

PROFESSIONAL STAFF SALARY SCHEDULES

If the Superintendent authorizes a full salary step increase in accordance with the terms of the certified Master Agreement determined through teacher negotiations, a certificated/ licensed staff member shall be advanced on the salary schedule:

1. At the beginning of each contract year. All eligible certificated/licensed staff members may be advanced one vertical step on the salary schedule provided the staff member has been employed at least 90 days of the preceding school year.
2. Partial step increases will be implemented according to union negotiations.
3. In the event the Superintendent authorizes a cost of living increase, all certificated/licensed employee contracts will be adjusted accordingly. This will normally occur in August.
4. In the event that a certificated/licensed staff member receives additional credit hours warranting a horizontal change in the salary schedule, it shall be effective on September 1 or January 1 of each year. Transcripts or official grade reports must be submitted to the Human Resources office by October 12 for September horizontal movement on the salary scale. Transcripts or official grade reports must be submitted to the Human Resources office by February 12 for January horizontal movement on the salary scale. Horizontal changes on the salary schedule shall be calculated in semester hours.
 - a. A duplicated course, either by title or content, will not qualify.
 - b. Only those credits, degrees and experience submitted and agreed upon at the time of employment will be considered for initial salary placement.
 - c. Credits for courses leading to another profession outside of the field of education will not be accepted for salary purposes.
 - d. Inservice credit earned for teacher certification will not be accepted for salary purposes unless it carries graduate credit.
 - e. A letter grade of "C" or better in the course must be achieved for that course to qualify for salary advancement. In courses in which letter grades are not given, a "pass" or "satisfactory" grade for the course must be obtained for that course to qualify for salary advancement.
 - f. Only graduate credits received after the date of confirmation of the BA or MA degree will be counted for salary purposes except as outlined below.
 - g. Certain undergraduate course work will be accepted when approved in advance by the Chief Human Resources Officer and/or the superintendent.

In order to qualify for consideration, undergraduate work must be in an area designated by the Superintendent as recommended by the superintendent and the administrative council. The following criteria must be met.

- (1) The course taken must apply directly to the areas approved by the district.
 - (2) If the course is taken on the teacher's time, the credits will apply to the district's salary increment.
 - (3) If the course is taken on school time, credit will not apply to the salary increment but in some cases the district may pay the cost of tuition.
 - (4) Generally, only one undergraduate course per area will be approved.
 - h. Certain district sponsored course work will be accepted for educational salary advancement without college credit, provided the course has received prior approval of the Superintendent. This course work also must be acceptable to the Colorado Department of Education for recertification credit.
5. All certificated/licensed personnel new to the district must validate their licensed teaching experience and provide the Human Resources office with correct names and addresses of former employers. Credit for placement on the salary schedule may be given for the following previous professional experiences:
- a. Public school - accredited by the Colorado Department of Education and/or North Central Association or its regional equivalent in a contracted assignment with a minimum ninety (90) days, four (4) hours per day continuous assignment.
 - b. Private elementary and secondary schools - accredited by Colorado Department of Education and/or North Central Association or its equivalent in a contracted assignment with a minimum ninety (90) days, four (4) hours per day continuous assignment.
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 - c. Junior college, college or university - accredited by North Central Association or its regional equivalent. Only full-time professional experience will be accepted. (Fractional years' experience and experience in any type of assistantship will not be considered).
 - d. Job Corps and Peace Corps or verified other like professional experience.
 - e. Foreign United States dependent schools.
 - f. Clinical experiences of special service providers that relate to their professional responsibilities. Only years served while the provider held a State certification/license will be counted.
 - g. A stipend for vocational experience will be paid to those staff members who teach a minimum of fifty (50) percent of their classes in a reimbursable vocational program in lieu of outside industry placement on salary schedule.
 - h. Substituting experience does not apply for credit for placement on the salary schedule.

Situations regarding professional experience credit that may arise for which language is not clearly applicable will be jointly reviewed by Human Resources and BEA.

6. A teacher who resigns or leaves the system for any reason and is re-employed within two full school years shall be placed on the same step in the salary schedule as when they left if steps have not been given to all staff in the interim. If steps have been given to all staff in the interim, the returning employee will be placed on the next step up from when they left. The

placement shall be dependent upon his/her education at the time of re-employment.
Fractional year's experience will be counted in accordance with state law.

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School District 27J, Brighton, Colorado