



PROCEDURES FOR PSRP NCLB ANNUAL SALARY INCREASE

Eight Professional and School Related Personnel (PSRP) job titles are affected by new federal guidelines under the No Child Left Behind (NCLB) Act. Those titles are listed below under "Current Titles and Grades". Effective July 1, 2007, in accordance with the 2007-2012 Agreements between the Chicago Board of Education and the Chicago Teachers Union and SEIU, Local 73, PSRPs working in those job titles who hold an associate's degree or higher are entitled to a onetime \$1,000 annual salary increase.

In order to facilitate upgrades for eligible candidates, new job codes, job titles and pay grades have been developed. The affected jobs are:

Titles and Grades Affected by NCLB
(must have 60 credit hours & HQ
Designation)

New Titles and Grades Reflecting the
\$1,000 Salary Increase per CTU/PSEU -
CBOE Agreement (must have associate's)

Instructor Assistant I, G03 (3917)	Instructor Assistant II, GB3 (3920)
Teacher Assistant, GB1 (0463)	Teacher Assistant II, GB2 (0483)
Teacher Asst Bilingual Spanish I, GB1 (0476)	Teacher Asst Bil Spanish II, GB2 (0477)
Teacher Assistant Bilingual I, GB1 (0478)	Teacher Asst Bilingual II, GB2 (0479)
Special Ed Class Assistant, G04 (0464)	Special Ed Class Assistant II, GA4 (0494)
Special Ed Class Asst Bilingual I, GA1 (0475)	Special Ed Class Asst Bilingual II, GA2 (0485)
School Library Asst, G06 (0531)	School Library Asst II, GC6 (0532)
Teacher Asst - Montessori, G03 (2520)	Teacher Asst - Montessori II, GB3 (2519)

Only individuals working in one of the above-listed job titles and possessing an associate's degree or higher from an accredited college or university are eligible for the salary increase.

New and current employees seeking to apply for the PSRP NCLB annual salary increase must complete and submit an application to the Office of Human Capital Staffing Unit. Procedures for applying are:

- ◆ Complete and file the form entitled Application for Review of Credentials for PSRP NCLB Salary Increase
- ◆ Submit an official copy of college transcripts from an accredited college or university to Employee Services (either in person or via U.S. mail at 125 S Clark, Second Floor, Chicago, IL 60603).



Talent Office

- ◆ **An application will only be considered when all official transcripts are on file with Employee Services and all sections of the application have been completed.**
- ◆ **At the time of filing transcripts and/or the application, Employee Services will issue, upon request, a date/time stamped photocopy of these documents. The employee should retain these photocopies for his/her records.**
- ◆ **Proper claims (the completed application and all official transcripts) must be made within 60 calendar days from the date of completing the degree coursework requirements in order for the effective date of the salary increase to be retroactive to the date of degree coursework completion.**
- ◆ **Claims submitted after 60 calendar days. For claims submitted after 60 calendar days from the date of completing the degree coursework requirements, the effective date of the salary increase is the date on which Employee Services receives proper claim (the completed application for Review of Credentials for PSRP NCLB Salary Increase and all official transcripts).**

Employee Services will process the Application for Review of Credentials for PSRP NCLB Salary Increase, update the PSRP employee's job information and ensure retro payment requests are initiated (if necessary).

In the event that an employee in one of the upgraded job titles leaves their position, only a candidate possessing an associate's degree or higher may be staffed into the vacated position. If a principal wishes to fill the vacancy with an individual who does not possess an associate's degree or higher, the principal is responsible for submitting a Position Open/Close request through the Oracle Position Control System to downgrade the position to a job title not requiring an associate's degree or higher.



Talent Office

Chicago Public Schools Employee Services • 125 South Clark Street, 2nd Floor • Chicago, Illinois 60603
Telephone (773) 553-1142 • Fax (773)553-2821 • EmployeeServices@cps.k12.il.us

CHICAGO PUBLIC SCHOOLS APPLICATION FOR REVIEW OF CREDENTIALS FOR PSRP NCLB TITLE UPGRADES

Date: Employee ID: Position Number:

Last Name: MI: First Name:

Home Address: Apt:

City: State: Zip Code: Phone Number:

School Name:

Please Indicate Your Current Job Title:

Please complete education information/NCLB Approval information here:

Highest Degree Held: Degree: Year: College:

Work Keys _____ Date Passed _____ Parapro Assessment _____ Date Passed _____

Applying for (please check one):

- Assistant I to Assistant II upgrade** - must have an Associate's degree or higher in addition to NCLB approval
- Upgrade to Instructor Assistant (I or II)** - must be in a Teacher Assistant I or Teacher Assistant II position for one full year to qualify and possess NCLB approval.
- NCLB Approval lump sum* bonus of \$1,000 for those PSRPs who received their NCLB approval from ISBE and who became highly qualified after July 1, 2007 but were hired prior to July 1, 2007.

No Application for PSRP NCLB Title Upgrades will be considered unless all official transcripts are submitted with application to Employee Services and all sections of this application have been completed. Note: Proper claim for the PSRP NCLB Title Upgrade must be made within 60 calendar days of completing coursework requirements in order for effective date of the salary increase to be retroactive to date of degree course work completion and/or NCLB approval from Illinois State Board of Education. After 60 calendar days, the effective date of PSRP NCLB Title Upgrade is the date on which Employee Services receives proper claim for the *Application for PSRP NCLB Title Upgrade* and all official transcripts and/or NCLB approval.

Please submit the form and original documentation by mail or in person to:

Employee Services
 125 South Clark 2nd Floor
 Chicago, IL 60603 GSR # 125
 EmployeeServices@cps.k12.il.us
 Fax: 773.553.2821 Phone: 773.553.1142

Dept: _____ Pay Table: _____ Job Title: _____ Step: _____ Months: _____

From: _____ To: _____
 (Title and Grade) (Title and Grade)

Effective Date: _____ Approved by: _____

Folder Checked: _____