

## APPENDIX F

### PROVISIONS RELATING TO SALARIES

- A. Initial salary schedule step placement of teachers 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 or for certification in a shortage areas as designated by the Commissioner of Education. 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 9 academic credits for a \$225 annual increase.
  2. For advancement to Level 2 (BA+30) or Level 3 (MA+30): Complete a minimum thirty (30) credits towards an advanced degree. Of the total number of thirty (30) credits, twenty-four (24) credits must be graduate credits and part of an approved program.
  3. For advancement to Level 4 (MA+60): 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.
  4. All graduate credits 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. 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.

5. For persons who hold either a PhD or an EdD one thousand five hundred dollars (\$1,500) is added to the appropriate step on the BA+90 level.

D. Active Military Service is given full credit on the salary schedule up to a maximum of two (2) years.

E. Salary Payment Options - The Board of Education shall offer to each teacher (except twelve (12) month personnel) the choice of one of the following two plans for the payment of salaries:

Plan A            Payment shall be made in 21 equal checks  
(before deductions)

Plan B            Payment shall be made in 21 equal checks.  
The first 20 checks shall equal 1/24 of the employee's salary before  
deductions. The twenty-first check shall equal 4/24 of the teacher's annual  
salary and shall be paid upon or before the last school day.

Salary payments shall be made by direct deposit

F. Interactive Video Program - It is the intention of the interactive video program to enhance course offerings and to make available to students courses that would not otherwise be available.

G. Online courses for salary advancement shall be subject to the same approval process as other courses, including, without limitation, the approval process set forth in ARTICLE XXX of this Agreement and in this APPENDIX F. The Superintendent or designee shall have sole discretion to approve or reject a proposed online course for salary advancement, provided that approval shall not be unreasonably withheld. A teacher may appeal the Superintendent's or designee's decision to reject a proposed online course for salary advancement by submitting to the Superintendent or designee a written explanation setting forth the reasons why such teacher believes the online course should be approved. Any decision by the Superintendent or designee regarding the approval or rejection of a proposed online course for salary advancement, including any decision regarding an appeal of such decision, shall not be subject to grievance or arbitration under this Agreement or to any other appeal process.