

COUNCIL ROCK SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SALARY DETERMINATION

ADOPTED: August 28, 1997

REVISED: July 19, 2001

428. SALARY DETERMINATION	
1. Purpose	There shall be a salary guide for professional employees of the district that shall be applied.
2. Authority SC 1142, 11.42.1, 1144, 1149, 1150, 1151	The salary guide of the district shall provide for the determination of beginning salaries for new and inexperienced employees, beginning salaries for experienced employees who are new to the district, and salary adjustments that may be occasioned by the earning of advanced degrees while employed by the district or that may be required under law.
3. Delegation of Responsibility	The Superintendent is authorized to credit past service of an applicant for determination of salary for employment in this district.
4. Guidelines	<ol style="list-style-type: none">1. Professional employees, temporary professional employees, and full-time substitutes will be provided with a copy of the Salary Credit guidelines by the Human Resources Office at the time of their employment.2. Professional employees, temporary professional employees, and full-time substitutes shall present transcript(s) for all credits claimed at the time of an initial salary schedule placement. Credits consistent with these guidelines, not claimed at initial employment may not be used for future advancement. Official transcripts must be received or proof of a request must be presented within one (1) month from the individual's first date of employment.3. Step placement shall be determined by the school district.4. Progression from initial placement on the salary schedule for professional employees, temporary professional employees, and full-time substitutes will be on the basis of courses taken after initial employment.5. Any member of the Council Rock School District's bargaining unit who plans to take graduate work and desires that such be honored for salary purposes, must file the proper form with the Director of Human Resources prior to

September 15, of the fall semester; prior to January 15, of the spring semester; and prior to June 1, for summer session.

6. Following completion of approved course(s) which would enable one to progress from one salary column to another column, evidence of satisfactory completion (official transcript or grade report and proof of request for official transcripts) should be attached to the proper form and forwarded to the Human Resources Department at the administration building for recording.
7. A grade of "B" or above is required for salary progression. A grade of "Pass" will be accepted only with a written statement from the college/university attesting that the level of performance in the course was equivalent to a grade of "B" or above.
8. A course can be used only once for salary schedule progression.
9. For colleges and universities that offer "quarter credits", Council Rock will consider them as two thirds (2/3) of semester credits.
10. Employees receiving graduate credits that would allow horizontal advancement on the salary schedule shall receive such advancement at the start of the following quarter when official transcripts are received and recorded in the Human Resources Office. This increase will not be retroactive except for these credits forwarded on or before October 1. For those credits received on or before October 1, payment will be retroactive to September 1. Other quarterly adjustments may occur on January 1 and/or April 1.
11. Employees shall be given the opportunity to petition the Superintendent/designee for an exception to these guidelines. An exception shall be granted by the Superintendent/designee when it has been determined that extenuating circumstances exist and that the granting of salary credit is appropriate.
12. Graduate credits earned prior to the issuance of an initial teaching certificate which are directly related to the employee's professional assignment may be credited for placement on the salary schedule at the time of employment.

What Is Recommended And/Or Acceptable

1. Only GRADUATE LEVEL course credits offered by colleges and universities accredited through standard regional groups recognized by the U.S. Department of Education such as Middle States will be approved.

2. Graduate level course credits directly related to the employees academic teaching assignment will be approved for salary consideration. An academic teaching assignment will be determined by the employee's certification which enables s/he to perform his/her professional assignment. For example: Elementary certified and assigned employees may be granted approval for elementary education courses, or a Biology certified and assigned employee may be granted approval for Biology course work.
3. Graduate level course credits related to an employee's certification but not related to his/her teaching assignment will be pre-approved. For example: an English/Social Studies certified employee who is teaching social studies, will be granted approval for English course work.
4. Graduate level course credits will be pre-approved subsequent to an employee's acceptance into a college/university approved program leading to an additional area of certification. Pre-approval will be granted for all coursework taken, as long as, the employee continues to enroll in courses as part of an official college/university certification program.
5. Graduate level general education courses not specific to the employees academic teaching assignment will be granted pre-approval only when in the sole opinion of the Superintendent or his/her designee the coursework will significantly improve the professional employee's instructional skills, classroom management skills, or knowledge of students' social/intellectual or academic development.
6. Graduate level coursework that does not fall into the categories described above, may receive preapproval at the sole discretion of the Superintendent or his/her designee provided the coursework will significantly benefit the district.
7. Graduate level, off-campus course credits will be approved only if the college or university has an on-campus graduate degree granting program in the area of study for which pre-approval is sought. For example: if an employee requests pre-approval to take a music course, the college or university must grant a Masters or Doctorate in Music. If the employee requests pre-approval for an education course, the college/university must grant a Masters or Doctorate in Education.
8. A Master's Equivalency Certificate is acceptable in Council Rock as equivalent to a Master's degree for salary purposes, in accordance with limitations stipulated in the collective bargaining agreement.

9. Graduate credits received beyond a Master's Equivalency will be treated the same as graduate courses received beyond the Master's degree, in accordance with limitations stipulated in the collective bargaining agreement.
10. It is recommended that course work taken be part of an approved graduate or certification program leading toward an advanced degree or additional certificate.
11. It is recommended that the employee enroll in as many on campus courses as possible. There should be a balance between on-campus and off-campus coursework. There should also be a balance in the selection of courses relating to the employees academic assignment, to teaching methodology and other pedagogical courses.

What Is Not Recommended And/Or Not Acceptable

1. Correspondence courses (except on-line, Internet based courses), video coursework, credit for travel, and/or off-campus, noninstructor-supervised courses are not acceptable for salary schedule progression.
2. Undergraduate credits.
3. Credits from approved Pennsylvania Department of Education workshops/courses are not acceptable for progression on the Council Rock salary schedule except as provided in paragraph 8, page 4 of this policy.
4. Community college credits are not acceptable by the State in fulfillment of certification requirements, and they are not acceptable for progression on the Council Rock salary schedule.
5. Off-campus, out of the mid-Atlantic region courses and programs will not be approved (e.g., Goddard College, Antioch, University of S.E. Alaska, or Nova, etc.) unless there are extenuating circumstances which in the sole opinion of the Superintendent or his/her designee warrant approval.
6. Pre-approval will not be granted for off-campus coursework offered by colleges/universities that do not have an on campus graduate degree granting program in the area of study for which preapproval is sought.
7. General education or liberal arts coursework which have little or no relationship to an employee's teaching assignment will generally not be pre-approved.