

Waunakee Community School District  
 Teacher Points and Salary Step Placement

**HOW TO DETERMINE IF YOU HAVE ENOUGH POINTS TO MOVE UP A SALARY STEP FOR THE NEXT SCHOOL YEAR.**

(A) _____	<p>1<sup>st</sup>. Look in Employee Access at your most recent contract and enter your <b>CONTRACT STEP PLACEMENT</b> here.</p>
(B) _____	<p>2<sup>nd</sup>. Refer to the attached salary schedule. Find your Step Placement (A) on the salary schedule and the corresponding Points on the salary schedule. Write the <b>POINT LEVEL FROM THE SALARY SCHEDULE</b> here. <i>(This is how many points are needed to be at your Step in (A). You may be further ahead in points!).</i></p>
(C) _____	<p>3<sup>rd</sup>. Go into Employee Access and drop your points to excel via the attached direction sheet to get your <b>TOTAL POINTS EARNED AS OF TODAY</b>. List those points here.</p>
(D) _____	<p>4<sup>th</sup>. Now add (B) + 500 points. This will be the <b>NUMBER OF POINTS NEEDED TO MOVE TO THE NEXT STEP PLACEMENT</b>. List the total here. <i>(NOTE: The Board of Education will determine pay increase information in the fall after the school year has started. Watch for pay increase communication at that time).</i></p>
(E) _____ <input type="checkbox"/> I have enough points <input type="checkbox"/> I do not have enough points	<p>5<sup>th</sup>. Now <b>COMPARE TO DETERMINE IF YOU HAVE ENOUGH POINTS</b> for a salary step increase.</p> <ul style="list-style-type: none"> <li>• IF C is greater than D, you have enough points.</li> <li>• IF C is less than D, you do not have enough points. Subtract C from D. The difference is the amount of points you need to earn for a salary step increase.</li> </ul>