

Instructional Staff Contracts/Compensation/Salary Schedules

Salary advancement will be based on an experience increment, individual professional growth and the district's fiscal ability to fund the schedule.

General Guidelines:

1. An experience increment may be granted each year as long as the staff member is properly endorsed and licensed and has not reached the maximum level on the salary schedule. The experience increment will be compounded on the individual's base salary each year.
2. Licensed teachers advance on the salary schedule for semester credit hours earned. Advances will be made upon the completion of courses and dependent upon the criteria by the district.
3. When the base salary increases that amount will also be added to each returning licensed staff member's salary.
4. Salary advances for semester credit hours earned will be as follows:
 - a. The amount of \$150 will be granted for each semester credit hour earned outside of scheduled teacher contracted days in full credit increments. Any partial credits earned (i.e. 1/2 credit courses) will not be added to the salary until additional courses are taken to equal one full semester credit hour. In the best interest of the district and its students, First Aid/CPR will be the only course that will be accepted as a 1/2 credit for salary advancement.
 - b. The superintendent is responsible for determining whether hours or courses taken for salary advances are essential to the operations, goals, and mission of the district.
5. The salary advances for semester credit hours earned will become part of the individual's base salary.
6. The district will only pay salary advances for a maximum of three semester credit hours a year.
7. Credit for pre-approved exemplary programs may be granted up to two semester hours of credit per five-year licensure period for a licensed staff member.
8. The district will not pay salary advances for in-service credit unless sanctioned by the district.

9. A \$2000 one-time bonus will be paid for any MA degree earned. A \$3,000 one-time bonus will be paid for any Ed.S., Ed.D., or Ph.D. earned. Neither bonus will be added to the base salary.
10. A \$600.00 bonus will be added to the staff member's base pay on the anniversary of his or her employment in years 15, 20, 25 and 30 of continuous employment with the district. This increment will be retroactive to the most recent anniversary date.
11. The administration may require three observations of staff member utilizing and/or implementing information obtained from professional development.
12. The administration may require the staff member to make a presentation to other building staff members and/or Board of Education of information obtained from professional development.

All licensed staff new to the district will enter using the following formula:

BA \$30,806.00 Base

Experience factor of 1.5% of the base will be added for each year of experience credited, in addition to \$75 per semester hours up to 36-hours.

MA \$34,894.00 Base

Experience factor of 1.5% of the base will be added for each year of experience credited, in addition to \$75 per semester hours up to 36 hours.

Criteria for professional growth

In order to advance on the salary schedule, professional growth experiences must be pre-approved and meet one or more of the following criteria:

- The experience is directed specifically toward any defined district goals.
- The experience is prescribed in the certified Personnel Performance Evaluation Summative Appraisal Report (a plan will be required)
- The work is completed on an advanced degree in an educational field (a plan will be required)
- The work is completed in an additional area of endorsement (a plan will be required)
- The work is in the current area of teaching assignment.
- Unless previously approved, workshops, seminars, etc. during the school day will not be approved for salary advancement

Methods that may be used to earn units

- ◆ Approved college graduate semester hours (quarter hours can be converted to semester hours) directed at the above stated criteria.
- ◆ Approved college undergraduate semester hours (quarter hours can be converted to semester hours) directed at the above stated criteria.
- ◆ District sanctioned and Colorado Department of Education approved in-service directed at the above criteria.

Procedure for pre-approval

The procedure for submission of pre-approved credit units for an increase in salary shall be as follows:

1. The licensed staff member shall submit to the building principal a completed request for approval of credit form at least two weeks prior to enrolling in the desired course or in-service activity. The time period may, at the discretion of the superintendent, be adjusted in the event of extenuating circumstances.
 - a. The building principal is responsible for reviewing and recommending the request.
 - b. The principal may act upon this request in the event of the extended absence of the superintendent.
 - c. The building principal is responsible for forwarding the request and his or her recommendation to the superintendent.
 - d. The request must be accompanied by either a syllabus or a flyer describing the course, including meeting places, times and other pertinent information needed by the administrator in order to determine the academic validity of the requested course.
2. The superintendent shall, upon receipt of the pre-approval request form, decide to approve or deny the request, and shall notify the licensed staff member in writing by sending a copy of the request with his or her decision.
3. If a licensed staff member does not agree with the decision, he or she may follow the appeals procedure.

Appeals process

If the superintendent disapproves the planned course work, the party may seek recourse by appealing that decision to a three-member committee, consisting of:

- A. One licensed staff member recommended by the person making the appeal,
- B. One licensed staff member recommended by the superintendent, and,
- C. One of the building level principals

All requests for appeals will be made directly to the superintendent. It will then be the superintendent's responsibility to convene the appeals committee at the earliest possible time.

It shall be the duty of this committee to meet and consider all the pertinent information in the matter of the disapproval decision. The committee will request adequate data from both the person making the appeal and the superintendent. After consideration, the committee shall submit to the superintendent and to the appealing person in writing its recommendations concerning this matter. The superintendent will take the recommendation into consideration. The decision of the superintendent shall be final.

Validation requirements

After course work has been successfully completed; validation of completion of the course must be submitted to the superintendent. Completed course work must be submitted by September 1. The licensed staff member's salary will be increased for completed course work during the month of September. The following shall be considered valid proof of completion:

1. Grade slips (reports) from the college/university-approved programs (official transcript must be submitted as soon as possible).
2. Official transcript.

Approved: April 22, 1998

Revised: August 12, 2009

Revised: March 24, 2010