



## **COLUMN MOVEMENT GUIDELINES**

### **RECOGNITION FOR EDUCATIONAL ATTAINMENT**

*The language in this section does not apply to Health Room Nurses covered by this collective bargaining agreement.*

1. Effective July 1, 2020, coursework eligible to be applied toward column movement is restricted to coursework that meets the following criteria: "All course work must be in an approved and accredited Graduate Institution within the Tristate area (Delaware, New Jersey and Pennsylvania). \*Accreditation is to be defined as an institution which is recognized by the U.S. Department of Education or authorization from the Pennsylvania Department of Education – Division of Higher Education. Subject to this requirement, video courses, courses provided via satellite, internet, CD-ROM, distance learning links and other emerging technologies shall be eligible for column movement.
2. Horizontal movement on the salary schedule may take place only one (1) time a year, based upon an annual calendar of July 1 through June 30. A member may only move one (1) horizontal column per year.
  - a. If the employee submits required paperwork by June 30, educational attainment will be authorized as of the August meeting of the Board and effective the first scheduled pay of the school year.
  - b. If the employee is late in submitting the required paperwork, the employee will not lose his or her right to recognition for educational attainment subject to the provision stated above in paragraph #1. However, the employee will have to wait until the Board meeting following the next submission date in order to have the educational attainment authorized and recognized.
3. A grade of "B" or better is required for credits to qualify for horizontal movement.

### **DEFINITION OF COLUMNS**

*The language in this section regarding degrees and eligibility for additional degrees does not apply to Health Room Nurses covered by this collective bargaining agreement.*

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| <b>BACHELOR'S</b>                                        | Bargaining Unit Members with a Bachelor's Degree holding an Instructional I or Specialist I Certificate for Pennsylvania.                                                                                                                                                                                                                                                            |
| <b>BACHELOR'S PLUS 24/P.C. (Permanent Certification)</b> | Bargaining Unit Members eligible for Bachelor's Column with twenty- four (24) additional credits or permanent certification in Pennsylvania. The twenty-four (24) credits must be earned after the Bargaining Unit Member has met the requirements for the Instructional I or Specialist I Certificate and must meet the credit requirements for permanent certification.            |
| <b>MASTER'S</b>                                          | Effective as of the date of entry into this Collective Bargaining Agreement, Bargaining Unit Members with a Master's Degree holding an Instructional or Specialist Certificate for Pennsylvania or teachers holding a Master's Equivalent issued on or before the first day of the 1998-1999 school year.                                                                            |
| <b>MASTER'S PLUS 20</b>                                  | Bargaining Unit Members eligible for the Master's Column with twenty (20) graduate credits earned after the Master's Degree. All credits must be in either the major teaching field, an area of education, or other area with prior approval of the Superintendent.                                                                                                                  |
| <b>MASTER'S PLUS 40</b>                                  | Bargaining Unit Members eligible for the Master's Column with forty (40) graduate credits earned after the Master's Degree. All credits must be in either the major teaching field, subject area of education, or other area with prior approval of the Superintendent.                                                                                                              |
| <b>MASTER'S PLUS 60</b>                                  | Bargaining Unit Members eligible for the Master's Column with sixty (60) graduate credits earned after the Master's Degree. All credits must be in either the major teaching field, an area of education, or other area with prior approval of the Superintendent.                                                                                                                   |
| <b>DOCTORATE</b>                                         | Bargaining Unit Members with an earned Doctorate from an approved college or university fully accredited by one of the six regional accrediting agencies or higher education. The earned Doctorate Degree, after an earned Bachelor's or Master's Degree, must be in either the major teaching field, an area of education, or other area with prior approval of the Superintendent. |

## PROCEDURES FOR RECOGNITION FOR EDUCATIONAL ATTAINMENT:

1. Complete the column movement application and cover sheet, both available on the MNSD website under HR Department Forms.
2. Obtain copies of transcripts or grade reports of credits earned.
3. Send completed column movement application, cover sheet and transcripts/grade reports to the HR Benefits Analyst. You may scan via email, send via inter-office mail or hand deliver your paperwork documentation to the HR Benefits Analyst in the Administration Building.
4. Upon receipt, the HR Benefits Analyst will review your column movement application and supporting paperwork. You will receive a confirmation email acknowledging receipt of the documents, and you will be notified if any further information is needed.
  - a. *Submission and review of these documents is strictly for the approval of Column Movement. Tuition reimbursement is an entirely separate process managed through My Learning Plan (MLP).*
  - b. *Courses used towards column movement do not require pre-approval (in MLP); however, all credits must be in the major teaching field, an area of education or other area with prior approval of the Superintendent and require a grade of B or better.*
5. It is the responsibility of the employee to comply with the requirements of this provision. HR will not be responsible to notify the employee of needed documents or timelines.

## SALARY CHANGES:

1. Salary changes will be made following:
  - a. The employee's submission of all required paperwork by **June 30** of each year to Human Resources; and after having such educational attainment authorized at the August meeting of the Board of School Directors.
  - b. Salary changes will be effective the first pay of the following school year, per the negotiated salary schedule in the MNEA contract. Column movement is not retroactive to submission date.