

PLACEMENT ON THE SALARY GUIDE

- I. In order for an employee to receive a salary increment after July 1 of the following year, 10 month employees must be hired prior to February 1; 11 and 12 month employees must be hired prior to January 1.

- II. Professional Requirements for Advancement to the Next Level on the Salary Guide
 - a. A satisfactory administrative rating.

 - b. A bachelor's degree from an approved college is required for the four year training level.
 1. In the event of personnel taking advanced degrees under a fully matriculated program from an approved college or university, it shall be necessary to submit only the initial approval form to the Superintendent. The form should state the program.
 2. Undergraduate courses may be substituted for graduate courses in cases of additional certification, preparation for advanced degree, etc. when such have been approved by the Superintendent.

 - c. Formal courses taken at approved professional institutions must be approved in advance by the Principal and Superintendent on the form provided. They must relate to the teacher's field, be desirable for the background of the teacher, or be required to complete a degree.

 - d. In case of non-approval of the selection of a course, the teacher may request a conference with the Principal, Superintendent, and, if necessary, the Board of Education.

 - e. Credit for courses shall be validated by an official transcript.

 - f. No teacher may be excused from any required school duties more than once a week to pursue college courses.

- III. Professional Requirements for Receiving an Increment
 - a. A satisfactory administrative rating.

 - b. In-service Credit:
 1. All teachers shall complete one hundred fifty (150) hours of professional development activities during each five (5) year cycle except that employees who have reached age 55 or attainment of MA+30 level shall complete one hundred (100) hours within each five-year cycle.
 2. All newly certified teachers or those starting after the first year of each five year cycle will be required to complete a pro-rated number of hours equal to 30 hours for each year remaining in the cycle.
 3. Teachers on leave for less than one year have the option to stop the professional development clock or to accrue professional development hours if the teacher has a written and approved PDP for the school year.
 4. A teacher on leave, during any given school year, who has opted to stop the

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professional development clock and whose leave is:

- a. 3-5 months will deduct 15 professional development hours from the 150 hour requirement
 - b. 6-10 months will deduct 30 professional development hours from the 150 hour requirement
5. Each tenured teacher will be required to maintain records of his/her own professional development hours and produce such record and documentation at the conclusion of each five-year cycle or earlier if requested by the school administrator or designee.
 6. Each non-tenured teacher will be required to maintain records of his/her own professional development hours and produce such record and documentation as requested by the school administrator or designee annually until tenured. Non-tenured teachers who do not demonstrate significant progress toward meeting the cycle requirement shall not be awarded a tenure contract. Significant progress is determined to be earning at least ninety (90) hours within the first three years of the cycle.
 7. Any teacher who fails to meet the professional development requirement at the conclusion of the five-year cycle shall have his/her adjustment and employment increment withheld for the subsequent year.
- c. Miscellaneous Considerations Involving Increment Credits
1. "Exchange" teachers who are granted a leave for a year will receive an increment for the year they are on leave.
 2. Teachers who are granted a leave of absence for a year will not receive an increment for the year they are absent.
 3. Evaluation of all in-service credit will be made by the Superintendent's Office.

TUITION REIMBURSEMENT

For any staff member not included under the terms of a collective bargaining agreement or individual contract the Board will pay a maximum of \$1000 per person per school year for tuition of graduate courses approved by the Superintendent to a maximum of \$26,000 per year. Only course work approved by the superintendent of schools shall be eligible for educational level and step advancement. Tuition will not include cost of books, meals, etc. This policy applies to tenured employees only. Payment will be made upon completion of the course and presentation of a report card, transcript, or letter stating such. The college bill will be submitted to the business office for reimbursement. The school year is July 1 through June 30. All recipients must maintain a minimum of a "B" average.

N.J.S.A. 18A:1-1, 18A:28-5, 18A:29-4.1 et seq. 18A:29-9, 18A:40-1
N.J.A.C. 6:11-12.8; 6:11-12.9

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