

Instructional Staff Contracts/Compensation/Salary Schedules

The following guidelines will be followed in determining the salary schedule placement of individual teachers:

Teachers entering the district will be granted one step on the salary schedule for each full year taught in a state accredited school outside this district, to a maximum of eleven years credit. In emergency situations, as determined by the Board of Education and the interview team(s) in cooperation, the Board may grant up to five years of additional credit to new certified employees at the time of hiring. More than one half of the consecutive contract days during a given school year shall constitute a full year for credit.

Initial placement on the salary schedule shall be determined by the highest degree earned and additional hours beyond the degree as verified by official college transcripts. Teachers must inform the superintendent at the time of hiring of all credits applicable to salary schedule placement.

Following the teacher's initial salary schedule placement, additional hours counted toward advancement on the salary schedule must relate to the teacher's job requirements and must be earned at accredited colleges or universities or through approved formal inservice. Staff that are topped out in experience in any lane, but who accumulate additional years may advance two steps if the succeeding lane allows for such a move.

The district will grant inservice credit for serving on district or school committees beyond the scheduled day. Committee service must be approved and documented by committee chairperson. Fifteen clock hours shall equal one credit hour.

Any changes in a written contract due to hours earned during the previous contract year must be requested in writing to the superintendent not later than the first working **Thursday** in September of the new contract year. Payroll changes will be made for the first paycheck based upon the written notification. Official college transcripts supporting the change requested must be received in the district administrative office not later than the first working **Thursday** in October. The earning of additional hours during the contract year will be considered for the contract in the next school year.

No consideration will be given for requests for retroactive salary schedule advancements.

Approved: 06/16/97

Revised: 07/30/98, 08/12/04, 02/17/05, 05/27/2010, 03/09/2017