

## **How to Read Your 2024-25 Salary Notice**

1. Level/Step: This should coincide with your education (Level) and years in district(s) (Step). For example, if you have your Master's Degree and are in your 7th year of teaching, your Level/Step is M/06. Remember your first year of teaching is Step 0.

2. Check that the Salary Amount is accurate. The salary schedule can be found on page 43 of our [negotiated agreement](#).

3. Check to ensure that any benefits you have elected are listed correctly. If you have not elected a particular benefit, it will be listed as "Coverage Waived." If you have selected benefits through the district, the specific benefit will be listed. Benefit options and premiums for 2024 can be cross-checked here: <https://drive.google.com/file/d/1cPXNsVn9x44DLR42Nv7YVS88n0uczJJI/view> (you may need to login to your JA email to access this district document)

4. Check your contract last issued date. This will tell you when your contract was issued and for how many years the contract is for. The sequence of contracts is as follows:

- 1st contract - 1 year contract
- 2nd contract - 1 year contract
- 3rd contract - 1 year contract
- 4th contract - 3 year contract
- 5th contract - 5 year contract

5. If you are responsible for an extracurricular activity, please check to ensure that your pay amount is accurately reflected. The salary schedule can be found on page 44 of our [negotiated agreement](#).