

Explanation of Teacher Lanes

Hampton City Schools' teacher scales are made up of steps based on years of completed full or part-time teaching experience and pay lanes based on levels of education. Teachers will be placed on the appropriate step/lane combination for their years of experience and degrees acquired. Teachers with completed degrees beyond a bachelor's will only be placed on a higher lane if the additional education or degree is in field and related to the employee's current position. Employees considering entering a program should contact Human Resources at (757) 727-2300 to determine whether the program/degree would make them eligible for a different pay lane.

Hampton City Schools recognizes the following degrees for employees on the teacher scale:

- Master's Degree*
- Master's Degree in Field*
- Master's Degree +30 Credit Hours
- Education Specialist/Certificate of Advanced Graduate Study
- Doctorate Degree

*Hampton City Schools makes a distinction between a master's degree and a master's degree in field. While both need to be related to an employee's current position, the master's degree lane is assigned when the program is in the same general field as the employee's current role. A master's in field would need to tie directly in to an employee's position.

For example, a teacher with his/her master's degree in administration will be placed on the master's degree lane. If that same teacher was in a high school and had received his/her master's in secondary education, they would be placed on the master's in field lane on the teacher scales.

To apply for an increase, you should complete the appropriate degree verification form from the SBO forms page. Once completed, please submit that form along with your official transcripts from the program to Human Resources at 1 Franklin Street. Forms should not be submitted prior to completing your program or without a copy of an official transcript. Human Resources will review your documentation and issue you a new contract or letter of employment if you are eligible for an increase to your base pay.

Please note that all documentation should be submitted to Human Resources by the fourth of the month in order to receive your pay increase on your next check.

