - without TRS (One Time Retro Pay on [REDACTED])					
Position Description	Work Location	Bi-Weekly Pay	Retro Pay	[REDACTED] Pay	FTE
TCHR HS SOCIAL SCI	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.60
TCHR HS AVID	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.40
Total Amount:		[REDACTED] 1	[REDACTED] 2	[REDACTED] 3	Total FTE: 1.00

- 1) This is your new bi-weekly pay (gross before all deductions, should match munis).
- 2) This is your one time retro pay (gross before all deductions, should match munis).
- 3) This is your total for the November 26th paycheck (gross before all deductions, should match munis).
- 4) This is your new yearly salary w/out TRS, divide this number by 0.91 to find your amount on the salary table for the 2022-2023 SY [HERE](#).

**A couple notes:**

- a) DO NOT CHECK your bank statement, check munis. If munis is accurate, then you are good.
- b) Some people may receive pay on Wednesday due to their bank. This is a function of how your bank operates and not a district mechanism