

PROVISIONS RELATING TO SALARIES

- A. Initial salary schedule step placement of teachers and teaching administrators shall be determined by the following:
1. Up to six (6) years credit shall be granted for public school teaching. Additional credit may be (but need not be) granted, as determined by the Superintendent based on his/her consideration of the experience of the teacher and the needs of the school district, provided that such credit shall be limited to years of actual service. Service interrupted by more than five years of service may be (but need not be) granted, as determined by the Superintendent based on his/her consideration of the experience of the teacher and the needs of the school district.
 2. Up to full (year for year) credit, as determined by the Superintendent based on his/her consideration of the experience of the teacher and the needs of the school district, shall be granted for private school and/or other qualified teaching experience.
 3. Up to a maximum of ten (10) years of credit, as determined by the Superintendent based on his/her consideration of the experience of the candidate and the needs of the school district, shall be granted for other related work experience. In such cases, the written rationale for this credit shall be placed in the personnel file.
 4. The Superintendent may grant a new teacher a relocation allowance of up to \$2,500 to reimburse the teacher for legitimate expenses incurred and supported with expense documents. The \$2,500 shall not be considered as part of salary. The WEA may request review of these expense documents.
- B. Vertical advance on the salary schedule is governed by the following conditions:
1. Satisfactory service during the preceding year.
 2. Service for at least one-half (1/2) school year during the preceding year.
- C. Horizontal advance is allowed when a staff member:
1. Completes as few as 9 academic credits or as many as 4 CEUs/CEUEs or any combination for a \$225 annual increase. (See Total column in chart below for number of CEUs/CEUEs accepted)

<u>Graduate Credits</u>	+	<u>CEUs or CEUEs</u>	=	<u>Total</u>
9		0		9
8		1		9
7		3		10

6

4

10

2. For advancement to the 5th Level (BA+30) or 6th Level (BA+60): Complete a minimum thirty(30) credit unit or advanced degree. Of the total number of thirty (30) credits, twenty-four (24) credits must be graduate credits and part of an approved program. (See Total column in chart below for number of CEUs/CEUEs accepted)

<u>Graduate Credits</u>	+	<u>CEUs or CEUEs</u>	=	<u>Total</u>
30		0		30
29		1		30
28		3		31
27		4		31
26		6		32
25		7		32
24		9		33

3. For advancement to the 7th Level (BA+90): A teacher must have a Master's Degree and prior approval from the appropriate Professional Development and Evaluation Program (PDEP) supervisor and principal (if different) with a right of appeal to the Superintendent if approval is not granted. Additionally, unless a teacher provides a planned program leading to a new certificate in a different area or discipline, all courses must be graduate courses unless an exception is granted by the Superintendent. Twenty-four (24) or more credits of the total needed must be academic credits. A maximum of 9 CEUs/CEUEs may be used toward the move to the 7th level. (See Total column in chart below for number of CEUs and CEUEs accepted).

<u>Graduate Credits</u>	+	<u>CEUs or CEUEs</u>	=	<u>Total</u>
30		0		30
29		1		30
28		3		31
27		4		31
26		6		32
25		7		32
24		9		33

4. All graduate credits CEUs/CEUEs to be used towards horizontal advance must have prior approval of the Superintendent or his/her designee in consultation with the applicant's PDEP supervisor except for CEUs provided by the Westport Board of Education. Evidence of eligibility for horizontal advance must be filed by September and/or February 1 in any school year. Staff members filing such evidence by September 1 shall receive the full appropriate increase in salary. Those staff members filing by February 1 shall receive one-half (1/2) the appropriate increase. One (1) graduate credit toward horizontal advance must represent at least fifteen (15) hours of course time. Any staff member having filed a statement indicating completion of credits who has been unable to obtain a transcript verifying such credits shall be paid in accordance with the foregoing but shall supply such transcript without unreasonable delay to the Personnel Office.