

Board Policy Document

STAFF PERSONNEL

Series 400

Policy Title: Horizontal Advancement on Salary Schedule

Code Number: 402.11

A. General Provisions

1. Course work must contribute directly to improvement of the skills needed to perform the employee's specific duties with the District unless an employee is pursuing an advanced degree with the approval of the Superintendent as set out in Article X(c)(3) of the Master Contract. If an employee is pursuing an advanced degree with the approval of the Superintendent or his/her designee, the course work taken by said employee in pursuit of said degree shall also qualify for horizontal advancement.

Any questions concerning the acceptability of course work should be directed to the Superintendent or his/her designee whose decision in this matter shall be final.

2. All course work must be of an academic nature and must be taken at an accredited college or university. Academic grades for completed course work must be of a passing grade "B" or higher unless only offered on a pass/failure basis.
3. To advance from one educational lane to another, an employee shall complete and file with the Human Resources Office a written application for horizontal advancement on a form furnished by the District no later than September 15 of the school year for which the credit is to be granted.

If an official transcript(s) of credit(s) earned is not filed with the Human

First Adoption: January 10, 1984

Revision Adoption: February 14, 1995/April 27, 1999/May 11, 2004

Legal Reference:

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Resources Office by the end of the first semester, the employee shall be moved back to his/her previous salary lane and his/her salary shall be reduced to make up for any overpayment.

4. All hours must be graduate hours unless written approval from the Superintendent or his/her designee has been obtained prior to enrollment in the course.
5. Credits must have been earned in the seven-year period immediately prior to the year in which horizontal advancement is sought.

B. Provisions for Placement in the Bachelor's Degree Plus Fifteen Hours Classification

Course work which will qualify an individual for placement in the "Bachelor's Degree Plus Fifteen Hours" classification must have been completed after the individual has already earned the Bachelor's Degree.

C. Provisions for Placement in the Master's Degree Classification

Course work which will qualify an individual for placement in the "Master's Degree Plus Fifteen Hours" or in the "Master's Degree Plus Thirty Hours" classification should be completed after the individual has already earned a Master's Degree.

D. Provisions for Placement in the Master's Degree Plus Fifteen Hours or Master's Degree Plus Thirty Hours Classification

1. All hours must be earned after the Master's Degree was conferred.
2. A majority of the course work (8 hours or 16 hours depending upon the classification) must be directly related to the normal teaching assignment or in an area that will likely be of value to the teachers and district in the future. (Example: A majority of a science teacher's hours should be earned in the science department while an elementary teacher would need the majority of his/her work in elementary education.)